

2014-15



Los Angeles Valley College

Your Future Begins Here

Catalog

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www.lavc.edu





5800 Fulton Avenue
 Valley Glen, CA 91401-4096
 (818) 947-2600
www.lavc.edu



LAVC Telephone Directory

Campus Tel: (818) 947-2600

Administrative and College Services

Listed Alphabetically with Telephone Extensions. Dial (818) 947- plus extension.

DEPARTMENT	EXTENSION	DEPARTMENT	EXTENSION
Academic Affairs	2326	Job Resource Center	2333
Academic Resource Center	2811	Library	2425
Admissions	2553	Lost & Found	2911
Assessment Center	2587	Maintenance & Operations	2301
Associated Student Union	2361	Museum	2373
Athletic Director	2508	Personnel	2415
Bookstore	2313	President	2321
Business Office	2318	Radio Station (KVCN)	2305
Career/Transfer Center	2646	Receiving	2998
Child Development Center	2931	Scholarships and Grants	2700
Community Services Program	(818) 947-2577 EXT. 4172	Services for Students with Disabilities	2681
Cooperative Education	2333	Sheriff's Department	2911
Counseling	2546	Student Support Services	2487
Donations	2619	TDD (for Deaf only)	2680
EOPS	2432	Valley Star (School Paper)	2868
Financial Aid	2412	Veterans Office	(818) 778-5627
Foreign Student Advisor	2644	Vice President, Academic Affairs	2378
CalWORKs Citizenship Center	2976	Vice President, Administrative Services	2336
Graduation Office	2403	Vice President, Student Services	2543
Health Center	2918		

Los Angeles Valley College 2014-15 Catalog:

Josefina Torres, *Editor, Publication Coordinator* with the collaboration of Sheri Berger, *Dean, Academic Affairs*, Rebecca Frank, *Curriculum Chair*, and Anita Martinez, *Articulation Officer*. PHOTOS: Public Relations Office

ON THE COVER

Untitled

by LAVC student Angelica Rodriguez for Art 309: Oil Painting III. Exhibited in the LAVC Student Art Show 2014. USED BY PERMISSION

2014-2015 Catalog

Volume 65



2014-2015 Calendar

Fall Semester 2014

Classes: September 2 - December 21, 2014

Finals: December 15 - 21, 2014

Spring Semester 2015

Classes: February 9 - June 7, 2015

Finals: June 1 - 7, 2017

Accredited by the Western Association of Schools and Colleges

Los Angeles Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Blvd., Ste. 204, Novato, CA 94949, 415-506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Information on filing a complaint against the college regarding a possible violation of accreditation standards can be found on the ACCJC website at <http://www.accjc.org/>.

Accuracy Statement

The Los Angeles Community College District and Los Angeles Valley College have made every effort to make this catalog accurate and may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or college. The District and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law.

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PRESIDENT'S MESSAGE



Welcome to Los Angeles Valley College

On behalf of the faculty, staff, and administrators, I would like to welcome you to Los Angeles Valley College.

As a member college of the national Achieving the Dream initiative, Valley College has publicly reaffirmed our commitment to doing all we can to Prepare All Students for Success. Our PASS team has done the research and we continue to implement changes that we know will help you achieve your educational goals. As of Fall 2014, all new students are required to complete an orientation, assessment and an educational plan as part of the college's implementation of the 2012 Student Success Act. In other words, facilitating student success and degree and certificate completion is at the heart of everything we do at Valley College.

As you can see by the catalog's content, Valley College offers all the general education courses you need to transfer to a major university, and for students specifically seeking to transfer to a CSU campus, Valley College has 10 approved Associate Degrees for Transfer with more awaiting approval by the state Chancellor's Office. Valley College also offers the courses and programs you need to succeed in a wide array of occupational fields, in addition to courses that help you enhance your basic skills. Finally, Valley College provides you with opportunities to participate in Extension and Community Education Programs.

Valley College publishes a schedule of classes prior to each academic session, and both the catalog and the schedule of classes are available on our website at www.lavc.edu. If you don't find the answers to your questions as you browse through the catalog or the website, please remember that there are dedicated staff and faculty available to help you. Valley College also provides many special services and programs which have been designed to meet the needs of all members of our diverse student population.

Again, welcome to Valley College. I wish you success in reaching your educational goals.

Sincerely,

Dr. Erika A. Endrijonas

President

Los Angeles Valley College is a proud member of the:
American Assoc. of Community Colleges



One Dupont Circle, NW, Suite 410 • Washington, DC 20036
Tel: 202.728.0200 • Fax: 202.833.2467 • www.aacc.nche.edu

VISION:

Los Angeles Valley College inspires, educates, and enriches our diverse community, developing critical and creative thinkers and lifelong learners.

MISSION:

Los Angeles Valley College serves as a leader in student success, with pathways for certificates, degrees, transfer, and continuing education. We enable students to advance their education, personal development, and quality of life, empowering them to be productive and engaged members of the global community.

CORE VALUES:

Student Success and Innovation in Teaching and Learning

The college creates a learning-centered environment that offers a broad range of academic programs and services in an atmosphere of academic freedom and collaboration responsive to students, faculty, staff, and the community. Los Angeles Valley College encourages each student to successfully complete all courses attempted, persist from term to term, and fulfill his or her educational goals.

Mutual Respect, Diversity, and Access to Education

The college promotes access to educational opportunities for all in a welcoming, supportive, and respectful environment that provides a place for critical thinking, learning, and personal growth.

Resourcefulness and Environmental Stewardship

The college strives to be effective stewards of our physical, technological, and financial resources to maximize institutional effectiveness. The college fosters sustainability and pride in our vibrant and evolving campus.

Table of Contents

GENERAL INFORMATION	4		
College Information, History, Goals	4		
Programs and Services Offered, Los Angeles Valley College Foundation, Academic Freedom	5		
MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES	6		
Admission Eligibility	6		
High School Students	6		
K-8 Students	6		
Federal Education Rights and Privacy Act (FERPA)	7		
Residency Requirements	7		
Foreign Student Admission	8		
Student Success and Support Program	8		
Online Orientation	8		
Assessment	8		
Student Education Planning	9		
Counseling and Advisement	9		
Registration Process	11		
Fees	12		
Business Office	14		
STUDENT LEARNING OUTCOMES	16		
EDUCATIONAL PROGRAMS	17		
Instructional Programs at Los Angeles Valley College	17		
Course Subject Abbreviations	20		
Transfer Requirements	21		
Transfer Programs	22		
• TAP/Honors	22		
• University of California Transfer	23		
• Intersegmental General Education Transfer Curriculum (IGETC) 2014-15	24		
• California State University Transfer	27		
• Independent Universities	27		
• General Education Certification for California State Universities 2014-15	28		
• CSU Systemwide Credit for External Exams	30		
Associate Degree Programs	33		
• LAVC General Education Plans	35		
Associate Degrees for Transfer	41		
Certificate Programs	45		
Degrees and Credit Certificates	46		
Noncredit Certificates of Completion	82		
Special Programs	83		
Instructional Alternatives	84		
COURSE DESCRIPTIONS	86		
ACADEMIC POLICY	165		
Open Enrollment, Student Records and Directory Information, Units of Work/Study Load, Limitations on Enrollment, Enforcement of 30-Unit Limit on Basic Skills Courses, Supplemental Instructional Materials, Attendance, Auditing Classes, Adding Classes, Withdrawing from a Class, Math and English Competency Requirement, Credit by Examination, Courses Approved for Credit by Examination, Credit for External Exams, Pass/No Pass Courses, Grades and Grade Changes, Grading Symbols and Definitions, How to Access Your Grades, Course Repetition, Final Examinations, Petition for Graduation, Academic Standards, Dismissal, Course Repetition to Remove Substandard Grade, Repetition of Courses in which a Satisfactory Grade was Recorded, Transcript, Awards, Recording Devices, Office of the Ombudsperson, Complaint Process, Academic Dishonesty, Student Grade Grievance Procedures, Standards of Student Conduct and Disciplinary Action, Policy on Academic Dishonesty, Drug-Free Environment, Student Right-To-Know Disclosure			
DISTRICT AND COLLEGE POLICIES	182		
Non-Discrimination Policy, Limited English Proficiency, Equal Opportunity, Sexual Assault Policy, Sexual Harassment Policy, Diversity Program, Smoking Policy			
ACADEMIC and STUDENT SUPPORT	185		
Tutoring, Reading Center, Library, Career Transfer Center, Academic Computing, Strategic Team for the Advancement and Retention of Students (STARS)			
SPECIAL PROGRAMS	187		
Service Learning, Study Away, ACE, Community Services, Extension Program, Instructional Television, CalWorks, GED Testing Center, Job Training, Puente, TRIO, Veterans Services, Citizenship Center, Continuing Education			
CAMPUS SERVICES	191		
Art Gallery, The Historical Museum, Assessment Center, Job Resource Center, LAVC Monarch Store (Bookstore), Child Development Center, College Advisory Committees, Services for Students with Disabilities (formerly DSPS), Extended Opportunity Programs and Services (EOP&S), Cooperative Agencies Resources for Education (CARE), Financial Aid, Cleary Act, Bus Routes, Lost and Found, Student Parking, Health Services Center, Student Psychological Services, Hope Scholarship			
STUDENT ACTIVITIES	205		
College Colors and Symbol, Scholastic Honor Society, Associated Student Union, Executive Council, Campus Clubs, ASU Membership Fee, Qualifications for ASU Officers, Student Trustee Election Procedure, Intercollegiate Athletics and Eligibility, Alumni and Friends Association, Bequests			
FULL-TIME FACULTY	209		
ADMINISTRATORS	214		
Emeriti	214		
In Memoriam	216		
DEPARTMENTAL ORGANIZATION	217		
GLOSSARY OF TERMS	223		
INDEX	225		

General Information

COLLEGE INFORMATION

History

Los Angeles Valley College is one of nine public colleges in the Los Angeles Community College District. Located in the heart of the San Fernando Valley, the 105-acre campus serves the communities of Van Nuys, Burbank, Studio City, Sherman Oaks, Valley Village, North Hollywood, Panorama City, North Hills, Encino and beyond. Today, there are about 19,000 students enrolled with 190 full-time faculty and 400 part-time instructors.

Los Angeles Valley College was created in June 1949 to meet the tremendous growth of the San Fernando Valley during the 1940's and early 1950's. In September 1949, the college opened with a student body of 439 and a faculty of 23 on the Van Nuys High School Campus.

The college moved to its present site during the summer of 1951. The enrollment at the opening semester on the new campus was 1003, with 55 faculty. The student body was taught in 33 temporary bungalow structures, which increased to 45 bungalows between 1951 and 1956 to meet the growing enrollment. By 1952, the fall enrollment exceeded 2,300 students.

From 1959 to the 1970's, the college added 20 permanent buildings. These buildings included a library, administration building, cafeteria, theater arts, planetarium, campus center, and classroom buildings with science laboratories.

Special features of the campus include three separate stages for theater productions, a motion picture studio, choral and instrumental music rooms, sound proof practice booths, and a recording center for musical instruments, a general machine shop, a weather station, departmental learning centers, a broadcast and speech studio, computer labs and a health center. The college also has an art gallery and a historical museum. The college's athletic facilities include the men's and women's gymnasiums, a fitness center, practice fields, a field house, an Olympic-sized swimming pool, and a lighted stadium that accommodates 6,000 spectators.

The college is currently undergoing a \$626 million renovation and building project that is being funded by the passage of Proposition A in 2001, Proposition AA in 2003, and Measure J in 2008. It will result in refurbishing all existing buildings and will add 15 new sustainable buildings to the campus.

Since 2006, the college has added a new maintenance & operations/sheriff's station, a state-of-the-art allied health & sciences center, a new aquatics center with Olympic-sized pool, an adapted physical education center, a child development and family complex, a student services complex, the Belle & Harry Krupnick media arts center and a library & academic resource center. The college's renovated stadium is also home to the only 10-lane Mondo track in southern California.

Additional projects scheduled to be built include media arts/performing arts building, a student union, administration/workforce development building, athletic training facility, a community services center, and a parking structure.

Goals

The goals of Los Angeles Valley College are in keeping with the mission statement adopted by the Los Angeles Community College District Board of Trustees, which is to provide comprehensive lower-division general education, career-technical education, transfer education, foundational skills education, counseling and guidance, community services, and continuing education programs which are appropriate to the communities served and which meet the changing needs of students for academic and occupational preparation, citizenship, and cultural understanding.

In pursuit of these goals, we endeavor to:

- promote equal opportunity for participation
- maintain appropriate standards for academic achievement
- provide an educational environment which meets the needs of students with varied learning skills
- provide support services which contribute to instructional effectiveness and student success
- affirm the importance of cultural experiences that empower students to be engaged members of a global society.
- effectively manage educational and financial resources.

In order to assist students in achieving their educational objectives, the faculty and staff of Valley College strive to provide:

- counseling services directed toward identifying and fulfilling educational, financial, health and other personal needs

- opportunities for exploration and self-discovery in an atmosphere of freedom and open communication
- opportunities to acquire and apply real-world skills
- opportunities to develop and use problem-solving techniques in the achievement of stated objectives
- opportunities to explore, understand and participate in the governance of the college and in other social structures
- opportunities to evaluate the effectiveness of the educational process in terms of the students own goals
- opportunities to engage with the community at large
- cooperative relations with other institutions in promoting appropriate educational, cultural and occupational programs.

Programs and Services

Transfer

Four-year universities require students to complete certain requirements for the bachelor's degree. Among these are general education and major requirements. Valley College offers transferable courses and transfer degrees which are equivalent to the lower division (i.e., freshman and sophomore) requirements at many colleges and universities. Among these colleges and universities are: UCLA, USC, CSU Northridge, CSU Los Angeles, CSU Long Beach, CSU Dominguez Hills, Cal Poly Pomona, Cal Poly San Luis Obispo, UC Santa Barbara, UC Irvine.

With counseling and careful planning students may, in most cases, transfer as a junior with their lower division major requirements and appropriate general education requirements completed.

Associate Degree (AA/AS)

The Associate Degree (AA/AS) may be earned in conjunction with preparation for transfer or an occupational program. It may also be pursued as an educational end in itself.

Associate Degree for Transfer (AA-T/AS-T)

The Associate Degree for Transfer (AA-T/AS-T) prepares students for transfer to a California State University (CSU). Students completing these degrees are guaranteed admission to the CSU system.

Certificates

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

General Education

A program of general education comprised of planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a worker, family member, and citizen.

Foundational Skills 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

Opportunities are provided for individuals who are interested in improving their academic and occupational competencies. In addition, tuition-free noncredit courses are intended to provide students with lifelong learning and college and career preparation opportunities.

Guidance

A guidance program incorporating vocational, educational, and personal counseling to assist students in the selection and pursuit of a life work compatible with their interests, aptitudes, and abilities.

Community Services Program

A comprehensive program designed to meet the college's mission for lifelong learning providing hundreds of not-for-credit educational offerings (online and classroom) in computer applications, health and wellness, open recreation, personal growth, and business-related studies. This program is a completely self-supported, fee-based division of the college. Online registration is <http://lavalley.augusoft.net>.

The Los Angeles Valley College Foundation

- The Foundation is a non-profit organization whose purpose is to benefit Los Angeles Valley College students and college programs and activities. The Foundation raises funds to support student scholarships, faculty projects, and various campus programs, and alumni events.
- To inquire about the Foundation or to make a contribution, please call (818) 947-2619, or visit them online at www.lavcfoundation.org.

Academic Freedom

The Board's policy on academic freedom is contained in Article 4 of the LACCD's Agreement with the American Federation of Teachers College Guild, which is in effect between July 1, 2011 and June 30, 2014. This article states that, "the Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students."

Matriculation/Admission and Registration Procedures

Admission Eligibility

Anyone with a high school diploma or its equivalent meets the basic eligibility requirement for admission to a California public two-year community college.

People who do not have a high school diploma or its equivalent but meet additional criteria are also eligible for admission if, in the judgment of the college Admissions Officer, they are capable of profiting from instruction. Additional eligibility criteria include:

1. People who are eighteen (18) years old.
2. People who are apprentices, as defined by Section 3077 of the California Labor Code.
3. People in grades K-12, under special circumstances.

Information regarding other eligibility criteria and/or admission procedures is available in the Office of Admissions and Records.

High School Students (9-12 Grades)

Admission

High school students are allowed to enroll while they are still in high school provided that they submit an Admissions Application and get the approval of their principal or designee and parent on a Concurrent Enrollment Form.

Assessment

All high school students wanting to take English or math must go through the assessment process. See a college counselor about scheduling an assessment.

Deciding Which Classes To Take

The principal or designee signing the Concurrent Enrollment Form should approve the class(es) in which the student is attempting to enroll. However, the student is still required to meet college-level prerequisites for any course they wish to take. If the student is planning to take English or math classes they must be assessed prior to enrollment. For more information about assessment testing, contact the Assessment Center at (818) 947-2587

Enrolling In Classes

Students can choose to take Advanced College Enrollment (ACE) classes after school at Los Angeles Valley College or on select high school campuses. Because courses vary by semester, students should see their college counselor for more information.

■ After School Classes

Students must submit an admissions application and Concurrent Enrollment Form. For more information students should talk to their high school counselor or college advisor.

■ General Courses/Intersession

Students must submit an admissions application and Concurrent Enrollment Form to the Office of Admissions and Records during normal business hours. Students will receive an internet registration appointment at this time. For more information go to Admissions and Records located in the Student Services Center building.

Paying Your Fees

Concurrently enrolled resident middle/high school students are exempt from paying enrollment fees provided they enroll in 11-units or less. Non-resident students are responsible for paying the non-resident tuition.

Elementary and Middle School Students (K-8 Grades)

Admission: K – 8

Los Angeles Valley College provides opportunities for academically advanced students to enroll at the college. Students who wish to enroll in courses must complete an application packet, available at the Office of Admissions and Records. Students must complete and submit the application packet no later than two weeks prior to the beginning of the semester. There are no exceptions. Once a completed application is received, the K-8 Admissions Committee will review the application. Students will be admitted only for enrichment purposes. (Administrative Regulation E-87)

Fee Payment

ATTENTION BOARD OF GOVERNORS FEE WAIVER STUDENTS

All students will be charged the health fee (\$11 for fall and spring and \$8 for summer and winter). This fee will no longer be waived for students who are eligible for a fee waiver. Please feel free to contact the Financial Aid Office at extension 2412 if you have any questions.

Fees for California residents are subject to change by California legislature. **PAY FEES AS SOON AS POSSIBLE TO AVOID DELAYS** in receiving your **REGISTRATION FEE RECEIPT**. You will need this receipt to purchase books and to avoid long lines or a hold on classes/books/records. If you pay by mail, the **REGISTRATION FEE RECEIPT** form will be mailed to you. If you don't receive your fee receipt by mail, you may pick it up at the Business Office. If you delay in payment of fees, your enrollment process will be delayed.

You will need your **REGISTRATION FEE RECEIPT** before you can purchase books, check out library materials, or identify yourself for any purpose as an enrolled student. If you do not pay your fees, you will not be able to purchase a parking permit or take a photo I.D.

Federal Educational Rights and Privacy Act (FERPA)

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

RESIDENCY REQUIREMENTS

California Residency Requirement

To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is the day before classes begin. Residence is defined as a union of act and intent.

Non-Residents

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

Residency Reclassification

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

Residency Appeal

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

College Residency

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the twelve units of credit for residence requirement.

FOREIGN STUDENT ADMISSION

F-1 Visa Applicants

Los Angeles Valley College issues I-20s to foreign students who wish to study on an F-1 visa. The college works closely with the United States Citizenship and Immigration Services (USCIS). Therefore, foreign students are urged to acquaint themselves with the USCIS prior to applying for admission.

Foreign student applications are accepted fall and spring semesters. Foreign students are required to pay the non-resident tuition fee. Tuition and fees must be paid at the time of registration in accordance with the number of units in which the student enrolls. There is a \$35.00 application processing fee due at the time of application and a \$25.00 service fee per semester.

I-20s may be issued to the following applicants:

Applicants within the U.S.

1. F-1 visa students transferring from another institution.
2. F-2 visa students nearing their 21st birthday.
3. Other eligible visa holders who wish to go through a change-of-status to become F-1 students.

Applicants outside the U.S.

- May apply to the college provided they have completed their secondary education in their home country and are English proficient.

I-20s are not issued to people who are out-of-status with USCIS or students whose GPA is below a 2.0.

Effective April 12, 2002, the USCIS has issued a rule which requires students with B visas to change their visa status to either an F-1 or M-1 nonimmigrant visas prior to pursuing a course of study at the college.

Applications for admission to Los Angeles Valley College are accepted on or before the last day to apply.

Applying from outside the U.S. and for a change of status.

Fall	Feb 1 – June 1*
Spring	August 1 – Nov 1*

Applying from inside the U.S.

Fall	Feb 1 – June 30*
Spring	August 1 – Nov 30*

* Application materials must be post-marked on or before application deadlines.

International students are required to purchase the college's International Medical Insurance plan. Please see page 12 for more information.

Student Success and Support Program

All new non-exempt students are required to complete Student Success and Support Program (3SP) mandated services including: online orientation, assessment, student educational planning and counseling/advisement.

ONLINE ORIENTATION

All new, non-exempt students are required to complete online orientation prior to assessment. Online Orientation is a multimedia presentation available through the Counseling Department's Webpage.

Topics include:

- Campus Policies & Procedures
- Educational Program Information
- An overview of campus resources & special programs
- Information on the importance of Assessment

ASSESSMENT

English placement recommendations in reading, writing, and language usage are provided to help students plan their programs. Assessment is required for all new non-exempt students who have not received waivers. Recommendations are based on multiple measures, combining test results with student background data from the Educational Planning Questionnaire.

ENL (English as a Native Language) Assessment

Students whose primary language is English, or who are proficient in English, should take the ENL Assessment. ENL assessments are computerized. Please call (818) 947-2587 to make an appointment.

ESL (English as a Second Language) Assessment

Students who want to learn English should take the ESL assessment. ESL assessments are computerized. Please call (818) 947-2587 to make an appointment.

Math Assessment

Math assessments are computerized. Please call (818) 947-2587 to make an appointment.

LACCD Math Competency Exam

Students who entered LAVC prior to Fall 2009 and who have remained in continuous enrollment may meet their graduation math requirement for the Associates Degree by passing the LACCD Math Competency Exam. Students who do not pass must enroll in Math 115. Passing the exam will not meet prerequisite requirements for Math 125. The exam schedule is available in the Assessment Center. Please call (818) 947-2587 for more information.

For students entering Fall 2009 or later, math competency may be met by assessing into a transfer level math course or completing Math 125. There is no LACCD Math Competency Exam for these students.

Special Assessment

Special assessment is provided upon request for students with disabilities.

What is computerized adaptive testing?

In computerized-adaptive testing the computer selects the test questions administered to the student. The computer adapts each test to the examinee. The computer keeps track of a student's performance on each test item and uses this information to select the next item to be administered or whether the student will move on to the next level of the test or not.

NOTE: Special arrangements can be made for students who require special accommodations.

Electronic samples are available on our website at www.lavc.edu/math/samples/index.html.

STUDENT EDUCATIONAL PLANNING SESSIONS

Once students have completed Online Orientation and Assessment, they are required to attend a Student Educational Planning (SEP) Session. SEP Sessions are group advisement sessions where students review:

- Educational Goals
- Registration Process
- Prerequisites
- Educational Planning

During the session, students develop an Abbreviated (1 semester) Student Educational Plan.

COUNSELING/ADVISEMENT

The Counseling Department, located in the Student Services Annex, is open Monday-Thursday, 8 a.m.-7 p.m., and Friday, 8 a.m.-2 p.m. Students are encouraged to make counseling appointments for the following:

- Long-term planning
- Career assessment and exploration
- Academic or personal problems.

Before completing 15 units, students are notified by the Counseling Department that they must declare a course of study and complete a Comprehensive Student Educational Plan. Students attend a major/program specific group advisement sessions to discuss academic pathways, goals and how to achieve them. At the conclusion of the session students will have a Comprehensive SEP to help guide them in completing their goal.

Appointments are scheduled on-line. For more immediate assistance, students must schedule with reception. Counselors are also located in the EOP&S Office (Student Services Center, 2nd floor), the Services for Students with Disabilities Office (Student Services Annex, Room 175), and CalWorks Office (Bungalow 14).

EXEMPTION CRITERIA

All new, non-exempt students must participate in mandated Student Success and Support Program (SSSP) activities including:

1. Online Orientation
2. Assessment
3. Student Educational Planning (to develop and Abbreviated Student Educational Plan (SEP))
4. Counseling/Advisement (to develop a Comprehensive SEP before completing 15 units.)

Students may be exempt from SSSP activities if:

1. Have earned an Associate Degree or Higher
2. Enrolled at the College for a reason other than career development, advancement, transfer, attainment of degree or certificate of achievement, completion of basic skills English or English as a Second Language course sequences.
3. Are taking classes to maintain a license.
4. Are concurrently enrolled K-12 students.
5. Students who completed assessment at another California community college in the past 2 years may submit an Assessment Exemption Request available in the Admissions & Records Office located in the Student Services Center Lobby.

Students' Responsibilities

Non-exempt students are required to express at least a broad educational intent upon admission, declare a specific educational goal prior to the completion of 15 semester units at Los Angeles Valley College, participate in counseling and advisement, diligently attend class, complete assigned course work, prepare a student educational plan, complete courses, and maintain progress toward the goal identified in their educational plan.

Students' Rights

Students who fail to fulfill the responsibilities required above will receive the latest priority registration appointment. Please be aware of the fact that the college does not terminate any service to which a student is otherwise entitled.

Students have the right to challenge any procedure which they feel is in violation of state regulations.

Personal Development Courses

We recommend that new students take a Personal Development course prior to the completion of 15 semester units at Los Angeles Valley College. These courses assist students in utilizing campus resources, improving their study skills, interpersonal relations and designing their long-range educational and career plans.

Challenge to Prerequisites and Corequisites —

Deadline: Last day to add classes

- A **prerequisite** is a requirement that a student demonstrate current readiness to enroll in a particular course or program.
- A **corequisite** is a requirement that a student enroll in another course at the same time as a particular course or program.
- An **advisory** is a course or preparation that is recommended, but not required, to enroll in a particular course or program.

The requirements of a prerequisite or corequisite may be challenged on the following grounds:

1. The student has the documented knowledge or ability to succeed without meeting the prerequisite/corequisite.
2. The prerequisite/corequisite is not reasonably available.
3. The prerequisite/corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The prerequisite/corequisite has not been established in accordance with the district's process.
5. The prerequisite/corequisite is in violation of Title 5 section 55003.

Challenge Procedures

A. Prerequisites/Corequisites

Students without transcripts or other proof of having taken the prerequisite course(s) required for entry into a particular course must go through the prerequisite challenge procedure as follows:

1. Complete the **Prerequisite/Corequisite Challenge Form**. Form available in the following locations:

Office:	Building:
Admission & Records	Student Services Center, 1st Floor
Academic Affairs	Administration Building, Room 101
Counseling	Student Services Annex
Services for Students with Disabilities (formerly DSPS)	Student Services Annex
EOPS	Student Services Center, 2nd Floor

2. Take the completed form to the chair of the department through which the course in question is being offered.
3. The chair will either approve or deny the challenge, providing written reasons in the space provided on the Prerequisite/Co-requisite Form, sign and date his/her response, and return the form to the student.
4. All Challenge Forms must be processed no later than the last day to add classes. If the challenge is approved, the student should take the form to Admissions, and request that he/she be allowed to enroll in the course in question.
5. If the Challenge Form is denied, and the student then wishes to appeal the chair's decision, the student should:
 - a. bring the form, signed and dated by the Chair, to Admissions.
 - b. Academic Affairs will call a meeting of the Prerequisite/Corequisite Appeals Committee.
 - c. the Appeals Committee will decide on the appeal within five working days of the time the appeal is filed. If the course is open, the student will be allowed to enroll in the class during the appeal.
 - d. if the Appeals Committee fails to render a decision within 5 days of receiving the appeal, the student will be allowed to remain in the class. If the appeal is denied, the student will be notified and dropped administratively.

Unlawful Discrimination

Students who file a challenge related to matriculation may file a formal complaint of unlawful discrimination in Administration 102. They may also consult with the Compliance Officer (See District and College Policies: Non-Discrimination Policy and Compliance Procedures).

Career/Transfer Center

The Career/Transfer Center provides services to assist students in selecting a major or career goal along with preparing to transfer or completing one of Valley Colleges Academic or Occupational Programs. Career exploration is offered in conjunction with counseling to assist students in self-understanding and decision making. The Career Center also offers assessments of achievement, interests, skills, values, personality and learning styles.

A library and computer lab provides information about occupations as well as transfer opportunities and requirements. Representatives from 4 year colleges and universities are available to talk with students on a regular basis.

For further information contact the Career/Transfer Center in Student Services Annex or call (818) 947-2646 or www.lavc.edu/transfer. Hours during the semester are Monday-Thursday, 9 am-7 pm.

Registration Process

Enrollment Priority Policy Changes: Effective Fall 2014

The California Community Colleges Board of Governors established system-wide enrollment priorities effective Fall 2014. Enrollment priorities dictate how registration appointments are assigned. Students with the highest priority are given the earliest registration appointments.

The changes are designed to ensure class availability for students: seeking job training, degree attainment, transfer, and to reward students making progress toward their educational goals.

Priority Registration Groups:

Group 1: Active military, veterans, Foster Youth, EOPS, DSPS, and CalWorks

Group 2: Fully matriculated continuing students

Group 3: Fully matriculated new & returning students

Group 4: Non-matriculated continuing students

Group 5: Students with 101 or more degree applicable units districtwide. Continuing students who are not in good standing (on academic or progress probation for two semesters).

Group 6: New and returning students applying after the cutoff date to assign priority registration appointments.

Group 7: Continuing K-12 students, new and returning K-12 students, and K-12 students who apply after the cut-off date for priority registration appointments.

Notes:

- 1) Good standing is defined as not on academic or progress probation.
- 2) Non-degree applicable basic skills units do not count toward the 100 units completed.
- 3) Students may appeal the loss of priority in cases of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- 4) Disabled students may also appeal the loss of priority, if they did not receive reasonable accommodations in a timely manner.

District-wide Registration

Register at more than one college!

Students registering for classes through the college's web-based registration system will also have the opportunity to register for classes at any of the other colleges in the Los Angeles Community College District – East L.A. College, L.A. City College, L.A. Harbor College, L.A. Mission College, Pierce College, L.A. Trade Technical College, L.A. Southwest College, L.A. Valley College, and West Los Angeles College. Students can also register for Instructional Television (ITV) classes as well.

Search for classes on the web!

Using the college's web registration system, students can search for available classes at any college in the Los Angeles Community College District. They can even search for a particular course by time and days of the week!

12,000 classes to choose from!

The opportunity to enroll at multiple colleges gives students access to over 12,000 classes throughout the nine colleges in the Los Angeles Community College District.

Register for Classes Online

How to register for classes

1. From any computer with an internet connection, go to www.lavc.edu.
2. From the LA Valley College home page, click on "Register for Classes."
3. Click "Logon to the Student Information System."
4. Click "Student Information System."
5. Enter your Student ID and PIN.
6. Follow instructions to register and print a copy of the confirmation screen for your records.

Fees

Enrollment Fee

Section 72252 of the Education Code requires community colleges to charge an enrollment fee for each student enrolling in a college. The fee prescribed by this section shall be forty-six dollars (\$46) per unit with no maximum per semester.

Financial aid may be available to students who meet the qualification requirements. Students with questions concerning financial aid eligibility should contact the college Financial Aid Office. Applications should be submitted as soon as possible. These fees are subject to change.

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For assistance with enrollment fees. Students should contact the college Financial Aid Office, located in the Student Services Center building.

The Enrollment Fee Waiver is available to students who receive AFDC, SSI/SSP, General Relief; or who live with their parents, and their parents only source of income is AFDC, SSI/SSP, or General Relief; or who are dependents of deceased/disabled veterans; or who are dependents of an unmarried surviving spouse of a deceased/disabled member of the California National Guard.

In addition the Enrollment Fee Exemption is available to students who meet the eligibility criteria established by the Board of Governors of the State of California in regard to income level by household size.

Enrollment Fee Refund Policy

For other than short term classes, a full refund of the enrollment fee will be issued to the end of the second week of class. Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop.

For short term classes, a full refund is authorized up to the end of a period of time equal to 10% of the total class time. Thereafter, no refund is authorized except when college action to cancel or reschedule a class necessitates the drop. Check with the office of Admissions for actual dates.

NOTE ON REFUNDS: All refunds of enrollment fees, non-resident tuition, parking, and A.S.U. membership must be formally requested by the student and submitted to the Business Office in person or by mail. All refunds will be in accordance with the published refund schedules and each claim must be requested no later than the 5th week of the semester in which instruction occurs.

Non-Resident Tuition Fee

The Board of Trustees adopted a non-resident tuition fee of \$215 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 a \$215 per semester unit fee AND a \$35 cash only application processing fee. These fees are subject to change each academic year.

LACCD Board Rule 8100.15 states that “students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District’s students who are both citizens and residents of a foreign country in the applicable term. Student who may be eligible to receive nonresident tuition exemption should contact the office of admissions.

Nonresident students who are admitted as “Special Part Time Students Grades K-12” and who enroll in more than six (6) units will be subject to the nonresident tuition fee for all units taken.

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

International Student Medical Insurance Fee

Effective for the Fall 2009 semester, international students attending a college in the Los Angeles Community College District under an F-1 or M-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of at least \$50,000 per accident or illness,
2. Repatriation of remains in the amount of \$7,500,
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of \$10,000, and
4. A deductible not to exceed \$500 per accident or illness.

Periods of Coverage

The International Student Medical Insurance fee will be charged at the time of registration. International students registering for the Fall semester will be charged for and receive medical insurance from August 15 through January 31. International students registering for the Spring semester will be charged for and receive medical insurance coverage from February 1 through August 14.

International students who register for the first time during a Summer term will be charged for and receive medical insurance from May 15 through August 14. International students enrolling for the first time during the Winter term will be charged for and receive medical insurance coverage from December 15 through January 31.

Coverage is for the periods listed above and is not prorated.

Refunds

Once international student registration information is transmitted to the District's international student medical insurance provider, the District will not provide any refunds. If an international student terminates his or her enrollment, any refunds must be arranged with the provider.

Fees

For the Fall 2014 semester, the International Student Medical Insurance fee is \$600. This fee will provide the student with medical insurance coverage from August 15, 2014 through January 31, 2015. Spring 2015 \$600.

Health Service Fee

The Los Angeles Community College District charges an \$11 mandatory health fee, payable to one campus only, to cover the costs of health centers at each college. This fee is subject to change. If you are a member of a religious group that depends on prayer for healing, contact the office of the Vice President of Student Services for exemption procedures.

General health, emergency and first aid, as well as non-emergency physician services are available by appointment. 24-hour crisis intervention and mental health counseling by a licensed clinical psychologist are also available.

Preventative health screenings are provided at no cost and include: physical exams, blood pressure screenings, breast exams, testicular exams and body fat analysis. Lab testing and immunizations are provided on an as-needed basis at a low cost. The Student Health Center also plans health care events on campus. Referral services are also available.

Health Fee Exemptions

Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) non-credit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education. Students exempted under the provisions of (b) and (d) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Instructional Materials

Students may be required to provide (purchase) 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.

Fee And Refund Schedule

Enrollment Fee	\$46 per unit*	End of second week of the semester Deadline for short term classes will be different for each class
<i>*Subject to change by the California Legislature</i>		
Non-resident Tuition (All non-resident students must pay the \$46* per unit enrollment fee in addition to non-resident tuition. Non-resident tuition is due upon registration.)		
Students from another State:	\$215 per unit	End of second week of the semester Deadline for short term classes will be different for each class.
Students from another country:	\$215 per unit	
International Student Fees		
International Student (F1 VISA) Application Fee:	\$35	Non-refundable
SEVIS Processing Fee	\$25	Non-refundable
International Student Medical Insurance (IMED)	Estimated at \$498 for 6 months	Full refund before first day of instruction. Prorated by vendor thereafter.
Health Services Fee	\$11	End of second week of the semester Deadline for short term classes will be different for each class
Audit Fee	\$15 per unit (Students who have enrolled in 10 units or more of credit enrollment may audit up to 3 units without charge)	NOT REFUNDABLE OR TRANSFERABLE
Student Representation Fee	\$1	End of second week of the semester Deadline for short term classes will be different for each class
Parking Fee	\$20	End of second week of the semester Deadline for short term classes will be different for each class
Associated Students Organization Membership Fee	\$10	End of second week of the semester Deadline for short term classes will be different for each class
Other Fees		
Emergency Processing of Transcript or Verification of Enrollment	\$10	*The first two transcripts or verifications are free.
Verification of Enrollment*	\$3	
Record of Work in Progress*	\$3	
Transcript*	\$3	All fees owed must be paid before transcripts or verifications will be released.

All fee refunds must be claimed in person at the Business Office.
Please note that a \$10 returned check charge is assessed for a check returned to the Business Office unpaid by the bank for any reason. A stop payment order on a check does not constitute an official withdrawal nor does it release the student's financial obligation for the fees. A student with an unpaid financial obligation will not be able to register for subsequent semesters.

Parking Fee

A parking permit is required at all times when using campus parking facilities including any and all roads within the campus boundaries during regular school hours, 7 a.m. – 10 p.m., Monday through Friday. Permits are not required for Saturday or Sunday.

The Board of Trustees of the Los Angeles Community College District has authorized parking fees for all on campus parking at district colleges.

Parking permit fee:

\$20.00 (Spring and Fall) \$7.00 (Winter and Summer)

Students who pay the parking fee will be issued a permit. The permit must be displayed clearly when parking in college parking lots. Students who do not elect to purchase the permit at the time of registration may do so at any time during the semester at the Business Office located in the modular building behind the Cafeteria. No refunds are made for parking fees unless there is a complete withdrawal from the college during the first two weeks in which instruction occurs. **Parking permits must be returned to claim the refund.** NO refund will be issued after the second week of the semester.

Note: The issuance of a parking permit does not guarantee the student a parking space, only the opportunity to park in the appropriate lot if spaces are available. Any vehicle parked in the areas without proper permit appropriately displayed will be cited.

BUSINESS OFFICE

Office Hours

Monday – Friday 8:00 a.m. - 3:45 p.m.

The Business Office is located in a Modular building behind the Cafeteria. It is the center where you can pay your school fees in person. Please call (818) 947-2318 or email Businessoffice@lavc.edu.

Payment Methods

The Business Office accepts the following method of payments:

- Cash, personal checks (payable to LAVC and printed student ID number on the face of your check), money orders, cashier's checks and credit cards.
- You may pay via the internet at http://www.laccd.edu/student_information/sis_logon.asp
- You may also pay by mail to:
Los Angeles Valley College
Business Office
5800 Fulton Ave.
Valley Glen, CA. 91401-4096

Enrollment Fees

Enrollment fees are set by the California State Legislature and are subject to change.

Fee Section 722 of the Education Code requires community colleges to charge an enrollment fee for each student enrolling in a college. Enrollment fees are due at the time of registration. California residents will be required to pay \$46 per unit enrollment fee with no maximum per semester. For example, if you enroll in 10 units, the cost will be \$460. If you enroll in 15 units, the cost will be \$690, and so forth. Enrollment fees must be paid at the time of registration.

Students remain financially responsible for enrollment fee and tuition charges unless they officially drop semester length classes in the first two weeks of the regular classes (Fall/Spring).

After the refund deadline, fees will not transfer when students add and drop classes, whether or not fees have been paid.

Enrollment Fee Assistance (Financial Aid)

You may be eligible for a BOG Fee Waiver

The Financial Aid Office provides an enrollment fee waiver for qualifying students who are California residents. We encourage students to complete a Free Application for Federal Student Aid (FAFSA) to be considered for all possible types of financial aid the college offers. The Los Angeles Valley College Federal School Code is 001228. Students who file the FAFSA and meet eligibility requirements will receive a postcard in the mail indicating a fee waiver has been processed.

It is recommended that students obtain the fee waiver prior to registering for their classes; however, enrollment fee waivers may be obtained at any time within a given term for eligible students. Students who pay for their registration fees now and later find that they were eligible for a fee waiver may apply for a refund at the Los Angeles Valley College Business Office by June 30th of the award year.

If you do not qualify for the waiver, you will be responsible for paying all fees necessary to enroll in classes. Please note that students who elect to audit classes are ineligible for financial aid, including the fee waiver.

Office hours are:

Monday-Thursday:	8:00 a.m. - 7:00 p.m.
Friday:	8:00 a.m. - 2:00 p.m.

The Financial Aid Office is located on the first floor of the Student Services Building. Our telephone number is (818) 947-2412 and our LAVC email is financialaid@lavc.edu.

Warning: Students who drop classes may be required to repay some of the federal financial aid funds they have received. We highly recommend that you contact the Financial Aid Office prior to dropping any of your classes.

Campus Procedure on Fee Refunds

All refunds of enrollment fees, non-resident tuition, parking, and A.S.U. membership **MUST BE FORMALLY REQUESTED** by the student and submitted to the Business Office in person or by mail. All refunds are in accordance with the published refund schedules and each claim must be requested no later than the 5th week during which instruction occurs.

Student Representation Fee

A mandatory \$1 Student Representation Fee per semester is due at the time of registration. The fee was established exclusively to provide for the support of student representatives involved in governmental affairs. You may petition to be exempt from paying this fee based on religious, political, moral or financial reasons. To petition for an exemption, you must come to the Business Office and do so in writing.

Audit Fee

The audit fee is \$15 per unit. Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee. It is not possible to transfer from audit to credit enrollment.

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. Such request must be made in writing on a form provided by the District.

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

Student ID Cards

All new and returning students will be issued a picture ID card. Continuing students should bring their ID card to the Business Office and present it when paying fees.

ID cards serve as official identification for access to college programs and services including the Student Store, Library, and Learning Center. A \$10 fee is charged for replacement of lost cards.

Associated Students Organization Fee

Each student is encouraged to become a member of the Associated Student Organization. Membership fee is \$10 per semester. ASO membership enables students to join clubs, admission to athletic events, and discounts at local businesses.

Refunds

- Cash or checks - All refunds of payments will be made by check. No cash refund will be made. A waiting period is imposed to allow a check to clear the bank before a refund may be issued. This period varies, but it takes approximately three weeks from the date the check is received by the College Business Office or Student Store.
- Credit Cards - A credit will be issued through the credit card agency and must be claimed in person at the Business Office.

Check Acceptance Policy

YOUR CHECK IS DEPOSITED ON THE SAME DAY ELECTRONICALLY AND FUNDS ARE WITHDRAWN ON THE SAME DAY.

Check Types Accepted

The Electronic Check Service only accepts:

- Personal checks

Check Types That Are Ineligible

In Accordance with the NACHA rules, the Electronic Check Service does not accept:

- Checks not pre-printed
- Business/Corporate checks
- Third-party checks
- Government checks
- Insurance checks
- Payroll checks
- U.S. Treasury checks
- Federal Reserve checks

For questions please call: Business Office (818) 947-2318.

Returned Check/Stop Payment Charge

There is a charge for each check returned by the maker's bank or if payment is stopped by the maker. Currently this charge is \$10, but is subject to change without notice. In addition, the college reserves the right to refuse acceptance of a check from an individual who previously had his/her check returned by the maker's bank to this college or any of the other eight colleges in the L.A. Community College District.

Students remain financially responsible for the enrollment fee and non-resident tuition unless they officially drop classes through the Admissions and Records Office by the end of the second week of the semester.

Student Learning Outcomes

At LA Valley College, institutional level outcomes are embedded in our program-level outcomes with our pathways model. LAVC has seven **Institutional Learning Outcomes**:

1. Academic Habits of Mind
2. Communication Skills
3. Global Awareness
4. Professional Behavior
5. Reasoning Skills
6. Social Responsibility & Personal Development
7. Technical Skills

LA Valley College has defined an instructional program as a major education pathway that a student takes through the institution. We have three such pathways: the Foundational Program, the Career-Technical Education (CTE) Program, and the General Education (GE)/Transfer Program. The three programs have a few common goals, such as Communication Skills and Reasoning Skills, and a few that are unique to the program (e.g., Technical Skills for the CTE Program and Global Awareness for the GE/Transfer Program).

Foundational Program Outcomes

The Foundational Program includes those courses coded as being at the basic skills, pre-collegiate level. The goals focus on the improvement of communication skills, reasoning skills, and academic habits of mind. Students in this program may be seeking personal enrichment, the strengthening of skills relative to employment, or to progress to collegiate-level courses.

The outcomes are: 1) Communication Skills, 2) Reasoning Skills, and 3) Academic Habits of Mind.

Communication Skills: Students will have improved skills in reading and writing.

Reasoning Skills: Students will be able to ask appropriate questions and acquire, evaluate, and interpret information at a foundational level. Included in this are improved skills in mathematics.

Academic Habits of Mind: Students will develop academic habits of mind in order to become successful learners.

Career-Technical Education Outcomes

The CTE program includes disciplines that have a CTE TOP code. The primary emphasis of the program is for students to achieve their goals relative to employment and includes general skills in communication and reasoning, specific technical skills appropriate to the field of study, and an emphasis on demonstrating professional behavior.

The outcomes are: 1) Communication Skills, 2) Reasoning Skills, 3) Professional Behavior, and 4) Technical Skills.

Communication Skills: Students will be able to clearly communicate through writing, speaking, listening and reading.

Reasoning Skills: Students will be able to acquire, evaluate and interpret information. As a result, students will be able to solve problems relevant to their field of study.

Professional Behavior: Students will be able to demonstrate appropriate professional behavior (e.g., timeliness) and interpersonal skills (e.g., teamwork, leadership, cultural diversity).

Technical Skills: Students will be able to demonstrate technical skills appropriate to their field of study.

General Education/Transfer Program Outcomes

General Education/Transfer outcomes represent skills and concepts students will learn upon completion of the general education requirements for a degree or transfer to a 4-year institution. These outcomes are broad based and cut across the curriculum bringing coherence and connection to the learning experience. Imbedded in these are the greater goals of critical thinking and life-long learning.

The outcomes are 1) Reasoning Skills, 2) Communication Skills, 3) Global Awareness, and 4) Social Responsibility and Personal Development.

Reasoning Skills: Students will be able to ask appropriate questions, collect accurate information, evaluate its quality, and reflectively and creatively analyze, synthesize and organize the information. As a result, students will be able to reason logically and come to reliable conclusions which will enable them to successfully navigate the world around them.

Communication Skills: Students will be able to clearly express, transmit, and interpret knowledge and ideas through writing, speaking, listening and reading.

Global Awareness: Students will be able to assess how the world has been and continues to be shaped by natural, social and cultural processes and evaluate how their own lives are impacted by these processes.

Social Responsibility and Personal Development: Students will be able to take responsibility for their own actions and well-being, make ethical decisions in complex situations, and participate actively in a diverse society.

*Course SLOs are located at <http://ecd.laccd.edu>

For more information on SLO's visit: www.lavc.edu/outcomes

Educational Programs

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT	PAGE
A+/Net+ Certification Preparation		SC	Technology	60
Accounting	AA	CA	Business	50, 51
Administration of Justice	AA	CA	Emergency Services	46
Anthropology	AA , AA-T		Anthropology	42, 47
Architecture		CA	Technology	62
Art History	AA , AA-T		Art	42, 48
Art: Graphic Design	AA	CA	Art	47, 48
Art: Three Dimensional Design	AA		Art	48
Art: Two Dimensional Studio	AA		Art	48
Basic Language Arts and Math		NC	Continuing Education	82
Biology	AS		Biological Sciences	49
Biotechnology/Biomanufacturing	CS		Biological Sciences	49
Broadcasting	AA		Media Arts	49
Broadcasting: Performance	AA	CA	Media Arts	49, 50
Broadcasting: Radio	AA	CA	Media Arts	49, 50
Broadcasting: Television	AA	CA	Media Arts	49, 50
Business: Banking and Finance	AA	CA	Business	50, 52
Business Management		CA	Business	52
C/C++		SC	Technology	58
CAOT: Administrative Assistant	AA	CA	Computer Applications & Office Technology	56, 57
CAOT: Computer Applications Specialist	AA	CA	Computer Applications & Office Technology	57
CAOT: General Office Assistant		CA	Computer Applications & Office Technology	57
CAOT: Website Software Specialist		SC	Computer Applications & Office Technology	58
Certified Nursing Assistant/Home Health Aide		NC	Continuing Education	82
Chemistry	AS		Chemistry/Physics	53
Child Development	AA		Child Development	53
Child Development: Associate Teacher, Preschool (A)		CA	Child Development	54
Child Development: Associate Teacher, Preschool Literacy (E)		SC	Child Development	55
Child Development: Associate Teacher, Special Education (F)		SC	Child Development	55
Child Development: Director, Preschool (B)		CA	Child Development	54
Child Development: Early Childhood Education	AA		Child Development	53
Child Development: Infant/Toddler Care Teacher (D)		CA	Child Development	55
Child Development: School Age Day Care (C)		CA	Child Development	54
Child Development: Special Education	AA		Child Development	54
Child Development Teacher		CA	Child Development	55
Cinema Arts	AA		Media Arts	55
Cinema Styles		CA*	Media Arts	56
Commercial Music	AA		Music	72
Commercial Music: Instrumental/Vocal Performer		CA	Music	73
Commercial Music: Jazz Studies		CA	Music	74
Commercial Music: Music Arranging		CA	Music	74
Commercial Music: Music Notation		CA	Music	74
Commercial Music: Music Technology		CA	Music	74

AA- Associate of Arts Degree AS- Associate of Science Degree AA-T- Associate of Arts for Transfer Degree *Not Occupational

AS-T- Associate of Science for Transfer Degree CA- Certificate of Achievement SC- Skills Certificate NC- Noncredit Certificate of Completion

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT	PAGE
Communication Studies	AA-T		Speech Communication	42
Computer Graphics/Design		CA	Technology	62
Computer Science	AS		Technology	58
Computer Science Programming		CA	Technology	58
Correctional Science	AA	CA	Emergency Services	46
CSU General Education Breadth		CA*	See Counseling	67
Cultural Competency		SC*	Anthropology	47
Customer Service		NC	Continuing Education	82
Early Childhood Education	AS-T		Child Development	43
Earth Science	AS		Earth Science	59
Economics	AA		Philosophy/Economics	59
Electronics	AS		Technology	59
Electronics Technician		CA	Technology	60
Electronics Technology		CA	Technology	60
Electronics: Biomedical Instrumentation	AS	CA	Technology	59, 60
Engineering	AS		Technology	61
Engineering Technology: Industrial/Manufacturing	AS	CA	Technology	61, 63
Engineering Technology: Mechanical Engineering	AS		Technology	62
English	AA, AA-T		English	43, 64
English as a Second Language I		NC	Continuing Education	82
English as a Second Language II		NC	Continuing Education	82
English as a Second Language III		NC	Continuing Education	82
English as a Second Language IV		NC	Continuing Education	82
English as a Second Language – Speech		NC	Continuing Education	82
ESL Civics I		NC	Continuing Education	82
ESL Civics II		NC	Continuing Education	82
Ethnic Studies	AA		Sociology/Ethnic Studies	64
Fire Technology	AS	CA, SC	Emergency Services	64, 65
Foreign Languages	AA		Foreign Languages	65
French	AA		Foreign Languages	65
General Studies: Arts	AA		See Counseling	65
General Studies: Natural Science	AA		See Counseling	66
General Studies: Social & Behavioral Sciences	AA		See Counseling	66
Geography	AA		Earth Science	67
Geology	AS		Earth Science	67
German	AA		Foreign Languages	68
Hebrew Studies	AA		Philosophy/Economics	68
History	AA		History/Humanities/Law/ Political Science	68
Homeland Security		SC	Emergency Services	47
Humanities	AA		History/Humanities/Law/ Political Science	68
Intersegmental General Education Transfer (IGETC)		CA*	See Counseling	67
Italian	AA		Foreign Languages	69
Jewish Studies	AA		Philosophy/Economics	69
Journalism: Magazine	AA	CA	Media Arts	69
Journalism: Newspaper	AA	CA	Media Arts	69, 70
Journalism: Photojournalism	AA	CA	Media Arts	69, 70

AA- Associate of Arts Degree AS- Associate of Science Degree AA-T- Associate of Arts for Transfer Degree *Not Occupational

AS-T- Associate of Science for Transfer Degree CA- Certificate of Achievement SC- Skills Certificate NC- Noncredit Certificate of Completion

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT	PAGE
Liberal Studies: Multiple Subject Teacher Prep	AA		See Counseling	70
Management	AA		Business	51
Manufacturing Technology: Metal Machining	AS	CA	Technology	62, 63
Manufacturing Technology: Numerical Control	AS	CA	Technology	62, 63
Marketing	AA	CA	Business	51, 52
Mathematics	AS-T		Mathematics	43
Mechanical Drafting/Design	AS	CA	Technology	61, 63
Mechanical Engineering Technology		CA	Technology	63
Media Arts: Directing	AA	CA	Media Arts	71, 72
Media Arts: Post-Production	AA	CA	Media Arts	71, 72
Media Arts: Producing	AA	CA	Media Arts	71, 72
Media Arts: Screenwriting	AA	CA	Media Arts	71, 72
Microcomputer Applications Management Specialist		CA	Technology	57
Microcomputer Literacy		NC	Continuing Education	82
Microcomputer Systems		SC	Technology	58
Motion Picture Production Technician		CA	Media Arts	56
Music	AA		Music	73
Musical Theater		SC	Music	81
Philosophy	AA, AA-T		Philosophy/Economics	43, 76
Physical Education	AA		Physical Education	76
Physics	AS, AS-T		Chemistry and Physics	44, 76
Political Science	AA		History/Humanities/Law/ Political Science	77
Property Management		CA	Business	52
Psychology	AA		Psychology	77
Psychology: Developmental	AA		Psychology	77
Psychology: Social and Personality	AA		Psychology	77
Real Estate	AA	CA	Business	51, 52
Registered Nurse	AS		Health Sciences	74-76
Respiratory Therapy	AS	CA	Health Sciences	77-79
Sociology	AA, AA-T		Sociology/Ethnic Studies	44, 79
Sociology: Social Welfare	AA		Sociology/Ethnic Studies	79
Solar Energy Design and Mangement	AS	CA	Technology	60, 61
Spanish	AA		Foreign Languages	79
Studio Arts	AA-T		Art	44
Sustainable Construction Management	AS	CA	Technology	61, 64
Theater Arts	AA		Theater	80
Theater Arts: Acting	AA		Theater	80
Theater Arts: Directing	AA		Theater	80
Theater Arts: Technical	AA		Theater	81
Theater Production		CA	Theater	81
Theatrical Performance		SC	Theater	81
Workplace Success		NC	Continuing Education	82

AA- Associate of Arts Degree AS- Associate of Science Degree AA-T- Associate of Arts for Transfer Degree *Not Occupational

AS-T- Associate of Science for Transfer Degree CA- Certificate of Achievement SC- Skills Certificate NC- Noncredit Certificate of Completion

COURSE SUBJECT ABBREVIATIONS

The following course subject abbreviations are used on the college transcripts.

SUBJECT	FULL NAME	SUBJECT	FULL NAME
ACCTG	ACCOUNTING	ITALIAN	ITALIAN
ADM JUS	ADMINISTRATION OF JUSTICE	JEWISH	JEWISH STUDIES
AFRO AM	AFRICAN AMERICAN STUDIES	JOURNAL	JOURNALISM
ANATOMY	ANATOMY	KIN	KINESIOLOGY
ANTHRO.	ANTHROPOLOGY	KIN ATH	KINESIOLOGY ATHLETICS
ARC.	ARCHITECTURE	KIN MAJ	KINESIOLOGY MAJOR
ART	ART	LAW	LAW
ASTRON	ASTRONOMY	LRNSKIL	LEARNING SKILLS
BIOLOGY	BIOLOGY	LIB SCI	LIBRARY SCIENCE
BIOTECH	BIOTECHNOLOGY	LING	LINGUISTICS
BRDCSTG	BROADCASTING	MSCNC	MACHINE SHOP-CNC
BUS.	BUSINESS	MGMT.	MANAGEMENT
CHEM	CHEMISTRY	MARKET	MARKETING
CHICANO	CHICANO STUDIES	MATH	MATHEMATICS
CH DEV	CHILD DEVELOPMENT	MEDIART	MEDIA ARTS
CINEMA	CINEMA	METEOR	METEOROLOGY
CAOT	COMPUTER APPLICATIONS OFFICE TECHNOLOGIES	MICRO	MICROBIOLOGY
CO SCI	COMPUTER SCIENCE- INFORMATION TECHNOLOGY	MUSIC	MUSIC
COMM	COMMUNICATION STUDIES	NUM CON	NUMERICAL CONTROL
COOP ED	COOPERATIVE EDUCATION	NURSING	NURSING
DNCESPC	DANCE SPECIALTIES	NRSCE	NURSING SCIENCE
DANCEST	DANCE STUDIES	OCEANO	OCEANOGRAPHY
DANCETQ	DANCE TECHNIQUES	PERSDEV	PERSONAL DEVELOPMENT
DEV COM	DEVELOPMENTAL COMMUNICATIONS	PHILOS.	PHILOSOPHY
ECON	ECONOMICS	PHOTO	PHOTOGRAPHY
EDUC	EDUCATION	PHYS SC	PHYSICAL SCIENCE
ELECTRN	ELECTRONICS	PHYSICS	PHYSICS
ENG GEN	ENGINEERING, GENERAL	PHYSIOL	PHYSIOLOGY
EGT.	ENGINEERING, GENERAL TECHNOLOGY	POL SCI	POLITICAL SCIENCE
ENGLISH	ENGLISH	PSYCH	PSYCHOLOGY
ENV SCI	ENVIRONMENTAL SCIENCE	REAL ES	REAL ESTATE
ENVSTDS	ENVIRONMENTAL STUDIES	RECR.	RECREATION
FINANCE	FINANCE	RESP TH.	RESPIRATORY THERAPY
FIRETEK	FIRE TECHNOLOGY	SOC	SOCIOLOGY
FRENCH	FRENCH	SPANISH	SPANISH
GEOG	GEOGRAPHY	STAT	STATISTICS
GEOLOGY	GEOLOGY	THEATER	THEATER
GERMAN	GERMAN	T & M	TOOL AND MANUFACTURING TECHNOLOGY
HEALTH	HEALTH	*BSICKL	BASIC SKILLS
HEBREW	HEBREW	*ESL NC	ENGLISH AS A SECOND LANGUAGE
HISTORY	HISTORY	*ESLVCVCS	ESL CIVICS
HUMAN	HUMANITIES	*PARENT	PARENTING
INTBUS	INTERNATIONAL BUSINESS	*TUTOR	SUPERVISED LEARNING ASSISTANCE
		*VOC ED	VOCATIONAL EDUCATION

* Noncredit course abbreviation

Transfer Requirements

Information was compiled in this section to help the many Los Angeles Valley College students who intend to transfer to a four-year college or university for a Bachelor's degree (BA/BS). However, since each college or university has its own requirements for admission and for junior standing, **students are urged to consult the catalog of the university of their choice if their University has not been included in this section. Catalogs are available in the Career/Transfer Center. Handouts listing the transfer requirements for many majors are available in the Counseling Office.**

While there are many points of similarity in the transfer requirements at different institutions, students wishing to avoid unnecessary delays in achieving their goals should try to decide before beginning community college work whether they want to transfer to another college after completing their work here, and to which college they plan to transfer at that time.

Articulation is the process of developing a formal, written agreement that identifies courses (or sequences of courses) from one institution that are comparable to, or acceptable in lieu of, specific course requirements at a "receiving" campus. These articulation agreements may specify one or more of the following: courses accepted for Baccalaureate (transferable) credit; general education-breadth requirement agreements; course-to-course agreements; and lower-division major preparation agreements. Los Angeles Valley College has established articulation agreements with all of the California State University and University of California campuses, as well as many of the four-year independent institutions in California.

ASSIST (Articulation System Stimulating Intersegmental Student Transfer) is the official repository of articulation for California's public colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST can be accessed over the World Wide Web. It displays reports of how course credits earned at California community college's can be applied when transferring to a California State University (CSU) or University of California (UC) campus. For information on California's Independent Colleges go on-line at <http://www.aiccu.edu>. The Career/Transfer Center has information on California Independent Colleges as well.

**ASSIST is available at
www.assist.org**

The following sections list requirements for transfer admission to upper division (as a Junior) at the California State Universities and the University of California system, and more specifically California State University, Northridge (CSUN), and University of California, Los Angeles (UCLA), since the greatest number of students from Los Angeles Valley College transfer to these institutions. **However, in all cases students are urged to explore several colleges and universities and to study the requirements of each school they plan to apply for transfer, and to check regularly with their counselor for additional transfer information. The requirements below are current as of the publication deadline for this catalog; however, this information is subject to change. Students should consult a L.A. Valley College counselor at least once per semester to ensure they have the most up-to-date information.**

Completion of transfer requirements usually takes approximately two years of full-time study, unless remedial coursework is necessary. In addition to any remedial coursework students should plan their programs to meet transfer requirements in the following three areas:

- **Major Preparation Requirements.** These are lower division courses in your major that are available to students at Los Angeles Valley College.
- **General Education Requirements.** These are lower division courses that cover a breadth of general knowledge which are required of all students in addition to their major preparation. General Education plans for both UC and CSU are listed on pages 24-25 and 28-29.
- **Elective Unit Requirements.** These are additional transferable units necessary to meet the minimum required for transfer.

LAVC offers ten Associate Degrees for Transfer: Anthropology, Art History, Communication Studies, Early Childhood Education, English, Mathematics, Philosophy, Physics, Sociology, and Studio Arts. See pages 41-44 for more information.

Special Transfer Programs

Transfer Alliance/Honors Program (TAP) Honors

The Los Angeles Valley College Transfer Alliance/Honors Program is designed primarily for students who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP-Honors sections will provide academically motivated students the opportunity to learn in a challenging and stimulating learning environment. The number of TAP students admitted to UCLA is more than double the rate for non-TAP applicants. On average over 80% of our TAP applicants are admitted to UCLA compared to under 30% admission for non-TAP applicants. Once at UCLA our TAP transfers perform better academically than non-TAP transfers and native UCLA students.

Eligibility


Students must be eligible for English 101 and Math 125 or higher. Students entering TAP from high school must have earned an unweighted GPA of 3.25 (B) or higher in high school and include a copy of their final transcripts with date of graduation with their TAP application. Continuing college students may enter TAP after completing 15 units or more of (UC) transferable college work with a grade point average of 3.25 or higher (shown on all college transcripts). Students must participate in TAP for at least 2 semesters (Fall and Spring) and complete 15-18 units TAP-Honors classes and Library Science 101 prior to transfer depending on student's individual TAP completion plan.

Students must complete at least 2 Honors courses by the end of the Fall semester prior to transferring.

Note: TAP is not open to second Bachelor's degree candidates.

Advantages

- Guaranteed priority consideration for admission to UCLA, College of Letters and Sciences and UC Irvine.
- Guaranteed priority consideration for admission to the following 4-year private colleges: Chapman University, La Sierra University, Loyola Marymount University, Mills College, Occidental College, Pitzer College, Pomona College, and Woodbury University.
- Consideration for special TAP Scholarships at LAVC and UCLA.
- Priority registration for TAP/Honors sections during online registration before school starts
- Notations of each TAP/Honors course on the LAVC transcript and on official LAVC transcripts of TAP/Honors Program completion.
- Letters of recommendation supporting all transfer admissions applications.
- Assistance with transfer applications and essays.
- Increased student professor contact.
- Special activities including guest speakers, seminars and field trips.
- Association with other academically motivated students.
- TAP/Honors designated counselors for specialized advisement.
- Opportunities to present research and creative works at prestigious academic conferences.
- UCLA library privileges.

TAP classes are indicated in the Course Descriptions section of the catalog by the symbol , which appears at the end of the course title line of information. In the schedule of classes, TAP classes are indicated by Honors Section in the course title. Currently, TAP classes are approved in the following areas:

- African-American Studies 2, 4, 5 and 20
- Anatomy 1
- Anthropology 101, 102, 103, 104, 109, 121 and 141
- Art 101, 102, 103, 105, 109, 115, 116 and 125
- Astronomy 1
- Biology 3, 6, 7
- Chicano Studies 7, 8, 37 and 42
- Cinema 105
- Communication Studies 101, 104 and 105
- Economics 1 and 2
- English 101, 102, 103, 205, 206, 207 and 208
- Environmental Science 1
- French 3, 4 and 5
- Geography 1 and 2
- German 2, 3, 4 and 5
- History 1, 2, 5, 7, 12, 18, 29 and 49
- Humanities 1 and 30
- Italian 3, 4 and 5
- Library Science 101
- Mathematics 259, 260, 265
- Music 111
- Philosophy 1 and 12
- Political Science 1
- Psychology 1, 2 and 11
- Sociology 1, 2, 3, 21, 22 and 25
- Spanish 4, 5, 6, and 12
- Statistics 1

University of California

Transfer Admission Requirements

Every effort has been made to ensure that the information below is accurate and timely. However, it is suggested that students planning for transfer to the University of California (U.C.) system discuss their transfer plans with a counselor semester by semester, as major changes frequently occur in requirements subsequent to the printing of this catalog. Transfer credit is granted at the discretion of the University of California system.

U.C. defines a transfer student as a person who has been a registered student in a regular session (Fall or Spring semester) at another college or university. Transfer applicants may not disregard any previous college records and apply for admission as freshmen.

Transfer Admission Requirements. The following requirements apply to students who will transfer to the University of California after Fall 1998. As you will see below, the requirements for admission as a transfer student vary according to your high school record, and depending on whether the student was eligible or not to enter UC directly after high school graduation.

1. Students Eligible as Freshman

Students who have satisfied the Subject Requirement (a-f courses), Scholarship Requirement (GPA), and Examination Requirement (SAT I/ACT and SAT II) are still eligible to apply as a freshman if they have a C (2.0) average in their transferable college coursework and have not attended a regular session of college after high school graduation.

2. Students Transferring as a Junior

Students must complete the following:

Complete a minimum of 60 semester units or 90 quarter units of transferable college coursework with a grade point average of at least 2.4 in the following three categories.

a. Major Preparation Requirements

Please go online to <http://www.assist.org> for individual major requirements.

b. General Education Requirements

Complete a seven course pattern requirement (with at least a C grade in each course) to include:

- 1) Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
- 2) One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and
- 3) Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: Arts and Humanities; Social and Behavioral Sciences; or Physical and Biological Sciences.

OR

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will satisfy the seven course pattern requirement listed above. Students are required to petition for IGETC Certification in the Graduation Office prior to transfer. See page 24-25 for complete IGETC requirements.

c. Elective Unit Requirements

These are additional UC transferable units necessary to meet the minimum 60 semester units required for transfer as a junior.

As an integral part of the system of public education in California, U.C. accepts, usually at full unit value, approved transfer courses completed with satisfactory grades in the public community colleges of the state. Such transfer courses are limited, however, to a maximum of 70 semester units or 105 quarter units. Also, the UC system limits transfer credit in some specific course instances, such as Physical Education (maximum of 4 semester units) and Directed Study (transfer credit determined only after transfer, by petition).

UC credit is granted for having completed Advanced Placement Examinations with a score of 3 or higher. See the specific UC campus catalog or a counselor for details.

University of California, Los Angeles (UCLA) Transfer Requirements

College of Letters and Science

In addition to the general education requirements, each department has its own lower division major requirements. Students who complete as many lower division major requirements as possible have the best chance of getting admitted to UCLA. In some programs, Los Angeles Valley College does not offer all the lower division preparation courses required by the departmental majors. It is essential, therefore, to refer to the UCLA General Catalog for complete departmental major requirements. *Since many of the departmental major requirements are revised after a college catalog has been printed, students are also urged to consult a counselor for up-to-date information.* UCLA transfer informational handouts are available in the Counseling Office. You can also go online for major preparation courses at <http://www.assist.org>

School of Engineering and Applied Sciences

Space is limited in the Engineering majors. Completion of major requirements does not guarantee admission. However, in order to be competitive, a student must have all lower division major preparation requirements completed. UCLA bases its admission on overall grade-point-average and completion of all lower division Math, Chemistry, Computer Science, Physics, and English requirements.

UCLA transfer informational handouts are available in the Counseling Office.

School of the Arts and Architecture and School of Theater, Film, and Television

The UCLA Arts curriculum is offered in the School of the Arts and Architecture and the School of Theater, Film, and Television. See a counselor for information on courses you may take to meet general education and major requirements. UCLA transfer informational handouts are available in the Counseling Office. IGETC completion is required. Major preparation courses can be found online at <http://www.assist.org>.

Intersegmental General Education Transfer Curriculum (IGETC) 2014-15

The IGETC is a pattern of courses that students can use to satisfy Lower Division General Education (GE) requirements at any California State University (CSU) or University of California (UC) campus. However, completion of the IGETC is not an admission requirement for the CSU or UC, nor is it the only way to fulfill lower-division General Education requirements before transfer. Students should contact a counselor for detailed information. Foreign transcript coursework cannot be used on IGETC except in special circumstances in Area 6; see a counselor for details. Students must petition the Graduation Office for certification of IGETC completion. **Students should petition for a Certificate of Achievement in Intersegmental General Education Transfer (IGETC) at the same time as the petition for certification.** See page 26 for footnote explanations. Every effort has been made to ensure that this information is accurate; however, students should consult an LAVC counselor periodically to determine whether there have been any changes or corrections.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this IGETC general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title.

***For UC and CSU transfer credit, these courses are considered “same as” and credit is limited to one course.**

C= COMPLETED IP= IN PROGRESS N= NEED	C	IP	N
<p>AREA 1: ENGLISH COMMUNICATION UC: 2 courses, one from Group A and one from Group B. CSU: 3 courses, one from each group below.</p> <p>A. ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 101 Course: _____ College _____ AP _____</p> <p>B. CRITICAL THINKING – ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 103 Comm (formerly Speech) 105 Course: _____ College _____ (No AP scores accepted for this area)</p> <p>C. ORAL COMMUNICATION – (CSU requirement only) (1 course, 3 semester/4-5 quarter units) Comm (formerly Speech) 101, 102, 151 Course: _____ College _____ (No AP scores accepted for this area)</p>			
<p>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, minimum of 3 semester/4-5 quarter units) Math 225¹, 227, 238², 245³, 259, 260³, 265², 266, 267, 270, 275 Stat 1¹, 101¹ Course: _____ College _____ AP _____</p>			
<p>AREA 3: ARTS AND HUMANITIES (3 courses with at least 1 course from Arts and 1 course from Humanities, 9 semester/12-15 quarter units)</p> <p>A. ARTS Art 101, 102, 103, 105, 109, 111, 115, 116⁴, 125, 213, 501 Cinema 102, 104⁵, 105, 107 DanceSt 801³³, 805 Course: _____ College _____ AP _____</p> <p>B. HUMANITIES Afro Am 20 (English 234*) Anthro 121 Chicano 42⁷ (Spanish 12^{4*}), 44 (Spanish 16*) Cinema 103 English 102⁷, 105⁸ (Ling 1*), 203, 204, 205, 206, 207, 208, 212, 213 (Theater 125*), 252 French 3, 4, 5, 6, 10 German 3, 4, 5 Course: _____ College _____ AP _____ Course: _____ College _____ AP _____</p> <p>Human 3 Music 101, 111, 121, 122, 136¹⁸, 141 Theater 100, 110, 112 Hebrew 10 (Jewish 10*) History 7¹⁰ (Philos 33^{10*}), 29, 49 Human 1, 6⁶, 8⁶, 30, 31, 90 Italian 3, 4, 5, Jewish 2 Philos 1, 12, 14, 20, 28, 30, 35 (Jewish 35*), 45 Spanish 3, 4, 5, 6, 9, 10</p>			

***For UC and CSU transfer credit, these courses are considered “same as” and credit limited to one course.**

Intersegmental General Education Transfer Curriculum (IGETC) 2014-15

	C	IP	N
<p>AREA 4: SOCIAL AND BEHAVIORAL SCIENCES (3 courses in at least two different disciplines, 9 semester/12-15 quarter units)</p> <p>Afro Am 2, 4, 5 Anthro 102, 103, 104³², 109¹¹, 141 Chicano 2, 7, 8 Ch Dev 1 Comm (formerly Speech) 122³² Econ 1, 2, 30⁹, 40³¹(Philos 43*), 60 Envstds 101 Geog 2, 9, 14</p> <p>History 1, 2, 5, 6, 11, 12¹³, 18, 20, 86³³ Jewish 1, 4, 25 Journal 105 Pol Sci 1, 2, 5, 7 Psych 1, 11, 12, 13, 14, 41²⁶ Soc 1, 2, 3, 11, 21, 22, 25⁵, 31, 35</p> <p>Course: _____ College _____ AP _____ Course: _____ College _____ AP _____ Course: _____ College _____ AP _____</p>			
<p>AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES Two courses (7-9 semester/9-12 quarter units.) One course must be taken from Physical Science and one course must be taken from Biological Science. Note: At least one science course must include a laboratory. Lab courses are marked by the symbol ‡</p> <p>A. PHYSICAL SCIENCE Astron 1 Chem 68^{11,16‡}, 101‡, 102‡, 211^{17‡}, 212^{5‡} Env Sci 1¹⁸, 7¹⁸ (Geology 10*) Geog 1³⁴, 3 (Meteor 3*), 17^{34‡}</p> <p>Geology 1, 10¹⁸ (Env Sci 7*) Oceano 1 Phys Sc 1¹⁹, Physics 6^{20‡}, 7^{20‡}, 37^{20‡}, 38^{20‡}, 39^{20‡}</p> <p>Course: _____ College _____ AP _____</p> <p>B. BIOLOGICAL SCIENCE Anatomy 1^{22‡} Anthro 101 Biology 3^{24‡}, 6‡, 7‡, 22^{31‡}</p> <p>Micro 20^{25‡} Physiol 1^{22‡} Psych 2</p> <p>Course: _____ College _____ AP _____</p> <p>C. SCIENCE LABORATORY Anatomy 1^{22‡} Anthro 111^{‡23} Astron 5^{9‡} Biology 3^{24‡}, 6‡, 7‡, 22^{31‡} Chem 68^{11,16‡}, 101‡, 102‡, 211^{17‡}, 212^{5‡} Env Sci 22^{31‡}</p> <p>Geog 15^{34‡}, Geog 17^{34‡} Geology 6‡ Micro 20^{25‡} Oceano 10‡ Phys Sc 14^{26‡} Physics 6^{20‡}, 7^{20‡}, 37^{20‡}, 38^{20‡}, 39^{20‡} Physiol 1^{22‡}</p> <p>This requirement may also be satisfied by completion of any lecture with lab course listed in Area 5A or 5B above that is marked by the symbol ‡</p> <p>Course: _____ College _____ AP _____</p>			
<p>AREA 6: LANGUAGE OTHER THAN ENGLISH: UC REQUIRED ONLY! Proficiency equivalent to two years of high school in the same foreign language with a grade of C or better; or satisfactory score on SAT II (documentation of high school credit or SAT score required); or one of the following equivalent college courses. See a counselor for other options. French 2, German 2, Hebrew 2 (Jewish St 12*), Italian 2, Spanish 2³⁵, 36^{18, 35}</p> <p>Course: _____ College _____ AP _____</p> <p>CSU UNITED STATES HISTORY, CONSTITUTION & AMERICAN IDEALS (Not part of IGETC, but may be completed prior to transfer.) For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC Subject Areas 3 and/or 4. However, if a course(s) is used to satisfy both an IGETC subject-area requirement and the CSU United States History, Constitution and American ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. CSUN and CSULA will NOT require an additional course(s). Other CSU campuses should be consulted directly regarding their policy.</p> <p>(Effective Fall 05) may be completed with the following two courses: <u>History 6 or 20</u> AND one of the following: <u>History 11</u> OR <u>Pol Sci 1</u> AND one of the following: <u>Afro Am 4, 5, Chicano 8, History 5, 11, 12, 18</u></p>			

*See page 26 for IGETC footnote descriptions.

IGETC and Advanced Placement Scores

A score of 3, 4, or 5 is required to grant credit for IGETC certification. An acceptable AP Advanced Placement Exam (AP) score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Each AP may be applied to one IGETC area as satisfying one course requirement, with the exception of Language other Than English (LOTE). Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.

Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward IGETC Area 5 and meet the IGETC laboratory activity requirement.

AP exams in Biology, Chemistry or Physics B allow California Community College campuses to apply 4 semester or quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification. Therefore, students who complete these exams will be required to complete at least 4 semester/5 quarter units to satisfy the minimum required units for Area 5.

There is no equivalent AP exam for Area 1B-Critical Thinking/Composition.

AP Examination	IGETC Area	AP Examination	IGETC Area
Art History*	3A or 3B*	Japanese Language and Culture	3B and 6A
Biology	5B with lab	Latin Literature	3B and 6A
Calculus AB	2A	Latin: Virgil	3B and 6A
Calculus BC	2A	Macroeconomics	4
Chemistry	5A with lab	Microeconomics	4
Chinese Language and Culture	3B and 6A	Physics B	5A with lab
Comparative Government and Politics	4	Physics C electricity/magnetism	5A with lab
English Language	1A	Physics C mechanics	5A with lab
English Literature*	1A or 3B*	Psychology	4
Environmental Science	5A with lab	Spanish Language	3B and 6A
European History*	3B or 4*	Spanish Literature	3B and 6A
French Language	3B and 6A	Statistics	2A
French Literature	3B and 6A	U.S. Government and Politics	4
German Language	3B and 6A	U.S. History*	3B or 4*
Human Geography	4	World History*	3B or 4*
Italian Language and Culture	3B and 6A	<i>*AP exams may be used in either area regardless of where the certifying CCC's discipline is located.</i>	

IGETC footnote descriptions.

¹Mathematics 225, 227, Statistics 1 or 101: UC maximum credit allowed: one course.

²Mathematics 238, 265, or 266 combined: UC maximum credit allowed, one course.

³Math 245 combined with 260: UC maximum credit: one course.

⁴This course counts ONLY if taken Fall 1993 or later.

⁵This course counts ONLY if taken Fall 1999 or after.

⁶Course repeatable but UC maximum credit: one course.

⁷This course counts ONLY if taken Fall 1995 or later.

⁸English courses count only if taken Fall 1996 or later.

⁹This course counts ONLY if taken Fall 1998 or later.

¹⁰History 7, 47, 48 or Philosophy 33 combined: UC maximum credit allowed: two courses.

¹¹This course counts ONLY if taken Fall 1997 or later.

¹²History 1, 2, and 17, 18 combined: UC maximum credit allowed: two courses.

¹³History 12, 13 combined: UC maximum credit allowed: one course.

¹⁴Chemistry 70, 210 or 221 combined: UC maximum credit allowed: two courses.

¹⁵No credit for Chemistry 60 or 68 if taken after Chemistry 101. Credit for Chemistry 60 or 68, not both.

¹⁶Credit for Chemistry 210 or 211, not both.

¹⁷This course counts ONLY if taken Fall 2001 or later.

¹⁸No credit for Physical Science 1 if taken after college course in Astronomy, Chemistry, Geology, or Physics.

¹⁹Physics 6 or 7 combined with Physics 37, 38, or 39: UC maximum credit allowed: one series.

²⁰No credit for Physics 12 if taken after 6 or 37.

²¹Anatomy 1, Physiology 1, 8 or 9 combined: UC maximum credit: 8 units.

²²This course counts only if taken Fall 2000 or after.

²³Biology 3 and 25 combined: UC maximum credit: 1 course. No credit for 3 or 25 if taken after 6 or 7.

²⁴Microbiology 1 and 20: UC maximum credit allowed: one course.

²⁵This course counts only if taken Fall 2002 or later.

²⁶This course counts only if taken Fall 2003 or later.

²⁷This course counts only if taken Spring 2004 or later.

²⁸This course counts only if taken Fall 2005 or later.

²⁹This course counts only if taken Spring 2006 or later.

³⁰This course counts only if taken Spring 2007 or later.

³¹This course counts only if taken Fall 2007 or later.

³²Credit for either Geography 1 and 15 or 17.

³³Spanish 2 and 36 combined: maximum credit, one course.

California State University Transfer Requirements

Transfer Admission Requirements

1. **Students transferring as a Freshman or Sophomore:** If you have completed fewer than 60 transferable semester (90 quarter) units, you will qualify for lower division admission if you have a grade point average of 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifying eligibility index. Nonresidents must meet the eligibility index for nonresidents. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Also some CSU campuses may require some college general education courses in addition to your high school record in order to qualify for lower division transfer admission. Please be aware that many CSU campuses have restrictions on lower-division transfers. Check with a counselor if you are interested in this option.
2. **Students transferring as a Junior:** If you have completed at least 60 transferable semester (90 quarter) units, have a grade point average of 2.0 (C or better) in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible for upper division admission.
 - a. **Major Requirements**
Los Angeles Valley College offers many of the lower division preparation courses required by the departmental majors. In some instances equivalent lower division courses are not available. **It is essential to refer to the appropriate California State University catalog for a list of departmental requirements and/or consult with a counselor for additional and up-to-date transfer information.**
 - b. **General Education Requirements**
Of the 60 (CSU) transferable units completed at least 30 semester (45 quarter) units are to be selected from courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the four basic subject requirements with a C or better in Written Communication, Oral Communication, Critical Thinking and Mathematics.

OR

Completion of IGETC or CSU General Education Certification (see below) will satisfy the 30 semester unit/general education requirements above.

Students are required to petition for CSU General Education Certification in the Graduation Office prior to transfer.

Full certification can be granted by Valley College when a student has completed a total of 39 units consisting of the following number of units for each category: (A) 9 units including English 101, (B) 9 units including a science laboratory course, (C) 9 units Humanities, (D) 9 units including the 6 unit American Institutions requirement, (E) 3 units Integrated Psychological and Physiological Studies.

Partial certification can be granted by Valley College in any of the categories (A) through (E) when a student has completed the required number of units for that category. Valley College can also certify completion of Title 5 American History and Institutions requirement within Area D, Social Sciences (see Area D for details).

Veteran students who submit their military basic training to the Admissions Office as indicated on their DD214 will be granted an exemption and partial certification for Area E, Lifelong Learning and Self Development. An exemption means that no unit or course credit will be granted. The exemption and partial certification will be noted on the student's transcript.

Since requirements for general education may change after the catalog is printed, it is essential for students to consult with a counselor.

c. Elective Unit Requirements

These are additional CSU transferable units necessary to meet the 60 minimum semester units required for transfer as a junior.

California State University, Northridge (CSUN) Transfer Requirements

In addition to the general education requirements, each department has its own lower division major requirements. Students who complete as many lower division major requirements as possible have the best chance of getting admitted to their major. In some programs, Los Angeles Valley College does not offer all the lower division preparation courses required by the departmental majors. It is essential, therefore, to refer to the CSUN General Catalog for complete departmental major requirements. Since many of the departmental major requirements are revised after a college catalog has been printed, students are also urged to consult a counselor for up-to-date information. A CSUN transfer informational handout is available in the Counseling Office.

Independent Universities

Transfer Admission Requirements

Admission requirements of independent colleges and universities vary, as do course transferability and course credit allowed. Students should consult the College Catalog for their intended transfer institution for specific transfer admission requirements, general education and major preparation requirements and course transferability and/or see a counselor for additional transfer information/articulation. Informational handouts are available in the Counseling Office for some private colleges/universities.

General Education Certification for California State Universities 2014-15

This plan will satisfy lower division G.E. for the CSU system. You must petition the Graduation Office to have certification placed on your transcript. "EP" indicates first term that course can be used on this plan. *For UC and CSU transfer credit, these courses are considered "same as" and credit is limited to one course.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this CSU general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title. Every effort has been made to ensure that this information is accurate; however, students should consult an LAVC counselor periodically to determine whether there have been any changes or corrections.

*For UC and CSU transfer credit, these courses are considered "same as" and credit is limited to one course.

C= COMPLETED IP= IN PROGRESS N= NEED							
	C	IP	N				
<p>A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING: 9 units (3 courses) with at least one course chosen from each of the three subcategories below: <u>Note:</u> Effective SP 2002 grades in Area A must be "C" or better.</p> <p>1. Oral Communication: Comm 101, 102, 151</p> <p>2. Written Communication: English 101</p> <p>Course: _____ College _____ AP: _____</p> <p>3. Critical Thinking: English 102, 103 (suggested for CSULA) Philos 6, 7, 9 (Ef F00-SU04) & (reinstated Ef SP 06) Comm 104, 105 (No AP Scores accepted for this area)</p>							
<p>B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING: 9 units (3-4 courses) with at least one course from each of the four subcategories below. At least one of the courses chosen must be a laboratory course. Acceptable laboratory courses are indicated by a † in the lists below. Single courses that contain both lecture and lab may count as lab courses as well as Physical or Life Science courses.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 101†, 102† Env Sci 1 Geog 1, 3(Meteor 3*), 17 † Geology 1, 10 (Env Sci 7*) Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†, 39†, 66†</p> </td> <td style="vertical-align: top;"> <p>2. Life Science Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 22†, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p> </td> </tr> </table> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>3. Laboratory Activity: Any science course marked by a † in B1 or B2 will satisfy this requirement also. A laboratory course cannot apply unless student also takes the lecture course that is prerequisite or corequisite to that laboratory course.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15† </td> <td style="vertical-align: top;"> Geology 6† Oceano 10† Phys Sc 14† </td> </tr> </table> <p>4. Mathematics/Quantitative Reasoning: Math 215, 225, 227, 238, 240, 245, 259, 260, 265, 266 Stat 1, 101 <u>Note:</u> Effective SP 2002 grade in this section (B4) must be "C" or better.</p> <p>Course: _____ College _____ AP: _____</p>	<p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 101†, 102† Env Sci 1 Geog 1, 3(Meteor 3*), 17 † Geology 1, 10 (Env Sci 7*) Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†, 39†, 66†</p>	<p>2. Life Science Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 22†, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p>	Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†	Geology 6† Oceano 10† Phys Sc 14†			
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Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†	Geology 6† Oceano 10† Phys Sc 14†						

General Education Certification for California State Universities 2014-15

	C	IP	N
<p>C. ARTS AND HUMANITIES: 9 units (3 courses) with at least one from area 1 and one from area 2 below:</p> <p>1. Arts: Arts, Dance, Music, Theater Art 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 213, 501 Brdcstg 26 Cinema 102, 104 (Ef F99), 105, 107 DanceSt 801, 805 Music 101, 111, 121, 122, 136, 141 Theater 100, 110, 112</p> <p>2. Humanities: Literature, Philosophy, Foreign Language Afro Am 20 (English 234*) Chicano 42 (Spanish 12*) English 203, 204, 205, 206, 207, 208, 252 Jewish 35 (Philos 35*) Spanish 12 Cinema 103 Comm 130 Theater 125 (English 213*) Philosophy: Anthro 121 History 7, 49 Philos 1, 12, 14, 20, 28, 30, 35 (Jewish 35*), 45 Foreign Languages: French 1 (or 21 or 22), 2, 3, 4 German 1, 2, 3, 4 Hebrew 1 (Jewish 11*), 2 (Jewish 12*) Italian 1, 2, 3, 4 Spanish 1, 2, 3, 4, 5 (Ef F00), 6 (Ef F00), 35, 36 Interdisciplinary Humanities: Chicano 44 (Spanish 16) English 105 (Ling 1*) French 10 Hebrew 10 (Jewish 10*) Human 1, 2, 3, 30, 31, 90 Jewish 2 (Ef F97) Spanish 9, 10</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>			
<p>D. SOCIAL SCIENCES: 9 units (3 courses) from at least two numbered areas below. *The American Institutions Requirement may be completed as part of the 9 units required in Area D. *The AMERICAN INSTITUTIONS REQUIREMENT: (Effective Fall 05) may be completed with two courses: <u>History 6 or 20 AND History 11</u> OR <u>Pol Sci 1 AND one of the following: Afro Am 4, 5, Chicano 8, History 5, 11, 12, 18</u> (0) Soc 1, 2, 3 (Ef F98), 4 (Ef SP 07), 25 (Ef F98), 31, 35 (1) Anthro 102, 103, 104 (Ef SP 07), 109, 110, 141 (2) Econ 1, 2, 30, 40, 60 (3) Soc 2, 11; Afro Am 4, 5; Anthro 132; Chicano 2, 7, 8 (4) Anthro 109; Human 6, 8; Soc 31 (5) Geog 2, 9, 14 (6) Afro Am 4, 5; Chicano 7, 8; History 1, 2, 5, 6, 11, 12, 18, 29, 49, 86; Jewish 25 (7) Afro Am 4, 5; Brdcstg 1; Chicano 7, 8; Ch Dev 1, 42; Envstds 101; Journal 105; Comm 122 (Ef SP07) (8) Afro Am 4, 5; Chicano 7, 8; History 5, 6, 11, 12, 20; Pol Sci 1, 2, 5, 7; Law 3 (9) Psych 1, 11, 12, 13, 14, 41</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>			
<p>E. LIFELONG LEARNING & SELF-DEVELOPMENT: 3 units (minimum 1 course) : (only 1 unit of DanceSt/DanceTq/Dncespc/Kin, Kin Ath, Kin Maj may be used) Afro Am 2 Comm 121 DanceSt 301, 452, 801, 814, 815, 820, 822 DanceTq 111, 112, 113, 114, 121-124 141, 142-144, 151-154, 221, 222, 231, 232, 225, 437, 469 Dncespc 171, 172, 331, 332, 333, 334, 490 Health 11 Jewish 1 Kin 8, 9, 45, 46, 47, 49, 205, 206, 217-1, 229, 251, 268-1, 269-1, 273, 286, 287, 301, 303-1, 307, 315-1, 326-1, 327, 329, 331, 334, 350-1, 351, 364-1, 370-1, 371-1, 387-1, 389-1, 390, 391-1 Kin Ath 503-552 Persdev 20 Psych 3, 41, 60 Soc 12, 17, 21</p>			

CSU Systemwide Credit for External Examinations

Note that each campus in the California State University system determines how it will apply external examinations toward credit in the major. For students not already certified in GE and/or American Institutions, the campus also determines how to apply credit from such exams toward the local degree requirements.

	Passing Score	Minimum Semester Credits Earned ¹	Semester Credits Toward GE Breadth Certification	American Institutions and/or GE Breadth Area ²	Removal Date for GE Breadth ³
College Board Advanced Placement Tests					
AP Art History	3	6	3	C1 or C2	—
AP Biology	3	6	4	B2 and B3	—
AP Calculus AB ⁴	3	3	3	B4	—
AP Calculus BC ⁴	3	6	3	B4	—
AP Calculus BC/ AB Subscore ⁴	3	3	3	B4	—
AP Chemistry	3	6	6	B1 and B3	F09
AP Chemistry	3	6	4	B1 and B3	—
AP Chinese Language and Culture	3	6	3	C2	—
AP Comparative Government & Politics	3	3	3	D8	—
AP Computer Science A ⁴	3	3	0	n/a	—
AP Computer Science AB ⁴	3	6	0	n/a	—
AP English Language	3	6	3	A2	—
AP English Literature	3	6	6	A2 and C2	—
AP Environmental Science ⁵	3	4	4	B2 and B3	F09
AP Environmental Science ⁵	3	4	4	B1 and B3	—
AP European History	3	6	3	C2 or D6	—
AP French Language	3	6	6	C2	F09
AP French Language	3	6	3	C2	—
AP French Literature	3	6	3	C2	F09
AP German Language	3	6	6	C2	F09
AP German Language	3	6	3	C2	—
AP Human Geography	3	3	3	D5	—
AP Italian Language and Culture	3	6	3	C2	F10
AP Japanese Language and Culture	3	6	3	C2	—
AP Latin Literature	3	6	3	C2	F09
AP Latin: Vergil	3	3	3	C2	—
AP Macroeconomics	3	3	3	D2	—
AP Microeconomics	3	3	3	D2	—
AP Music Theory	3	6	3	C1	F09
AP Physics B ⁶	3	6	6	B1 and B3	F09
AP Physics B ⁶	3	6	4	B1 and B3	—
AP Physics C (electricity/magnetism) ⁶	3	4	4	B1 and B3	—
AP Physics C (mechanics) ⁶	3	4	4	B1 and B3	—
AP Psychology	3	3	3	D9	—
AP Spanish Language	3	6	6	C2	F09
AP Spanish Language	3	6	3	C2	—
AP Spanish Literature	3	6	6	C2	F09

	Passing Score	Minimum Semester Credits Earned ¹	Semester Credits Toward GE Breadth Certification	American Institutions and/or GE Breadth Area ²	Removal Date for GE Breadth ³
AP Spanish Literature	3	6	3	C2	—
AP Statistics	3	3	3	B4	—
AP Studio Art - 2D	3	3	0	n/a	—
AP Studio Art - 3D	3	3	0	n/a	—
AP Studio Art - Drawing	3	3	0	n/a	—
AP U.S. Government & Politics	3	3	3	D8 and US-2	—
AP U.S. History	3	6	3	(C2 or D6) and US-1	—
AP World History	3	6	3	C2 or D6	—

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP American Government	50	3	3	D8	—
CLEP American Literature	50	3	3	C2	—
CLEP Analyzing and Interpreting Literature	50	3	3	C2	—
CLEP Biology	50	3	3	B2	—
CLEP Calculus	50	3	3	B4	—
CLEP Chemistry	50	3	3	B1	—
CLEP College Algebra	50	3	3	B4	—
CLEP College Algebra - Trigonometry	50	3	3	B4	—
CLEP College Mathematics	50	0	0	n/a	—
CLEP English Composition (no essay)	50	0	0	n/a	—
CLEP English Composition with Essay	50	0	0	n/a	—
CLEP English Literature	50	3	3	C2	—
CLEP Financial Accounting	50	3	0	n/a	—
CLEP French ⁷ Level I	50	6	0	n/a	—
CLEP French ⁷ Level II	59	12	3	C2	—
CLEP Freshman College Composition	50	0	0	n/a	—
CLEP German ⁷ Level I	50	6	0	n/a	—
CLEP German ⁷ Level II	60	12	3	C2	—
CLEP History, United States I	50	3	3	D6 and US-1	—
CLEP History, United States II	50	3	3	D6 and US-1	—
CLEP Human Growth and Development	50	3	3	E	—
CLEP Humanities	50	3	3	C2	—
CLEP Information Systems and Computer Applications	50	3	0	n/a	—
CLEP Introduction to Educational Psychology	50	3	0	n/a	—
CLEP Introductory Business Law	50	3	0	n/a	—
CLEP Introductory Psychology	50	3	3	D9	—
CLEP Introductory Sociology	50	3	3	D0	—
CLEP Natural Sciences	50	3	3	B1 or B2	—
CLEP Pre-Calculus	50	3	3	B4	—
CLEP Principles of Accounting	50	3	0	n/a	—
CLEP Principles of Macroeconomics	50	3	3	D2	—

	Passing Score	Minimum Semester Credits Earned ¹	Semester Credits Toward GE Breadth Certification	American Institutions and/or GE Breadth Area ²	Removal Date for GE Breadth ³
CLEP Principles of Management	50	3	0	n/a	—
CLEP Principles of Marketing	50	3	0	n/a	—
CLEP Principles of Microeconomics	50	3	3	D2	—
CLEP Social Sciences and History	50	0	0	n/a	—
CLEP Spanish ⁷ Level I	50	6	0	n/a	—
CLEP Spanish ⁷ Level II	63	12	3	C2	—
CLEP Trigonometry	50	3	3	B4	—
CLEP Western Civilization I	50	3	3	C2 or D6	—
CLEP Western Civilization II	50	3	3	D6	—

INTERNATIONAL BACCALAUREATE (IB)

IB Biology HL	5	6	3	B2	—
IB Chemistry HL	5	6	3	B1	—
IB Economics HL	5	6	3	D2	—
IB Geography HL	5	6	3	D5	—
IB History (any region) HL	5	6	3	C2 or D6	—
IB Language A1 (any language) HL	4	6	3	C2	—
IB Language A2 (any language) HL	4	6	3	C2	—
IB Language B (any language) HL ⁸	4	6	0	n/a	—
IB Mathematics HL	4	6	3	B4	—
IB Physics HL	5	6	3	B1	—
IB Psychology HL	5	3	3	D9	—
IB Theatre HL	4	6	3	C1	—

¹These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1033 and 1036 for details.

²Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 405, and at assist.org.

³Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

⁴If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

⁵Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 09 or later, those credits may only apply to B1+B3.

⁶If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

⁷If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

⁸The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

Associate Degree Programs

Los Angeles Valley College Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science. The awarding of an Associate Degree symbolizes successful completion of a pattern of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

These requirements apply to students entering for the first time beginning Fall 2009 or later. Continuing students maintaining "catalog rights" may be able to apply requirements in effect at the time they entered the college. "Catalog rights" is defined as follows:

A catalog year is defined as beginning with the fall semester through the subsequent summer. A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect:

1. at the time the student began such attendance at the college, OR
2. at the time of graduation.

Students who lose catalog rights become subject to any new requirements that are in effect at the time they re-enroll.

- I. **Unit Requirement:** A minimum of 60 semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- 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. **Residence Requirement:** (1) Completion of at least 12 units of credit in residence, (i.e., at Los Angeles Valley College), and (2) Attendance at the college during the semester in which the requirements are completed.

IV. **General Competencies:** Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirements for the associate degree as defined in Board Rule 6201.12.

A. Reading & Written Expression Competency

The competency requirement in reading and written expression for the Associate Degree may be met by completion of the following course (or its equivalent at another college) with a grade of C or better.

English 101- College Reading and Composition

B. Mathematics Competency requirements may be met by:

1. Completion of one of the following courses (or its equivalent at another college) with a grade of C or better:
Mathematics 125, 215, 225, 227, 238, 240, 245, 259, 260, 265, 266, 267, 270, 275

OR

2. Placement into a transfer level mathematics course.

OR

3. A score of 3 or higher on one of the following AP Exams:
 - Calculus AB
 - Calculus BC
 - Statistics

V. Course Requirements, Majors, and Plans A and B:

Students wishing to earn an Associate Degree must choose a major under either Plan A or Plan B, described below.

Although there are some important exceptions, Plan B majors tend to be occupational/vocational, while Plan A majors are more often not.

In addition to 30 units of General Education courses, Plan A majors consist of 18-35 units of required courses. In addition to 18 units of General Education courses, Plan B majors consist of at least 36 units of required courses. Courses that satisfy major requirements may also be counted toward general education requirements.

The following table shows this difference between the two plans:

	Number of GE Units	Number of Major Units
Plan A:	30	18-35
Plan B:	18	36+

The total number of units required for an Associate Degree is 60, regardless of whether Plan A or B is chosen.

The student's choice of plan is usually determined by the student's choice of major. A student wishing to major in Sociology, for example, would choose Plan A; a student wishing to major in Computer Science Technology, for example, would choose Plan B. Students should consult the following tables to determine whether Plan A or B suits their particular situation best. Consult with a counselor if you have questions about the requirements for the AA/AS degree.

Veteran students who submit their military basic training to the Admissions Office as indicated on their DD214 receive 3 units of general education credit in Area E (Health and Physical Education) toward their AA/AS degree consisting of 2 units of health and 1 unit of physical education credit and an additional 3 units of elective credit. This credit is noted on the student's transcript.

Associate of Arts (AA) versus Associate of Science (AS)

The Associate of Arts (AA) degrees are awarded to students whose majors are in the areas of the arts, humanities, and social sciences. The Associate of Science (AS) degrees are awarded to students whose majors are in the areas of the physical and life sciences or in specialized technical areas considered to be applied sciences. Examples of AA majors are: Anthropology, Art, Economics,

English, Mathematics and Sociology. Examples of AS majors are: Biology, Chemistry, Physics, Engineering, and Registered Nursing.

An Associate Degree is not required for admission to a university, but many transfer students find it to their advantage to obtain an Associate Degree as well as transfer.

See page 41 for information on the Associate Degrees for Transfer.

Multiple or Additional Associate Degrees

Any student who contemplates acquiring more than one Associate Degree should discuss the matter with a counselor to determine if the student's goal would be better met by either a Baccalaureate Degree or Certificate.

A student may receive either multiple Associate degrees granted simultaneously, each in a single major, or an additional Associate degree after having earned a degree from an accredited college. Los Angeles Valley College will only grant such degrees when the student has completed all of the following Graduation Requirements (detailed in the Associate Degree Programs section of the catalog) for each degree awarded.

1. Unit requirements
2. Scholarship requirements
3. Residence requirements
4. General competencies
5. Major course requirements
6. General education course requirements

In addition to the above requirements, students following Plan A general education requirements must complete at least 6 units in the major at LAVC; those following Plan B general education requirements must complete at least 12 units in the major at LAVC.



From left: Florentino Manzano, V.P. Student Services; Albert Sarian and Valerie Carranza, 2014 Jack Kent Cooke Foundation scholarship recipients; Alma Johnson-Hawkins, former Interim President; Karen Daar, V.P. Academic Affairs.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN A 2014-2015

GENERAL EDUCATION REQUIREMENTS: Minimum of 30 semester units.

MAJOR REQUIREMENTS: Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better.

- 1. UNIT REQUIREMENT:** A minimum of 60 semester units of course credit in a selected curriculum.
- 2. SCHOLARSHIP REQUIREMENT:** A “C” (2.0) grade-point-average or better.
- 3. RESIDENCE REQUIREMENT:** Completion of at least 12 units of credit in residence, and attendance at the college during the semester in which the requirements are completed.
- 4. READING AND WRITTEN COMPETENCY:** Completion of the following course with a grade of “C” or better: English 101 (or its equivalent at another college); A score of 3 or higher on the following AP Exams: English Language and Composition or English Composition and Literature.
- 5. MATHEMATICAL COMPETENCY:** Completion of the following course (or its equivalent at another college) with A grade of “C” or better: Mathematics 125 or any higher level mathematics course with a prerequisite of Mathematics 125 or its equivalent; Placement into a transfer level mathematics course; A score of 3 or higher on the following AP exams: Calculus AB, Calculus BC, or Statistics.

**Please see a counselor and check the LAVC College catalog for specific major requirements
*** THIS FORM SUBJECT TO CHANGE EACH YEAR**

C= COMPLETED IP= IN PROGRESS N= NEED			C	IP	N
A. NATURAL SCIENCES Anatomy 1* Anthro 101, 111* Astron 1, 5* Biology 3, 6*, 7*, 22, 40* Chem 51, 68*, 101*102* Env Sci 1*, 22* Geog 1, 15*, 17 Geology 1, 6*, 10 (Env Sci 7) Other College _____	Meteor 3 (Geog 3) Micro 20* Oceano 1, 10* Phys Sc 1, 14* Physics 6*, 7*, 37*, 38*, 66* Physiol 1* Psych 2* Advanced Placement _____	3 Semester Units minimum			
B. SOCIAL AND BEHAVIORAL SCIENCES B1. AMERICAN INSTITUTIONS (3 Semester Units minimum) Afro Am 4, 5 Chicano 8 B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum) Anthro 102, 103, 104, 109, 141 Brdcstg 1 Ch Dev 1*, 42 Chicano 2, 7 Comm 122 Econ 1, 2*, 30, 40, 60 Envstds 101 Geog 2, 9, 14, 45 B3. Minimum of 3 additional semester units from B1 or B2 above. Other College _____	History 5, 6, 11, 12, 18, 20 Pol Sci 1 History 1, 2, 29, 86 Human 6, 8 Jewish 25 Journal 105 Law 3 Pol Sci 2, 5, 7 Psych 1, 11*, 12*, 13*, 14*, 41* Soc 1, 2, 3, 4, 11, 12, 21, 22, 25, 31, 35 Advanced Placement _____	9 Semester Units minimum			

*This course has a prerequisite or co-requisite.

**Los Angeles Valley College - Associate Degree
General Education Requirements - PLAN A 2014-15 – continued**

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N
3 Semester Units minimum				
C. HUMANITIES				
Afro Am 20				
Anthro 121	German 1, 2*, 3*, 4*			
Art 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 213, 501	Hebrew 1 (Jewish 11), 2* (Jewish 12), 10 (Jewish 10)			
Brdcstg 26	History 7, 49			
Chicano 42 (Spanish 12), 44 (Spanish 16)	Human 1, 2, 3, 6, 30, 31, 90			
Cinema 102, 103, 104, 105, 106, 107	Italian 1, 2*, 3*, 4*			
Comm 130	Jewish 2, 35 (Philos 35)			
DanceSt 801, 805	Ling 1 (English 105)			
English 203*, 204*, 205*, 206*, 207*, 208*, 213*, 252*	Music 101, 111, 121*, 122*, 136, 141			
French 1 (or 21 or 22), 2*, 3*, 4*, 10	Philos 1, 12, 14, 20, 28, 30, 45			
Other College_____	Spanish 1, 2*, 3*, 4*, 5*, 6*, 9, 10, 35, 36			
	Theater 100, 110, 112, 125*			
	Advanced Placement _____			
12 Semester Units minimum				
D. LANGUAGE AND RATIONALITY				
D1. ENGLISH COMPOSITION (3 Semester Units minimum)	English 28*, 101*, 102*, 363*			
Bus 32	Journal 101, 202*			
CAOT 32				
D2. COMMUNICATION AND ANALYTICAL THINKING (6 Semester Units minimum)	Philos 6, 9			
Co Sci 801	Stat 1*, 101*			
Comm 101, 102, 104, 105*, 151				
English 103*				
Math 120*, 125*, 215*, 225*, 227*, 238*, 240*, 245*, 259*, 260*, 265*, 266*				
D3. Minimum of 3 additional semester units from D1 or D2 above.				
Other College_____	Advanced Placement _____			
3 Semester Units minimum				
E. HEALTH AND PHYSICAL EDUCATION				
E1. HEALTH EDUCATION (2 Semester Units minimum)	Resp Th 2*			
Health 11				
Nrsce 101*				
E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum)	Dncespc 171, 172, 331-334, 490			
DanceSt 301, 452, 801, 814, 815, 819, 820, 822	Kin 8- 50, 205-273, 286- 371-2, 387-1 -391-1			
DanceTq 111, 112, 113, 114, 121-124 141-144, 151, 152-154 221, 222, 225, 231, 232, 437, 469	Kin Ath 503 - 552			
	Military Credit (if applicable) _____			
Major / Area of Emphasis: Major Courses (min. 18 units)				
Electives				
Competency Met: Eng: Course _____ Math: Course _____ Test _____	TOTAL			

*This course has a prerequisite or co-requisite.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN B 2014-15

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N	
THIS FORM SUBJECT TO CHANGE EACH YEAR					
A. NATURAL SCIENCES Anatomy 1* Anthro 101, 111* Astron 1, 5* Biology 3, 6*, 7*, 22, 40* Chem 51, 68*, 70*, 101*102* Env Sci 1*, 22* Geog 1, 15*, 17 Geology 1, 6*, 10 (Env Sci 7) Other College _____		Meteor 3 (Geog 3) Micro 20* Oceano 1, 10* Phys Sc 1, 14* Physics 6*, 7*, 37*, 38*, 66* Physiol 1*, 8*, 9* Psych 2* Advanced Placement _____			3 Semester Units minimum
B. SOCIAL AND BEHAVIORAL SCIENCES B1. AMERICAN INSTITUTIONS Afro Am 4, 5 Chicano 8 Other College _____		History 5, 6, 11, 12, 18, 20 Pol Sci 1 Advanced Placement _____			3 Semester Units minimum
C. HUMANITIES Afro Am 20 Anthro 121 Art 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 213, 501 Brdcstg 26 Chicano 42 (Spanish 12), 44 (Spanish 16) Cinema 103, 104, 105, 106, 107 Comm 130 DanceSt 801, 805 English 203*, 204*, 205*, 206*, 207*, 208*, 213*, 252* French 1 (or 21 or 22), 2*, 3*, 4*, 10		German 1, 2*, 3*, 4* Hebrew 1 (Jewish 11), 2* (Jewish 12), 10 (Jewish 10) History 7, 49 Human 1, 2, 3, 6, 30, 31, 90 Italian 1, 2*, 3*, 4* Jewish 2, 35 (Philos 35) Ling 1 (English 105) Music 101, 111, 121*, 122*, 136, 141 Philos 1, 12, 14, 20, 28, 30, 45 Spanish 1, 2*, 3*, 4*, 5*, 6*, 9, 10, 35, 36 Theater 100, 110, 112, 125*			3 Semester Units minimum
D. LANGUAGE AND RATIONALITY D1. ENGLISH COMPOSITION (3 Semester Units minimum) Bus 32 CAOT 32 D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum) Co Sci 801 Comm 101, 102, 104, 105*, 151 English 103* Other College _____		English 28*, 101*, 102*, 363* Journal 101, 202* Math 120*, 125*, 215*, 225*, 227*, 238*, 240*, 245*, 259*, 260*, 265*, 266* Philos 6, 9 Stat 1*, 101* Advanced Placement _____			6 Semester Units minimum
E. HEALTH AND PHYSICAL EDUCATION E1. HEALTH EDUCATION (2 Semester Units minimum) Health 11 Nrsce 101* E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) DanceSt 301, 452, 801, 814, 815, 819, 820, 822 DanceTq 111-114, 121-124, 141-144, 151-154, 221, 222, 225, 231, 232 437, 469 Other College _____		Resp Th 2* Dncespc 171, 172, 331-334, 490 Kin 8- 50, 205-273, 286- 371-2, 387-1 -391-1 Kin Ath 503 - 552 Military Credit (if applicable) _____ Advanced Placement _____			3 Semester Units minimum

*This course has a prerequisite or co-requisite.

LAVC GE and External Examinations

ADVANCED PLACEMENT (AP) EXAM

AP Examination	Passing Score	GE Area	Semester Units Applied Toward GE Requirements	Total Semester Units Awarded Toward Associate Degree
Art History	3	C	3	6
Biology	3	A	3	8
Calculus AB ¹	3	D2	6	6
Calculus BC ¹	3	D2	6	6
Chemistry	3	A	3	8
Chinese Language and Culture	3	C	3	6
Comparative Government & Politics	3	B2	3	3
Computer Science A	3	D2	3	3
Computer Science AB	3	D2	3	6
English Language ²	3	D1	6	6
English Literature ²	3	D1	6	6
Environmental Science	3	A	3	4
European History	3	B2 and C	6	6
French Language	3	C	3	6
French Literature	3	C	3	6
German Language	3	C	3	6
Human Geography	3	B2	3	3
Italian Language and Culture	3	C	3	6
Japanese Language and Culture	3	C	3	6
Latin Literature	3	C	3	6
Latin: Vergil	3	C	3	6
Macroeconomics	3	B2	3	3
Microeconomics	3	B2	3	3
Music Theory	3	C	3	6
Physics B	3	A	3	6
Physics C (mechanics)	3	A	3	4
Physics C (electricity/magnetism)	3	A	3	4
Psychology	3	B2	3	3
Spanish Language	3	C	3	6
Spanish Literature	3	C	3	6
Statistics ¹	3	D2	3	3
Studio Art – 2D	3	C	3	6
Studio Art – 3D	3	C	3	6
Studio Art - Drawing	3	C	3	6
U.S. Government & Politics ³	3	B1	3	3
U.S. History ³	3	B1	6	6
World History	3	B2	6	6

¹ A score of 3, 4, or 5 on this exam satisfies the Math Competency Requirement.

² A score of 3, 4, or 5 on this exam satisfies the Reading & Written Expression Competency Requirement.

³ A score of 3, 4, or 5 on this exam satisfies the American Institutions Requirement.

College Level Examination Program (CLEP) Exams

CLEP Exam	Passing Score	GE Area	Semester Units Applied Toward GE Requirements	Total Semester Units Awarded Toward Associate Degree
Business Exams				
Information Systems & Computer Applications	50	D2	3	3
Composition and Literature				
American Literature	50	C	3	6
Analyzing and Interpreting Literature	50	C	3	6
College Composition	50	D1	3	6
College Composition Modular	50	D1	3	6
English Literature	50	C	3	6
Humanities	50	C	3	6
Foreign Languages				
French Language, Level 1	50	C	3	6
French Language, Level 2	59	C	3	12
German Language, Level 1	50	C	3	6
German Language, Level 2	60	C	3	12
Spanish Language, Level 1	50	C	3	6
Spanish Language, Level 2	63	C	3	12
History and Social Sciences				
American Government ²	50	B1	3	3
History of the United States I: Early Colonization to 1877 ²	50	B1	3	3
History of the United States II: 1865 to present ²	50	B1	3	3
Human Growth & Development	50	B2	3	3
Introduction to Educational Psychology	50	B2	3	3
Introductory Psychology	50	B2	3	3
Introductory Sociology	50	B2	3	3
Principles of Macroeconomics	50	B2	3	3
Principles of Microeconomics	50	B2	3	3
Social Sciences & History	50	B2	3	3
Western Civilization I: Ancient Near East to 1648	50	B2	3	3
Western Civilization I: 1648 To Present	50	B2	3	3

¹ A score of 50 on this exam satisfies the Math Competency Requirement.

² A score of 50 on this exam satisfies the American Institutions Requirement.

³ A score of 4 on this exam satisfies the Reading & Written Expression Competency Requirement

⁴ A score of 4 on this exam satisfies the Math Competency Requirement.

College Level Examination Program (CLEP) Exams, continued

	Passing Score	GE Area	Semester Units Applied Toward GE Requirements	Total Semester Units Awarded Toward Associate Degree
Science and Mathematics				
Biology	50	A	3	6
Calculus ¹	50	D2	3	3
Chemistry	50	A	3	6
College Algebra ¹	50	D2	3	3
College Mathematics ¹	50	D2	3	6
Precalculus ¹	50	D2	3	3
Natural Sciences	50	A	3	3

International Baccalaureate (IB) Exams

IB Exam	Passing Score	GE Area	Semester Units Applied Toward GE Requirements	Total Semester Units Awarded Toward Associate Degree
IB Biology HL	5	A	3	6
IB Chemistry HL	5	A	3	6
IB Economics HL	5	B2	3	6
IB Geography HL	5	B2	3	6
IB History (any region) HL	5	B2	3	6
IB Language A1 (English) HL ³	4	D1	3	6
IB Language A2 (English) HL ³	4	D1	3	6
IB Language A1 (any language except English) HL	4	C	3	6
IB Language A2 (any language except English) HL	4	C	3	6
IB Language A1 (any language) HL	4	C	3	6
IB Language A2 (any language) HL	4	C	3	6
IB Language B (any language) HL	4	C	3	6
IB Mathematics HL ⁴	4	D2	3	6
IB Physics HL	5	A	3	6
IB Psychology HL	5	B2	3	3
IB Theatre HL	4	C	3	6

¹ A score of 50 on this exam satisfies the Math Competency Requirement.

² A score of 50 on this exam satisfies the American Institutions Requirement.

³ A score of 4 on this exam satisfies the Reading & Written Expression Competency Requirement

⁴ A score of 4 on this exam satisfies the Math Competency Requirement.

Associate Degrees for Transfers

Requirements for the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does not accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, a student may earn a transfer degree in ten majors. Additional majors are under development. For more information, please see a counselor.

REQUIREMENTS:

The following is required for all AA-T or AS-T degrees:

- 1. UNIT REQUIREMENT:** 60 CSU-transferable semester units.
- 2. SCHOLARSHIP REQUIREMENT:** Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- 3. RESIDENCE REQUIREMENT:** Completion of at least 12 units of credit in residence, and attendance at the college during the semester in which the requirements are completed.
- 4. MAJOR REQUIREMENT:** Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the program section of the catalog (pages 42-44). All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis (title 5 § 55063).
- 5. GENERAL EDUCATION REQUIREMENTS:** Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see pages 28-29 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 24-25 for more information).



Associate Degrees for Transfers, continued

AA-T in Anthropology

(Program Code 220200, State Code 32410)

Anthropology is the scientific study of humankind from the broadest possible perspectives - exploring human biological and cultural differences and similarities across the world and through time. Students will be able to analyze the patterns underlying diverse anatomy, behaviors, beliefs, attitudes and identities using the concepts of cultural relativism and evolutionary theory. Anthropology majors learn to evaluate their place in an ever-changing global society.

REQUIRED COURSES:

Anthro 101	Human Biological Evolution	3
Anthro 102	Human Ways of Life: Cultural Anthropology	3
Anthro 103	Archaeology: Reconstructing the Human Past	3
Anthro 104	Human Language and Communication	3
Anthro 111	Laboratory in Human Biological Evolution	2
Anthro 121	Anthropology of Religion, Magic and Witchcraft	3

LIST A: SELECT ONE COURSE:

Math 227	Statistics	(4)
Stat 101	Statistics for the Social Sciences	(4)

Total: 21

AA-T in Art History

(Program Code 100100, State Code 32117)

Art History is the study of the history of how and why human beings make art. Students who study Art History examine the sociological, cultural, and aesthetic contexts of art, and explore basic art historical concepts and terminology appropriate to each Art History course. Art historical methodology is discussed, so that students understand the nature of the discipline, what sources scholars use to construct their theories, how the discipline has changed over time, and reception theory.

REQUIRED COURSES:

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

LIST A: SELECT ONE COURSE:

Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)

LIST B: SELECT ONE COURSE:

Art 204	Life Drawing I	(3)
Art 300	Introduction to Painting	(3)
Art 304	Acrylic Painting I	(3)
Art 400	Introduction to Printmaking	(3)
Art 501	Beginning Two-Dimensional Design	(3)
Art 502	Beginning Three-Dimensional Design	(3)
Art 604	Graphic Design I	(3)
Art 700	Introduction to Sculpture	(3)
Art 701	Sculpture I	(3)
Art 708	Introduction to Ceramics	(3)
Art 709	Ceramics I	(3)

LIST C: SELECT ONE COURSE:

Art 111	History of Contemporary Art	(3)
Art 115	History of Modern Art	(3)
Art 116	History of Women and Art	(3)
Art 125	History of Photography I	(3)

Total: 18

AA-T in Communication Studies

(Program Code 150601, State Code 30699)

Communication Studies is the study of how human beings communicate. People who study Communication are interested in learning how the communication process works and desire to improve and adapt their communication for intended recipients. Courses in the Communication degree examine the importance of effective communication in public, groups, cultures, interpersonal settings, and literature. In addition, we explore the nature of argumentation and the ability to critically evaluate messages as both the sender and receiver. Students completing this degree will have satisfied the lower division major preparation at CSUN for the Communications Studies major and at CSULA for the Communications major.

REQUIRED COURSES:

Comm 101	Public Speaking	3
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LIST A: SELECT TWO COURSES

Comm 104	Argumentation and Debate	(3)
Comm 121	Interpersonal Communication	(3)
Comm 151	Small Group Communication	(3)

LIST B: SELECT TWO COURSES

Comm 122	Intercultural Communication	(3)
Comm 130	Introduction to Oral Interpretation of Literature	(3)
Any course not used in List A		(3)

LIST C: SELECT ONE COURSE

Comm 102	Oral Communication II	(3)
Comm 105	Critical Thinking	(3)
Comm 106	Forensics (limited to 3 units)	(2)
English 103*	Composition and Critical Thinking	(3)
Any course not used in List A or List B		(3)

Total: 18



Cross-referenced course. * This course has a prerequisite or a corequisite.

Associate Degrees for Transfers, continued

AS-T in Early Childhood Education

(Program Code 130509, State Code 32741)

Students completing the Associate in AS-T in Early Childhood Education for Transfer degree will have satisfied the lower division major preparation at most CSUs in Child Development, Early Childhood Education, Human Development, or related major with a junior status. The AS-T in Early Childhood Education provides the students with the knowledge and experiences necessary to work as a teacher in a variety of early childhood settings. Students will be able to develop, implement and evaluate developmentally appropriate early childhood curriculum (0 to 8 years old) in an early childhood classroom. Students will be able to apply effective guidance strategies and teaching skills in the early childhood classroom (0 to 8 years old) that fosters young children's emotional, cognitive and physical development. Students will identify and apply professional behaviors and ethical standards when working with children, families, staff, colleagues and communities. Students will analyze strategies that promote and support collaboration between programs, families and communities.

REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 2	Early Childhood Principles and Practices	3
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	3
Ch Dev 10	Health, Safety & Nutrition	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 22*	Practicum in Child Development I	4
Ch Dev 34*	Observation and Assessment	3
Ch Dev 42	Teaching in a Diverse Society	3

Total: 25 units

AA-T in English

(Program Code 150100, State Code 32368)

The study of English Language and Literature is excellent preparation for continuing study in any discipline, but especially the Arts and Humanities, Law and Politics, History, and the Social Sciences. Lower level English courses offer students the opportunity of enrich their life with excellent language, critical thinking, and communication skills. Advanced English courses offer students a broad view of World Culture's rich history of ideas, social customs, and aesthetics.

REQUIRED COURSES:

English 102*	College Reading and Comprehension II	3
English 103*	Composition and Critical Thinking	3

LIST A: SELECT FOUR COURSES:

English 127*	Creative Writing	(3)
English 203*	World Literature I	(3)
English 204*	World Literature II	(3)
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 207*	American Literature I	(3)
English 208*	American Literature II	(3)

Total: 18

AS-T in Mathematics

(Program Code 170101, State Code 31036)

This degree is designed for students who wish to transfer to a California State University to complete a bachelor's degree in mathematics. For a complete listing of CSUs that accept this degree as meeting lower division major preparation, please go to the Counseling Department.

REQUIRED COURSES:

Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus with Analytic Geometry III	5
Math 270*	Linear Algebra	3

SELECT ONE COURSE:

Co Sci 802	Introduction to Computer Science	(5)
Math 275*	Ordinary Differential Equations	(3)
Physics 37*	Physics for Engineers and Scientists I	(5)

Note: Students planning to transfer to CSU Northridge are advised to take Physics 37.

Total: 21–23

AA-T in Philosophy

(Program Code 150900, State Code 32379)

Philosophy is the critical investigation of the basic concepts that shape our lives. Students will be able to inquire into the basic nature of concepts like truth, justice, rightness, knowledge, beauty, and reality. In addition, philosophy students will apply their understanding of these basic concepts to the important decisions made by both individuals and societies. Because philosophy aims at clarity at the level of language and thought it is applicable not only to the natural and social sciences, but also to the moral, practical and evaluative decisions we make on a daily basis.

REQUIRED COURSES:

Philos 9	Symbolic Logic I	3
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LIST A: SELECT ONE COURSE:

Philos 1	Introduction to Philosophy	(3)
Philos 20	Ethics	(3)

LIST B: SELECT THREE COURSES:

Philos 6	Logic in Practice	(3)
Philos 12	History of Greek Philosophy	(3)
Philos 14	History of Modern European Philosophy	(3)
Philos 30	Asian Philosophy	(3)

Any course not used in List A.

LIST C: SELECT ONE COURSE:

Philos 35	Judaism, Christianity and Islam	(3)
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Any course not used in List A or List B.

Total: 18

Associate Degrees for Transfers, continued

AS-T in Physics

(Program Code 190201, State Code 32740)

Students will learn about the major topics in classical physics—mechanics, electricity and magnetism, thermodynamics and wave theory. They will also be introduced to topics in modern physics— quantum theory, atomic structure and relativity theory. The calculus will be used to solve problems in these areas. This degree is designed for students who wish to transfer to a California State University to complete a bachelor's degree in physics. For a complete listing of CSUs that accept this degree as meeting lower division major preparation, please go to the Counseling Department. In addition to the 30 units required for the major, students must complete 37 units of general education following the IGETC Plan for a maximum total of 60 units.

REQUIRED COURSES:

Math 265*	Calculus with Analytical Geometry I	5
Math 266*	Calculus with Analytical Geometry II	5
Math 267*	Calculus with Analytical Geometry III	5
Physics 37*	Physics for Engineers and Scientists I	5
Physics 38*	Physics for Engineers and Scientists II	5
Physics 39*	Physics for Engineers and Scientists III	5

Total: 30 units

AA-T in Sociology

(Program Code 220802, State Code 30799)

This degree is designed for students who wish to transfer to a California State University to complete a bachelor's degree in sociology. For a complete listing of CSUs that accept this degree as meeting lower division major preparation, please go to the Counseling Department.

REQUIRED COURSES:

Soc 1	Introduction to Sociology	3
Soc 4	Sociological Analysis	3

SELECT ONE COURSE:

Math 227*	Statistics	(4)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

LIST A: SELECT TWO COURSES:

Psych 13*	Social Psychology	(3)
Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12	Marriage and Family Life	(3)
Soc 31	Sociology of Gender	(3)

LIST B: SELECT ONE COURSE:

Soc 21	Human Sexuality	(3)
Soc 25	Drugs and Culture	(3)
Soc 35	The Labor Movement	(3)

Any course not used in List A.

Total: 18-19

AA-T in Studio Arts

(Program Code 100200, State Code 32212)

Studio Art is the study of the creative production of visual images and forms that capture diverse human perspectives on culture through a variety of media. The program encourages students to engage in the wide possibilities of visual communication while engaging them in creating and building ideas in art forms. Studio classes encourage the development of cultural awareness, creative thinking and human expression. This degree provides students with a broad skill set that includes critical thinking and problem solving applicable to articulation to higher education and various professional skills.

REQUIRED COURSES:

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

LIST A: SELECT ONE COURSE:

Art 101	Survey of Art History I	(3)
Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania and the Americas	(3)

LIST B: SELECT THREE COURSES:

Art 202*	Drawing II	(3)
Art 204*	Life Drawing I	(3)
Art 205*	Life Drawing II	(3)
Art 213*	Color Theory	(3)
Art 300	Introduction to Painting	(3)
Art 304	Acrylic Painting I	(3)
Art 400	Introduction to Printmaking	(3)
Art 700	Introduction to Sculpture	(3)
Art 701*	Sculpture I	(3)
Art 702*	Sculpture II	(3)
Art 708	Introduction to Ceramics	(3)
Art 709*	Ceramics I	(3)

Total: 24

Certificate Programs

Students who successfully complete a sequence of college courses leading toward specific areas of employment will be issued either a Certificate of Achievement or Skills Certificate. These certificates are designed for those students who have a limited time to pursue their formal education and who wish to specialize in a particular area that is employment oriented. Petitions for certificates are available in the Office of Academic Affairs (Admin 101).

Certificate courses are not listed in sequence to be taken. Not all courses of each certificate are taught every semester. Many courses have prerequisites which are indicated by the symbol *. Students are therefore advised to consult the department chair or a counselor in order to plan their sequence of courses appropriately.

Residency requirement: One fifth of the units required for a certificate must be taken at Los Angeles Valley College (less than 0.5 units will be rounded down and 0.5 and higher unit will be rounded up); national, state, regional or other recognized requirements may take precedence over this requirement.

All courses applied to a certificate program must be completed with a grade of C or better.

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

Skills Certificates will not appear on the student's transcript.

Associate Degree with a Certificate

Students desiring an Associate Degree must complete a major and the appropriate graduation requirements. Consult with a counselor regarding these requirements.

Many, but not all, of the courses listed in these programs carry transfer credit to four-year colleges so the student who decides at a later date to pursue work beyond two years may do so without a great loss of time. However, those students who plan to transfer to a four-year college should see a counselor or instructor-advisor from the appropriate department. Descriptions of the courses listed in each program are found in the COURSE DESCRIPTION section of this catalog.



Degrees and Credit Certificates

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE (AA)

(Program Code 210500, State Code 02979)

The AA in Administration of Justice is designed to qualify students for entry-level positions in the fields of Law Enforcement, Correctional Science or Homeland Security. The criminal justice system is a diversified occupational area with available employment opportunities on the federal, state and county levels: Federal Bureau of Investigation, Department of Homeland Security, U.S. Border Patrol, California Highway Patrol, municipal police departments, county sheriff's departments, federal and state departments of correction, and probation and parole.

PLAN A

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 3	Legal Aspects of Evidence	3
Adm Jus 4	Principles and Procedures of the Justice System	3
Adm Jus 5	Criminal Investigation	3
Adm Jus 75	Introduction to Corrections	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Adm Jus 6	Patrol Procedures	(3)
Adm Jus 8	Juvenile Procedures	(3)
Adm Jus 27	Police Administration I	(3)
Adm Jus 39	Probation and Parole	(3)
Adm Jus 49	Narcotics and Vice Control	(3)
Adm Jus 54	Interrogation	(3)
Adm Jus 385	Directed Study- Administration of Justice	(3)

Total: 21

CORRECTIONAL SCIENCE (AA)

(Program Code 210510, State Code 30027)

This degree provides the student with career preparation for entry-level positions in the field of institutional and community corrections, private and paraprofessional positions and for future career growth. The basic principles of correctional science are applicable throughout the career ladder at the local, state and federal levels.

PLAN A

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 8	Juvenile Procedures	3
Adm Jus 39	Probation and Parole	3
Adm Jus 54	Interrogation	3
Adm Jus 75	Introduction to Corrections	3
Adm Jus 308	Control and Supervision in Corrections	3

Total: 18

CERTIFICATE REQUIREMENTS:

CERTIFICATE OF ACHIEVEMENT IN ADMINISTRATION OF JUSTICE

(Program Code 210500, State Code 21900)

Students obtaining the Administration of Justice Certificate can obtain positions such as: Police Officer, Deputy Sheriff, California Highway Patrol Officer, Custody Assistant, Detention Officer, and Security Guard.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 3	Legal Aspects of Evidence	3
Adm Jus 4	Principles and Procedures of the Justice System	3
Adm Jus 5	Criminal Investigation	3

COMPLETE 3 COURSES FROM THE FOLLOWING:

Adm Jus 6	Patrol Procedures	(3)
Adm Jus 8	Juvenile Procedures	(3)
Adm Jus 27	Police Administration I	(3)
Adm Jus 39	Probation and Parole	(3)
Adm Jus 49	Narcotics and Vice Control	(3)
Adm Jus 54	Interrogation	(3)
Adm Jus 75	Introduction to Corrections	(3)
Adm Jus 385	Directed Study- Administration of Justice	(3)

Total: 24

CERTIFICATE OF ACHIEVEMENT IN CORRECTIONAL SCIENCE

(Program Code 210510, State Code 30028)

The Skills Certificate in Correctional Science provides the student with career preparation for entry-level positions in the field of institutional and community corrections, private and paraprofessional positions and for future career growth. The basic principles of correctional science are applicable throughout the career ladder at the local, state, and federal levels.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 8	Juvenile Procedures	3
Adm Jus 39	Probation and Parole	3
Adm Jus 54	Interrogation	3
Adm Jus 75	Introduction to Corrections	3
Adm Jus 308	Control and Supervision in Corrections	3

Total: 18

Administration of Justice, Continued**SKILLS CERTIFICATE IN HOMELAND SECURITY***(Program Code 210510)*

The Skills Certificate in Homeland Security provides the student with career preparation for entry-level positions in the field of law enforcement, fire science, and related medical fields. This program offers students the opportunity to explore the fundamentals of being a first responder who is skilled in handling terrorist threats.

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 439	Terrorism and Counter Terrorism	3
Adm Jus 441	First Responders for Homeland Security	3
Firetek 96	Emergency Medical Technician	8

Total: 17**ANTHROPOLOGY***For the Associate in Arts in Anthropology for Transfer Degree see page 42.***ANTHROPOLOGY (AA)***(Program Code 220200, State Code 18392)*

Anthropology is the study of humankind from the broadest possible perspective - integrating perspectives from the life sciences, social sciences, and humanities. People who study anthropology have a wide range of interests including cultures both past and present, domains of cultural practices (e.g., religion, politics, medicine, gender), human and animal behavior, genetics and human evolution, and particular areas of the world (e.g., Africa, Asia, Latin America). The Associate Degree program is designed for students who wish to transfer to a baccalaureate program in Anthropology at a four-year institution. Professional opportunities for those with a B.A. in Anthropology include careers in archaeology, linguistics, the social and natural sciences, international affairs, social welfare, conservation programs and forensics. Anthropology also provides a strong foundation for those considering careers in fields such as health care, child development, business, finance, marketing, sociology, journalism, foreign service, and the legal professions.

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Anthro 101	Human Biological Evolution	3
Anthro 102	Human Ways of Life: Cultural Anthropology	3
Anthro 103	Archaeology: Reconstructing the Human Past	3
Anthro 104	Human Language and Communication	3
Anthro 111	Laboratory in Human Biological Evolution	2

COMPLETE 2 COURSES FROM THE FOLLOWING:

Anthro 109	Gender, Sex and Culture	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Anthro 141	Culture, Illness and Healing	(3)
Geog 45	Food and Culture	(3)

Total: 20**CERTIFICATE REQUIREMENTS:****SKILLS CERTIFICATE IN CULTURAL COMPETENCY***(Program Code 220201)*

This certificate program is aimed at increasing cultural and ethnic awareness, including ideas of cultural relativism, appreciation for cultural diversity, and tolerance of alternate systems of belief and behavior. Completion of the certificate will enable a student to more effectively interact in multicultural settings, both personal and professional.

COMPLETE 1 COURSE FROM THE FOLLOWING:

Anthro 102	Human Ways of Life: Cultural Anthropology	(3)
Geog 2	Cultural Elements of Geography	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Anthro 102	Human Ways of Life: Cultural Anthropology	(3)
Anthro 104	Human Language and Communication	(3)
Anthro 109	Gender, Sex and Culture	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Anthro 141	Culture, Illness and Healing	(3)
Geog 2	Cultural Elements of Geography	(3)
Geog 45	Food and Culture	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Afro Am 2	The African-American in Contemporary Urban Society	(3)
Chicano 2	The Mexican-American in Contemporary Society	(3)
Jewish 1	The Jew in America	(3)
Soc 11	Race and Ethnic Relations	(3)

Total: 9**ART***For the Associate in Arts in Studio Art for Transfer Degree see page 44.***ART: GRAPHIC DESIGN (AA)***(Program Code 101300, State Code 08553)*

The Art: Graphic Design degree is structured to prepare students for positions in the industry. Specially structured courses in applied design and computer skills development, will ultimately lead to job candidacy for positions as Art Director, Graphic Designer, Pre-Press Production, Illustrator and Digital Designer. Portfolios are a requirement for both art school and university acceptance, and many of the graphic design discipline's courses provide projects perfect for inclusion in those portfolios. Most courses transfer to a UC or CSU which may satisfy lower division transfer requirements.

PLAN B

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

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
Art 600	Typography I	3
Art 604*	Graphic Design I	3
Art 605*	Graphic Design II	3
Art 618	Advertising Photo/Graphics I	4

COMPLETE 3 COURSES FROM THE FOLLOWING:

Art 125	History of Photography I	(3)
Art 202*	Drawing II	(3)
Art 204*	Life Drawing I	(3)
Art 205*	Life Drawing II	(3)
Art 213*	Color Theory	(3)
Art 300	Introduction to Painting	(3)
Art 606*	Graphic Design III	(3)
Art 619	Advertising Photo/Graphics II	(4)

Total: 37-38

Art, Continued

ART: THREE DIMENSIONAL DESIGN (AA)

(Program Code 100220, State Code 08544)

The Art: Three-Dimensional Design degree is structured to prepare students for positions in various 3D design-related industries (product design, maquette modeling, etc.). The program provides a comprehensive foundation in Arts Education in general and the 3-D Studio program in particular. Students engage in material studies and concept development that provide an understanding of the man-made physical world at large and broaden their skills, awareness and interest in disciplines such as Sculpture, Architecture, Industrial Design, Landscape Design, Product Design, Set Design and Special Effects found in the Film Industry. All courses transfer to a UC or CSU which may satisfy lower division transfer requirements.

PLAN B

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

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
Art 700	Introduction to Sculpture	3
Art 701*	Sculpture I	3
Art 708	Introduction to Ceramics	3

COMPLETE 12 UNITS FROM THE FOLLOWING COURSES:

Art 185	Directed Study – Art	12
Art 213	Color Theory•	(3)
Art 285	Directed Study – Art	(2)
Art 385	Directed Study – Art	(3)
Art 521	Art Gallery Techniques	(3)
Art 531*	Art Gallery Techniques II	(3)
Art 702*	Sculpture II	(3)
Art 709*	Ceramics I	(3)
Art 710*	Ceramics II	(3)
Art 711*	Ceramics III	(3)

Total: 36**ART: TWO DIMENSIONAL STUDIO (AA)**

(Program Code 100210, State Code 08543)

The Art: Two-Dimensional Studio degree allows students to pursue individual areas of special interest in two-dimensional arts including Drawing, Life Drawing, Watercolor, Acrylic Painting, Oil Painting, Printmaking, and Illustration. The program's course content is composed of a range of media and subject matter geared for art majors, professionals going into fields such as Animation, Graphics, Digital Media or Set Design, and Web Design. All courses transfer to a UC or CSU which may satisfy lower division transfer requirements.

PLAN B

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

Art 101	Survey of Art History I	3
Art 102	Survey of Art History II	3
Art 201	Drawing I	3
Art 202*	Drawing II	3
Art 204*	Life Drawing I	3
Art 300	Introduction to Painting	3
Art 400*	Introduction to Printmaking	3
Art 501	Beginning Two-Dimensional Design	3
Art 502	Beginning Three-Dimensional Design	3

COMPLETE 12 UNITS FROM THE FOLLOWING COURSES:

Art 185	Directed Study – Art	12
Art 203*	Drawing III	(3)
Art 205*	Life Drawing II	(3)
Art 206*	Life Drawing III	(3)
Art 207*	Life Drawing IV	(3)
Art 213*	Color Theory	(3)
Art 285	Directed Study – Art	(2)
Art 301	Watercolor Painting I	(3)

Art 302*	Watercolor Painting II	(3)
Art 304	Acrylic Painting I	(3)
Art 305*	Acrylic Painting II	(3)
Art 307	Oil Painting I	(3)
Art 308*	Oil Painting II	(3)
Art 309*	Oil Painting III	(3)
Art 385	Directed Study – Art	(3)
Art 407	Relief Printmaking I	(3)
Art 408*	Relief Printmaking II	(3)
Art 521	Art Gallery Techniques	(3)
Art 531*	Art Gallery Techniques II	(3)

Total: 39**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN GRAPHIC DESIGN**

(Program Code 103000, State Code 08554)

This certificate leads to positions such as: Art director; Illustrator; and Production Artist.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Art 201	Drawing I	3
Art 501	Beginning Two-Dimensional Design	3
Art 600	Typography I	3
Art 604*	Graphic Design I	3
Art 605*	Graphic Design II	3
Art 606*	Graphic Design III	3
Art 618	Advertising Photo/Graphics I	4
Art 619	Advertising Photo/Graphics II	4

Total: 26**ART HISTORY**

For the Associate in Arts in Art History for Transfer Degree see page 42.

ART HISTORY (AA)

(Program Code 100200, State Code 02961)

This degree emphasizes diversity by requiring courses in both Western and Non-Western art. Courses examine the sociological, cultural and aesthetic contexts of art, while at the same time including coverage of basic art historical concepts and terminology appropriate to each course. Art historical methodology is discussed, so that students understand the nature of the discipline, what sources scholars use to construct their theories, how the discipline has changed over time, and reception theory. The Art History degree is applicable to research for film and theatrical applications, general arts education, interior decoration, and related fields. All courses transfer to a UC or CSU and may satisfy lower division transfer requirements.

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

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

COMPLETE 1 COURSE FROM THE FOLLOWING:

Art 103	Art Appreciation I	(3)
Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)

Art History, Continued

COMPLETE 1 COURSE FROM THE FOLLOWING:	3
Art 111 History of Contemporary Art	(3)
Art 115 History of Modern Art	(3)
Art 116 History of Women and Art	(3)
Art 125 History of Photography I	(3)
Art 521 Art Gallery Techniques	(3)
Art 531* Art Gallery Techniques II	(3)
Total:	21

BIOLOGY**BIOLOGY (AS)**

(Program Code 040100, State Code 02941)

This degree can serve as the basis for further undergraduate education in biology.

PLAN A

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:	
Biology 6* General Biology I	5
Biology 7* General Biology II	5
Chem 101* General Chemistry I	5
Chem 102* General Chemistry II	5
Total:	20

CERTIFICATE REQUIREMENTS:**SKILLS CERTIFICATE IN BIOTECHNOLOGY/
BIOMANUFACTURING**

(Program Code 043000)

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:	
Biotech 1 Fundamentals of Biotechnology	3
Biotech 2* Biotechnology I	3
Biotech 5 Biotechnology: Environmental Control	2
Biotech 6* Biotechnology: Quality Control	2
COMPLETE 1 COURSE FROM THE FOLLOWING:	4
Biotech 3* Biotechnology II	(4)
Biotech 4* Biotechnology III	(4)
Total:	14

BROADCASTING

The Broadcasting degree and certificate programs will enable students to gain valuable skills and creative techniques in the highly competitive and challenging world of Radio, Television, and Voice Over for over the air signals, cable, satellite and internet stations. The course offerings are designed to provide a general overview of the broadcasting industries and their inter-relationships, while also concentrating on specific job skills.

The estimated time to complete the certificates is: 2 years.

BROADCASTING (AA)

(Program Code 060400, State Code 08549)

PLAN A

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3 Voice and Diction for Radio and Television	3
Brdcstg 10 Radio Programming and Production	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Brdcstg 46 Fundamentals of Television Production	4
Total:	19

BROADCASTING: PERFORMANCE (AA)

(Program Code 060401, State Code 08537)

PLAN B

COMPLETE THE FOLLOWING 13 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3 Voice and Diction for Radio and Television	3
Brdcstg 5 Radio and Television Acting	3
Brdcstg 10 Radio Programming and Production	3
Brdcstg 17 Introduction to Voice-over	3
Brdcstg 21 Radio and Television Advertising and Sales	3
Brdcstg 22* Radio/Television Activities	1
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Brdcstg 28 Television Announcing I	3
Brdcstg 31* Advanced Voice-Over	3
Brdcstg 45* Advanced Television Acting and Directing	4
Brdcstg 46 Fundamentals of Television Production	4
Total:	39

BROADCASTING: RADIO (AA)

(Program Code 060410, State Code 08536)

PLAN B

COMPLETE THE FOLLOWING 13 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3 Voice and Diction for Radio and Television	3
Brdcstg 10 Radio Programming and Production	3
Brdcstg 11 Digital Audio Editing and Production	3
Brdcstg 17 Introduction to Voice-over	3
Brdcstg 21 Radio and Television Advertising and Sales	3
Brdcstg 22* Radio/Television Activities	1
Brdcstg 23 News, Sports, and Live Remote Broadcasting for Radio & Television	3
Brdcstg 24 Music Programming and Podcasting for Radio	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Brdcstg 31* Advanced Voice-Over	3
Brdcstg 46 Fundamentals of Television Production	4
Total:	38

BROADCASTING: TELEVISION (AA)

(Program Code 060420, State Code 08535)

PLAN B

COMPLETE THE FOLLOWING 13 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3 Voice and Diction for Radio and Television	3
Brdcstg 5 Radio and Television Acting	3
Brdcstg 10 Radio Programming and Production	3
Brdcstg 21 Radio and Television Advertising and Sales	3
Brdcstg 23 News, Sports, and Live Remote Broadcasting for Radio & Television	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Brdcstg 28 Television Announcing I	3
Brdcstg 46 Fundamentals of Television Production	4
Brdcstg 47* Advanced Television Production	4
Brdcstg 81* Field Work I - Broadcasting	1
Brdcstg 82* Field Work II - Broadcasting	2
Total:	38

Broadcasting, *Continued***CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN BROADCASTING: PERFORMANCE**

(Program Code 060401, State Code 21887)

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3	Voice and Diction for Radio and Television	3
Brdcstg 5	Radio and Television Acting	3
Brdcstg 10	Radio Programming and Production	3
Brdcstg 17	Introduction to Voice-over	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 22-1	Introductory Radio/Television Activities	1
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio & Television	3
Brdcstg 28	Television Announcing I	3

Total: 25**CERTIFICATE OF ACHIEVEMENT IN BROADCASTING: RADIO**

(Program Code 060410, State Code 21888)

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3	Voice and Diction for Radio and Television	3
Brdcstg 10	Radio Programming and Production	3
Brdcstg 11	Digital Audio Editing and Production	3
Brdcstg 17	Introduction to Voice-over	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 22-1	Introductory Radio/Television Activities	1
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio & Television	3
Brdcstg 24	Music Programming and Podcasting for Radio	3

Total: 25**CERTIFICATE OF ACHIEVEMENT IN BROADCASTING: TELEVISION**

(Program Code 060420, State Code 21889)

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 3	Voice and Diction for Radio and Television	3
Brdcstg 5	Radio and Television Acting	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio & Television	3
Brdcstg 26	TV-Film Aesthetics	3
Brdcstg 28	Television Announcing I	3
Brdcstg 46	Fundamentals of Television Production	4

Total: 25**BUSINESS****(ALSO SEE ECONOMICS MAJOR)****ACCOUNTING (AA)**

(Program Code 050200, State Code 02942)

This degree serves as the basis for further undergraduate education in accounting as well as preparing students for entry-level positions in accounting and tax preparation. It is designed to enable students to do accounting work in the public sector or in private companies. The degree provides a foundation for careers in business-related fields, such as Management, Marketing, Banking and Finance, and Law.

PLAN BCOMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES
(EITHER ACCTG 1 OR ACCTG 21&22):

Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)

COMPLETE THE FOLLOWING 7 REQUIRED COURSES:

Acctg 2*	Introductory Accounting II	5
Acctg 3*	Intermediate Accounting I	3
Acctg 15*	Tax Accounting I	3
Bus 1	Introduction to Business	3
Bus 32	Business Communications	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
Law 1	Business Law I	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Acctg 11*	Cost Accounting	(3)
Acctg 18*	Computerized Payroll Accounting	(3)
Acctg 20*	Managerial Accounting	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING:

Bus 38	Business Computations	(3)
CAOT 82	Microcomputer Software Survey in the Office	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 1	Principles of Management	(3)

Total: 37-38**BUSINESS: BANKING AND FINANCE (AA)**

(Program Code 050400, State Code 02943)

This degree provides an in-depth understanding of the operations of money and capital markets, institutions and management. Students will be prepared for employment in such fields as investing, banking, corporate finance, insurance, credit unions, mortgage banking and related fields.

PLAN BCOMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES
(EITHER ACCTG 1 OR ACCTG 21&22):

Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Acctg 2*	Introductory Accounting II	5
Bus 1	Introduction to Business	3
Bus 32	Business Communications	3
Finance 8	Personal Finance and Investments	3
Law 1	Business Law I	3
Mgmt 13	Small Business Entrepreneurship	3

COMPLETE 2 COURSES FROM THE FOLLOWING:

Econ 1	Principles of Economics I	(3)
Finance 2	Investments	(3)
Real Es 7*	Real Estate Finance I	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING:

Bus 38	Business Computations	(3)
CAOT 82	Microcomputer Software Survey in the Office	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 1	Principles of Management	(3)

Total: 37-38

Business, Continued**MANAGEMENT (AA)***(Program Code 050630, State Code 02945)*

This degree serves as the basis for further undergraduate education in management and prepares students for first level management and supervisory positions, support positions in human resources, and for working in team-based environments. Besides Business Management, students will use the computer and the internet, and integrate other Business disciplines, including, Accounting, Marketing, Banking and Finance, and Law.

PLAN B

COMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES (EITHER ACCTG 1 OR ACCTG 21&22):		5-6
Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
COMPLETE THE FOLLOWING 7 REQUIRED COURSES:		
Bus 1	Introduction to Business	3
Bus 32	Business Communications	3
Law 1	Business Law I	3
Mgmt 1	Principles of Management	3
Mgmt 13	Small Business Entrepreneurship	3
Mgmt 31	Human Relations for Employees	3
Mgmt 48	Management Systems and Procedures	3
COMPLETE 2 COURSES FROM THE FOLLOWING:		6-8
Acctg 2*	Introductory Accounting II	(5)
Acctg 20*	Managerial Accounting	(3)
Finance 2	Investments	(3)
Intbus 1	International Trade	(3)
Market 21	Principles of Marketing	(3)
Real Es 14	Property Management	(3)
COMPLETE 2 COURSES FROM THE FOLLOWING:		6
Bus 38	Business Computations	(3)
CAOT 82	Microcomputer Software Survey in the Office	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 1	Principles of Management	(3)

Total: 38-41**MARKETING (AA)***(Program Code 050900, State Code 02947)*

This degree serves as the basis for further undergraduate education in marketing and prepares students for positions in sales, the retail industry, and entry level marketing jobs. Students will use the computer and the internet, and integrate other Business disciplines, including, Accounting, Management, Banking and Finance, and Law.

PLAN B

COMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES (EITHER ACCTG 1 OR ACCTG 21&22):		5-6
Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
COMPLETE THE FOLLOWING 8 REQUIRED COURSES:		
Bus 1	Introduction to Business	3
Bus 32	Business Communications	3
Intbus 1	International Trade	3
Law 1	Business Law I	3
Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Law 2	Business Law II	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship I	(3)
Real Es 1	Real Estate Principles	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING:		6
Bus 38	Business Computations	(3)
CAOT 82	Microcomputer Software Survey in the Office	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 1	Principles of Management	(3)

Total: 38-39**REAL ESTATE (AA)***(Program Code 051100, State Code 02948)*

This degree is designed to meet the needs of persons currently employed in the Real Estate field and for individuals who want to enter the field. This program is of interest to those who either are now, or hope to become salespersons, brokers, appraisers, escrow officers, property managers, and community developers.

PLAN B

COMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES (EITHER ACCTG 1 OR ACCTG 21&22):		5-6
Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
COMPLETE THE FOLLOWING 8 REQUIRED COURSES:		
Bus 1	Introduction to Business	3
Bus 32	Business Communications	3
Law 1	Business Law I	3
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
COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Acctg 15*	Tax Accounting I	(3)
Law 2	Business Law II	(3)
Real Es 14	Property Management	(3)
Real Es 21*	Real Estate Economics	(3)
COMPLETE 2 COURSES FROM THE FOLLOWING:		6
Bus 38	Business Computations	(3)
CAOT 82	Microcomputer Software Survey in the Office	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 1	Principles of Management	(3)

Total: 38-39**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN ACCOUNTING***(Program Code 050200, State Code 21874)*

The Accounting Certificate prepares students for entry-level accounting, bookkeeping and other accounting support positions. All of these courses may be used to apply toward the fulfillment of the Associate in Arts Degree in Business - Accounting option.

Estimated time to complete: 1.5 years.

COMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES (EITHER ACCTG 1 OR ACCTG 21&22):		5-6
Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
COMPLETE THE FOLLOWING 4 REQUIRED COURSES:		
Acctg 2*	Introductory Accounting II	5
Acctg 3*	Intermediate Accounting I	3
Acctg 15*	Tax Accounting I	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3

Business, Continued

COMPLETE 2 COURSES FROM THE FOLLOWING:	6
Acctg 11* Cost Accounting	(3)
Acctg 18* Computerized Payroll Accounting	(3)
Acctg 20* Managerial Accounting	(3)
CAOT 82 Microcomputer Software Survey in the Office	(3)
CAOT 85 Microcomputer Office Applications: Spreadsheet	(3)

Total: 25-26**CERTIFICATE OF ACHIEVEMENT IN BANKING AND FINANCE***(Program Code 050404, State Code 08530)*

This certificate prepares students for basic entry-level positions in the financial services industry, including banking, insurance, brokerage and real estate.

Estimated time to complete: 1 year.

COMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES (EITHER ACCTG 1 OR ACCTG 21&22):	5-6
Acctg 1 Introductory Accounting I	(5)
Acctg 21 Bookkeeping and Accounting I	(3)
Acctg 22* Bookkeeping and Accounting II	(3)

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:	
Finance 2 Investments	3
Finance 8 Personal Finance and Investment	3

COMPLETE 8-9 UNITS FROM THE FOLLOWING:	8-9
Acctg 2* Introductory Accounting II	(5)
Acctg 15* Tax Accounting I	(3)
Acctg 20* Managerial Accounting	(3)
Bus 1 Introduction to Business	(3)
Bus 38 Business Computations	(3)
Law 1 Business Law I	(3)
Real Es 7* Real Estate Finance I	(3)

Total: 19-21**CERTIFICATE OF ACHIEVEMENT IN BUSINESS MANAGEMENT***(Program Code 050600, State Code 02944)*

This certificate prepares students for first-level management and supervisory jobs, as well as, support posts in human resources, and positions them for success in team-based work environments. Students will use the computer, the internet, and relevant computer applications.

Estimated time to complete: 1 year.

COMPLETE 5-6 UNITS FROM THE FOLLOWING COURSES (EITHER ACCTG 1 OR ACCTG 21&22):	5-6
Acctg 1 Introductory Accounting I	(5)
Acctg 21 Bookkeeping and Accounting I	(3)
Acctg 22* Bookkeeping and Accounting II	(3)

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:	
Bus 1 Introduction to Business	3
Bus 32 Business Communication	3
Law 1 Business Law I	3
Mgmt 1 Principles of Management	3

COMPLETE 1 COURSE FROM THE FOLLOWING:	3
Acctg 20* Managerial Accounting	(3)
Market 21 Principles of Marketing	(3)
Mgmt 13 Small Business Entrepreneurship	(3)
Mgmt 31 Human Relations for Employees	(3)

Total: 20-21**CERTIFICATE OF ACHIEVEMENT IN MARKETING***(Program Code 050900, State Code 21876)*

This certificate prepares students for advancement as well as positions in sales, the retail industry, and entry level marketing jobs. Students will use the computer, the internet, and relevant computer applications.

Estimate time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:	
Intbus 1 International Trade	3
Market 1 Principles of Selling	3
Market 11 Fundamentals of Advertising	3
Market 21 Principles of Marketing	3
Market 31 Retail Merchandising	3

COMPLETE 1 COURSE FROM THE FOLLOWING:	3
Bus 1 Introduction to Business	(3)
Mgmt 1 Principles of Management	(3)
Mgmt 13 Small Business Entrepreneurship	(3)
Real Es 1 Real Estate Principles	(3)

Total: 18**CERTIFICATE OF ACHIEVEMENT IN PROPERTY MANAGEMENT***(Program Code 051101, State Code 21411)*

This certificate is designed for students and investors to provide skills needed to become manager of investment property or property management such as a homeowner association. Students will receive career preparation for entry-level positions in property management.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:	
Real Es 1 Real Estate Principles	3
Real Es 5 Legal Aspects of Real Estate I	3
Real Es 7* Real Estate Finance I	3
Real Es 14 Property Management	3

COMPLETE 2 COURSES FROM THE FOLLOWING:	6-8
Acctg 1 Introductory Accounting I	(5)
Acctg 21 Bookkeeping and Accounting I	(3)
Acctg 22* Bookkeeping and Accounting II	(3)
Bus 1 Introduction to Business	(3)
Mgmt 1 Principles of Management	(3)
Real Es 21* Real Estate Economics	(3)

Total: 18-20**CERTIFICATE OF ACHIEVEMENT IN REAL ESTATE***(Program Code 051100, State Code 21877)*

This certificate provides entry-level skills for those seeking careers in the real estate industry. Students taking Real Es 1, Real Es 3, and a real estate elective qualify to seek a California Real Estate Salesperson's License. Most of the other real estate courses that are needed for the Real Estate Certificate will be helpful to those students seeking a California Real Estate Broker's License.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:	
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

COMPLETE 2 COURSES FROM THE FOLLOWING:	6
Real Es 1 Real Estate Principles	(3)
Real Es 14 Property Management	(3)
Real Es 21* Real Estate Economics	(3)

Total: 18

CHEMISTRY

CHEMISTRY (AS)

(Program Code 190500, State Code 02977)

This degree can serve as the basis for further undergraduate education in chemistry.

PLAN B

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5
Chem 211*	Organic Chemistry for Science Majors I	5
Chem 212*	Organic Chemistry for Science Majors II	5
Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Physics 37*	Physics for Engineers and Scientists I	5
Physics 39*	Physics for Engineers and Scientists III	5

Total: 40

CHILD DEVELOPMENT

For the Associate in Science in Early Childhood Education for Transfer Degree see page 43.

These degrees prepare students for employment in professions in early childhood education and the future option of a Bachelor's Degree. All courses are CSU transferable and may satisfy lower division requirements. The Special Education option prepares students with an interest in working with children with special needs.

CHILD DEVELOPMENT (AA)

(Program Code 130500, State Code 08559)

This degree prepares students for employment in professions in early childhood education programs that require only an AA degree. Students must participate in two semesters of Practicum Experience. Elective units selected by students should be chosen based on an area of interest, which include: infant and toddlers, program director, school-age care such as after-school programs, special education or early literacy and language development.

PLAN B

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 22*	Practicum in Child Development I	4
Ch Dev 23*	Practicum in Child Development II	4

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE AT LEAST 19 UNITS FROM THE FOLLOWING COURSES:

Ch Dev 2	Early Childhood: Principles and Practices	(3)
Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 29*	Infant Toddler Practicum	(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)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)

Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Ch Dev 53	Parenting	(3)
Ch Dev 172	Introduction to Careers in Child Development	(1)
Soc 12	Marriage and Family Life	(3)

Total: 36

CHILD DEVELOPMENT: EARLY CHILDHOOD EDUCATION (AA)

(Program Code 130501, State Code 02980)

PLAN A

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 12 UNITS FROM THE FOLLOWING COURSES:

Ch Dev 2	Early Childhood: Principles and Practices	(3)
Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 29*	Infant Toddler Practicum	(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)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Ch Dev 53	Parenting	(3)
Soc 12	Marriage and Family Life	(3)

Total: 21

Child Development, *Continued***CHILD DEVELOPMENT: SPECIAL EDUCATION (AA)**

(Program Code 130520, State Code 08558)

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 10	Health, Safety and Nutrition	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 44*	Early Intervention for Children with Special Needs	3
Ch Dev 45	Programs for Children with Special Needs	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 34*	Observing and Recording Children's Behavior	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Psych 14	Abnormal Psychology	(3)
Psych 17	The Exceptional Child	(3)
Soc 12	Marriage and Family Life	(3)

Total: 21**CERTIFICATE PROGRAMS**

- All certificates meet State Department of Social Services requirements for positions in private programs as defined in Title 22.
- All courses must be completed with a grade of "C" or better

CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT: ASSOCIATE TEACHER, PRESCHOOL (A)

(Program Code 130543, State Code 10762)

Completion of 12 units meets the minimum education requirements for associate teacher position in private early childhood education programs. These courses may also meet requirements for teacher aide positions in federal or state funded early education programs.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 2	Early Childhood: Principles and Practices	(3)
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 12**CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT: DIRECTOR, PRESCHOOL (B)**

(Program Code 130580, State Code 10763)

Completion of 15 units meets the minimum education requirements for position of director in private early childhood education programs.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 2	Early Childhood: Principles and Practices	(3)
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)

Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 34*	Observing and Recording Children's Behavior	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15**CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT: SCHOOL AGE PROGRAMS TEACHER, DAY CARE (C)**

(Program Code 130551, State Code 10764)

Completion of 15 units meets the minimum education requirements for position of teacher in private programs for school-age care, such as before or after school programs.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 47	School Age Programs II	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 3 UNITS FROM THE FOLLOWING COURSES:

Ch Dev 2	Early Childhood: Principles and Practices	(3)
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15

Child Development, Continued**CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT:
INFANT/TODDLER CARE TEACHER (D)***(Program Code 130591, State Code 10765)*

Completion of 15 units meets the minimum education requirements for position of infant or toddler care teacher in private programs.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 29*	Infant Toddler Practicum	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 30*	Infant and Toddler Studies I	(3)
Ch Dev 31*	Infant and Toddler Studies II	(3)

Total: 15**SKILLS CERTIFICATE IN CHILD DEVELOPMENT:
ASSOCIATE TEACHER, PRESCHOOL, LITERACY EMPHASIS (E)***(Program Code 130505)*

This certificate provides emphasis on language and literacy development in young children. Completion of 12 units meets the minimum education requirements for associate teacher position in private early childhood education programs. The courses may also meet requirements for teacher aide positions in federal or state funded early education programs.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 4	Creative Experiences for Children II	3
Ch Dev 11	Child, Family and Community	3

COMPLETE 3 UNITS FROM THE FOLLOWING COURSES:

Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)

Total: 12**SKILLS CERTIFICATE IN CHILD DEVELOPMENT: ASSOCIATE
TEACHER, PRESCHOOL, SPECIAL EDUCATION EMPHASIS (F)***(Program Code 130522)*

This certificate provides emphasis on working with children with special needs. Completion of 12 units meets the minimum education requirements for associate teacher position in private early childhood education programs. The courses also meet requirements for teacher aide positions in federal or state funded early education programs.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)

Total: 12**CERTIFICATE OF ACHIEVEMENT IN CHILD DEVELOPMENT:
TEACHER***(Program Code 130502, State Code 10761)*

With additional G.E. units and required experience, student will be eligible for Child Development Teacher Permit as defined under Title 5. This permit is required for teacher positions in federal or state funded early education programs.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Ch Dev 1*	Child Growth and Development	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 22*	Practicum in Child Development I	4
Ch Dev 23*	Practicum in Child Development II	4
English 101*	College Reading and Composition I	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)

COMPLETE 7-9 UNITS FROM THE FOLLOWING COURSES:

Ch Dev 2	Early Childhood: Principles and Practices	(3)
Ch Dev 3	Creative Experiences for Children I	(3)
Ch Dev 4	Creative Experiences for Children II	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 29*	Infant Toddler Practicum	(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)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Ch Dev 53	Parenting	(3)

Total: 27-29**CINEMA ARTS****CINEMA ARTS (AA)***(Program Code 061220, State Code 02951)*

Students earning the Cinema Arts AA Degree have obtained skills for entry-level employment in the motion picture industry or for career advancement.

PLAN B

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Cinema 101*	Beginning Film Production Workshop	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 110*	Motion Picture Sound	3
Cinema 115*	Cinematography	3
Cinema 120*	Film Editing	3
Cinema 123*	Motion Picture Production Workshop I	3
Cinema 124*	Motion Picture Production Workshop II	3

Cinema Arts, *Continued*

COMPLETE 12 UNITS FROM THE FOLLOWING COURSES:		12
Art 604	Graphic Design I	(3)
Art 618	Advertising Photo/Graphics I	(4)
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	(3)
Brdcstg 5	Radio & Television Acting	(3)
Brdcstg 17	Introduction to Voice-over	(3)
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio & Television	(3)
Brdcstg 25	Radio/TV/Film Writing	(3)
Brdcstg 26	TV-Film Aesthetics	(3)
Brdcstg 45*	Advanced Television Acting and Directing	(4)
Brdcstg 46	Fundamentals of Television Production	(4)
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	The Art of Animation and Special Effects	(3)
Journal 105	Mass Communications	(3)
Mediart 100	Introduction to Media Arts	(3)
Mediart 101*	Introduction to Digital Film/Video Production	(3)
Music 165	Introduction to Recording Arts	(3)
Photo 10	Beginning Photography	(3)

Total: 36**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN CINEMA STYLES***(Program Code 061200, State Code 31905)*

This program will enable students to gain valuable knowledge on the world of cinema and related entertainment industries by analyzing visual, aural and written materials. The student will increase communication skills and critical thinking by examining cinema styles through historic, aesthetic, sociological and psychological perspectives. The successful completion of this certificate will give the student a thorough background in many aspects of cinema.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:		
Cinema 102	Film Genres	3
Cinema 103	Diversity in Cinema	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3

Total: 12**CERTIFICATE OF ACHIEVEMENT IN MOTION PICTURE PRODUCTION TECHNICIAN***(Program Code 061221, State Code 21890)*

This certificate can lead to positions such as: Camera Operator; Production Manager; Unit Manager; Assistant Editor; Sound Editor; Production Assistant; Gaffer/Grip; Assistant Director; Assistant Sound Editor; Assistant Camera Operator; Assistant Producer; and Sound Recordist/Mixer.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:		
Cinema 101*	Beginning Film Production Workshop	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 110*	Motion Picture Sound	3
Cinema 115*	Cinematography	3
Cinema 120*	Film Editing	3
Cinema 123*	Motion Picture Production Workshop I	3
Cinema 124*	Motion Picture Production Workshop II	3

COMPLETE 2 COURSES FROM THE FOLLOWING:		6
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	(3)
Brdcstg 5	Radio and Television Acting	(3)
Brdcstg 25	Radio/TV/Film Writing	(3)
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	The Art of Animation and Special Effects	(3)
Cinema 111	Developing Content for Movies	(3)
Mediart 100	Introduction to Media Arts	(3)
Mediart 101*	Introduction to Digital Film/Video Production	(3)

Total: 30**COMPUTER APPLICATIONS
OFFICE TECHNOLOGIES****CAOT: ADMINISTRATIVE ASSISTANT (AA)***(Program Code 051401, State Code 08531)*

Students will be prepared for employment using automated systems and procedures. Emphasis is placed on the development of language skills, records management, and the use of computer-based word processing, spreadsheet, database, and accounting software in the performance of office functions. Students are prepared to assume general office duties and decision-making office responsibilities. Students completing this option are prepared for positions such as administrative assistant, executive assistant, word information processor, office manager, and office systems specialist.

PLAN B

COMPLETE THE FOLLOWING 12 REQUIRED COURSES:		
CAOT 2	Computer Keyboarding and Document Applications II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 37	Secretarial Accounting	3
CAOT 47*	Applied Office Practice	2
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
CAOT 92	Computer Windows Application	2
CAOT 97	Internet for Business	3
CAOT 108	Presentation Design for the Office	2

COMPLETE 2 COURSES FROM THE FOLLOWING:		6
CAOT 1	Computer Keyboarding and Document Applications I	(3)
CAOT 43*	Office Procedures	(3)
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	(3)
CAOT 86	Microcomputer Office Applications: Database	(3)
CAOT 123	Web Design Applications for the Office Professional	(3)
CAOT 124	Introduction to Image Creation for the Office Professional	(3)

Total: 38

CAOT, Continued

CAOT: COMPUTER APPLICATIONS SPECIALIST (AA)

(Program Code 051402, State Code 08532)

Students who pursue this option will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for positions such as: Internet Specialist; Executive Assistant; Administrative Assistant; Office Systems Specialist; or Computer Applications Specialist. Students will develop knowledge and skills in word processing, spreadsheet, database, presentation, and electronic accounting software applications.

PLAN B

COMPLETE THE FOLLOWING 11 REQUIRED COURSES:

CAOT 2	Computer Keyboarding and Document Applications II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 78*	Microcomputer Accounting Applications for the Electronic Office	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
CAOT 92	Computer Windows Application	2
CAOT 97	Internet for Business	3
CAOT 108	Presentation Design for the Office	2

COMPLETE 1 COURSE FROM THE FOLLOWING:

CAOT 123	Web Design Applications for the Office Professional	(3)
CAOT 124	Introduction to Image Creation for the Office Professional	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING:

CAOT 1	Computer Keyboarding and Document Applications I	(3)
CAOT 33	Records Management and Filing	(2)
CAOT 43*	Office Procedures	(3)
CAOT 47*	Applied Office Practice	(2)
CAOT 86	Microcomputer Office Applications: Database	(3)
CAOT 123	Web Design Applications for the Office Professional	(3)
CAOT 124	Introduction to Image Creation for the Office Professional	(3)

Total: 38-40**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN CAOT: ADMINISTRATIVE ASSISTANT**

(Program Code 051401, State Code 21878)

Students will be prepared for employment using automated systems and procedures. Emphasis is placed on the development of language skills, records management, and the use of computer-based word processing, spreadsheet, database, and accounting software in the performance of office functions. Students are prepared to assume general office duties and decision-making office responsibilities. Students completing this certificate are prepared for positions such as administrative assistant, executive assistant, word information processor, office manager, and office systems specialist.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 11 REQUIRED COURSES:

CAOT 2	Computer Keyboarding and Document Applications II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 33	Records Management and Filing	2
CAOT 47*	Applied Office Practice	2
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheet	3
CAOT 92	Computer Windows Application	2
CAOT 97	Internet for Business	3
CAOT 108	Presentation Design for the Office	2

Total: 29**CERTIFICATE OF ACHIEVEMENT IN CAOT: COMPUTER APPLICATIONS SPECIALIST**

(Program Code 051402, State Code 21879)

Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as Internet specialist, executive assistant, administrative assistant, office systems specialist, or computer applications specialist. Students will develop knowledge and skills in word processing, spreadsheet, database, presentation, and electronic accounting software applications. Students completing this certificate are qualified for intermediate positions in an automated office.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:

CAOT 2	Computer Keyboarding and Document Applications II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 78*	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 92	Computer Windows Application	2
CAOT 97	Internet for Business	3
CAOT 108	Presentation Design for the Office	2

COMPLETE 1 COURSE FROM THE FOLLOWING:

CAOT 85	Microcomputer Office Applications: Spreadsheet	(3)
CAOT 86	Microcomputer Office Applications: Database	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

CAOT 123	Web Design Applications for the Office Professional	(3)
CAOT 124	Introduction to Image Creation for the Office Professional	(3)

Total: 34**CERTIFICATE OF ACHIEVEMENT IN CAOT: GENERAL OFFICE ASSISTANT**

(Program Code 051405, State Code 30499)

The General Office Certificate prepares students for positions in a variety of office settings. This Certificate includes courses in rapid and accurate keyboarding, document editing and formatting, word processing, English skills for the office, records management, general office procedures, and an overview of spreadsheet and presentation software applications.

Emphasis is placed on the development of keyboarding and language skills to prepare business documents and perform general office tasks. Completion of this program prepares students to qualify for entry-level office positions such as general office workers, clerk-typist, word processors, and office assistants.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 7 REQUIRED COURSES:

CAOT 1	Computer Keyboarding and Document Applications I	3
CAOT 2	Computer Keyboarding and Document Applications II	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 92	Computer Windows Application	2

COMPLETE 1 COURSE FROM THE FOLLOWING:

CAOT 43	Office Procedures	(3)
CAOT 47*	Applied Office Practice	(2)

Total: 21-22

SKILLS CERTIFICATE IN WEBSITE SOFTWARE SPECIALIST*(Program Code 051408)*

This certificate is designed for students who want a fast-track course of study that will enable them to enter the job market with Internet and Web design skills. Completion of the program provides students with the skills required by business offices for using the Internet to locate and capture information as well as for creating and maintaining web pages.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Computer Windows Application	2
CAOT 97	Internet for Business	3
CAOT 123	Web Design Applications for the Office Professional	3
CAOT 124	Introduction to Image Creation for the Office Professional	3

Total: 14

COMPUTER SCIENCE

COMPUTER SCIENCE (AS)*(Program Code 070711, State Code 02952)*

This degree can serve as a basis for further undergraduate education in computer science.

PLAN B

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Co Sci 802	Introduction to Computer Science	5
Co Sci 832*	Advanced Data Structures and Introduction to Databases	3
Co Sci 836*	Introduction to Data Structures	3
Co Sci 839*	Intermediate Programming Using C/C++	3
Co Sci 840*	Object-Oriented Programming in C++	3
Co Sci 870*	Windows and Web Database Programming	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Co Sci 808*	Programming in Visual Basic	(3)
Co Sci 895*	Programming in C#	(3)

COMPLETE 13 UNITS FROM THE FOLLOWING COURSES:

Co Sci 808*	Programming in Visual Basic	(3)
Co Sci 816*	Introduction to Computer Architecture and Organization	(3)
Co Sci 830	Microcomputer Application Software	(3)
Co Sci 834*	Operating Systems	(3)
Co Sci 861*	Advanced Computer Programming	(3)
Co Sci 863*	Introduction to Computer Networking	(4)
Co Sci 890*	Object-Oriented Programming in Java	(3)
Co Sci 895	Programming in C#	(3)

Total: 36

CERTIFICATE REQUIREMENTS:**CERTIFICATE OF ACHIEVEMENT IN COMPUTER SCIENCE PROGRAMMING***(Program Code 070712, State Code 30425)*

This certificate is designed for students pursuing a Programmer/Analyst position using the C++ programming language, and for employed professionals upgrading their C++ programming skills.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 7 REQUIRED COURSES:

Co Sci 802	Introduction to Computer Science	5
Co Sci 808*	Programming in Visual Basic	3
Co Sci 836*	Introduction to Data Structures	3
Co Sci 839*	Intermediate Programming using C/C++	3
Co Sci 840*	Object-Oriented Programming in C++	3
Co Sci 870*	Windows and Web Database Programming	3
Co Sci 895*	Programming in C#	3

COMPLETE 8 UNITS FROM THE FOLLOWING COURSES:

Co Sci 830	Microcomputer Application Software	(3)
Co Sci 832*	Advanced Data Structures and Introduction to Databases	(3)
Co Sci 834*	Operating Systems	(3)
Co Sci 861*	Advanced Computer Programming	(3)
Co Sci 863*	Introduction to Computer Networking	(4)
Co Sci 890*	Object-Oriented Programming in Java	(3)

Total: 31

SKILLS CERTIFICATE IN C/C++*(Program Code 070711)*

This is a short certificate program that gives the student specific instruction in C/C++.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Co Sci 802	Introduction to Computer Science	5
Co Sci 839*	Intermediate Programming using C/C++	3
Co Sci 840*	Object-Oriented Programming in C++	3
Co Sci 861*	Advanced Computer Programming	3

Total: 14

SKILLS CERTIFICATE IN MICROCOMPUTER SYSTEMS*(Program Code 093411)*

This certificate is designed to give the electronics student additional exposure to computer science. The certificate can lead to positions such as Microcomputer Systems Technician.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Co Sci 830	Microcomputer Application Software	3
Electrn 2	Introduction to Electronics	3
Electrn 54	Computer Logic	4
Electrn 109	Computer Hardware	4

Total: 14

EARTH SCIENCE

EARTH SCIENCE (AS)

(Program Code 193001, State Code 08561)

This degree is awarded to students who have a broad interest in the areas of physical, earth, and applied sciences or specialized technical areas such as mapping, Geographic Information Systems, Global Positioning System, geo-spatial analysis, and remote sensing. Students will learn to apply the scientific inquiry process to problem solving and demonstrate knowledge of and recognize the processes that explain natural phenomena.

PLAN A

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Astron 1	Elementary Astronomy	3
Env Sci 1	The Human Environment: Physical Processes	3
Geology 1	Physical Geology	3
Oceano 1	Introduction to Oceanography	3

COMPLETE 6 UNITS FROM THE FOLLOWING COURSES: 6

(A LAB COURSE CANNOT APPLY UNLESS THE CORRESPONDING LECTURE COURSE IS ALSO TAKEN)

Chem 68*	Preparation for General Chemistry	(5)
Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Geog 1	Physical Geography	(3)
Geog 3#	Introduction to Weather and Climate	(3)
Geog 15*	Physical Geography Laboratory	(2)
Geog 31	Introduction to Geographic Information Systems	(3)
Geology 6*	Physical Geology Laboratory	(2)
Math 227*	Statistics	(4)
Physics 37*	Physics for Engineers and Scientists I	(5)
Physics 38*	Physics for Engineers and Scientists II	(5)
Physics 39*	Physics for Engineers and Scientists III	(5)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

Total: 18

ECONOMICS

ECONOMICS (AA)

(Program Code 220400, State Code 02984)

Economics is a social science that deals with allocation of scarce resources among competing alternatives. It analyzes the decisions of production, distribution and consumption of goods and services under the conditions of scarcity and other constraints. Today, analytical method of economics is applied to education, family, business, finance (personal and corporate) crime, health, law, politics, religion, social institutions, war and science. This degree closely mirrors lower division major preparation requirements for economics and business majors at many CSUs.

PLAN A

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

Econ 1	Principles of Economics I	3
Econ 2*	Principles of Economics II	3

COMPLETE 1 COURSE FROM THE FOLLOWING: 3-5

Math 238*	Calculus for Business and Social Science I	(5)
Math 245*	College Algebra	(3)
Math 265*	Calculus with Analytic Geometry I	(5)

COMPLETE 4-6 UNITS FROM THE FOLLOWING COURSES: 4-6

Acctg 1	Introductory Accounting I	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
Math 227*	Statistics	(4)
Math 266*	Calculus with Analytic Geometry II	(5)

COMPLETE 1 COURSE FROM THE FOLLOWING:		3-5
Acctg 1	Introductory Accounting I	(5)
Acctg 2*	Introductory Accounting II	(5)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
Co Sci 801	Introduction to Computers and their Uses	(3)
Econ 30	Comparative Economic Systems	(3)
Econ 40	History of Economic Thought	(3)
Econ 50	Principles of Financial Economics	(3)
Math 227*	Statistics	(4)
Math 238*	Calculus for Business and Social Science I	(5)
Math 265*	Calculus with Analytic Geometry I	(5)
Math 266*	Calculus with Analytic Geometry II	(5)
Philos 9	Symbolic Logic I	(3)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

Total: 18-22

ELECTRONICS

ELECTRONICS (AS)

(Program Code 093400, State Code 02955)

This degree can serve as a basis for further study in electronics related fields. Students intending to transfer in Electrical Engineering majors might consider the Engineering degree.

PLAN A

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 20*	Electronics Circuits I	4
Electrn 22*	Electronics Circuits II	4
Electrn 54	Computer Logic	4

Total: 23

ELECTRONICS: BIOMEDICAL INSTRUMENTATION (AS)

(Program Code 093460, State Code 02957)

This degree prepares the student to work in hospitals and for equipment manufacturers as a technician to repair and maintain a wide variety of electronic apparatus used in the medical field.

PLAN B

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 20*	Electronic Circuits I	4
Electrn 34	Introduction to Biomedical Electronics	3
Electrn 36*	Biophysical Measurements I	4
Electrn 38*	Biophysical Measurements II	4
Electrn 54	Computer Logic	4

COMPLETE 2 COURSES FROM THE FOLLOWING: 8

Electrn 22*	Electronic Circuits II	(4)
Electrn 64*	Technical Computer Applications	(4)
Electrn 113	Computer Networking	(4)
Electrn 941	Cooperative Education-Electronics	(4)

Total: 38

Electronics, *Continued***SOLAR ENERGY DESIGN AND MANAGEMENT (AS)***(Program Code 094610, State Code 31281)*

This degree is designed to prepare the students to become qualified for employment in the various emerging solar energy utilization fields. The emphasis of this program is on understanding solar energy in general, the use of electricity generated from the Sun, Design and implementation of solar based energy generating systems, and methods and materials that are energy smart, renewable, and environmentally friendly.

PLAN B

COMPLETE THE FOLLOWING 11 REQUIRED COURSES:

EGT 100	Introduction to Sustainable Construction Management	3
EGT 212	Applied Engineering Computer Graphics I	3
Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 20*	Electronic Circuits I	4
Electrn 22*	Electronic Circuits II	4
Electrn 210	Introduction to Solar Electric System	3
Electrn 211	Photovoltaic Systems	4
Electrn 212	Renewable Energy Systems	4
Eng Gen 101	Introduction to Science, Engineering and Technology	2

TOTAL: 38**CERTIFICATE REQUIREMENTS:****SKILLS CERTIFICATE IN A+/NET+ CERTIFICATION PREPARATION***(Program Code 070800)*

The three-course sequence required for this certificate prepares students for the nationally recognized A+ Certification Examination. Upon completion of the three, four-unit courses, the student is eligible to receive an A+ Certificate Preparation Certificate. Students must take and pass the two-part examination offered by the Computing Technology Industry Association (Comp TIA) to earn the official A+ Certificate.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Electrn 54	Computer Logic	4
Electrn 109	Computer Hardware	4
Electrn 113	Computer Networking	4

Total: 12**CERTIFICATE OF ACHIEVEMENT IN ELECTRONICS: BIOMEDICAL INSTRUMENTATION***(Program Code 093460, State Code 21893)*

This certificate prepares the student to work in an entry-level position as a technician to repair and maintain a variety of electronic apparatus used in the medical field. Some of these positions are: Biomedical Equipment Technician (BMET); Field Service Engineer; Medical Equipment Sales Engineer; Clinical Laboratory Technician; and R & D Technician. The certificate can be the basis for continued study and attainment of an associate's degree.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 20*	Electronic Circuits I	4
Electrn 34	Introduction to Biomedical Electronics	3
Electrn 36*	Biophysical Measurements I	4
Electrn 38*	Biophysical Measurements II	4
Electrn 54	Computer Logic	4

COMPLETE 1 COURSE FROM THE FOLLOWING:

Electrn 22*	Electronic Circuits II	(4)
Electrn 64*	Technical Computer Applications	(4)
Electrn 113	Computer Networking	(4)
Electrn 941	Cooperative Education-Electronics	(4)

Total: 34**CERTIFICATE OF ACHIEVEMENT IN ELECTRONICS TECHNICIAN***(Program Code 093402, State Code 10758)*

This certificate leads to positions such as: Electronics Technician; Field Service Technician; Field Service Engineer; Test Technician; Flight-line Technician; Broadcast Technician; Quality Control Technician; and Electronics Manufacturers Technician.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 20*	Electronics Circuits I	4
Electrn 22*	Electronics Circuits II	4
Electrn 34	Introduction to Biomedical Electronics	3
Electrn 54	Computer Logic	4
Electrn 109	Computer Hardware	4

COMPLETE 1 COURSE FROM THE FOLLOWING:

Electrn 36*	Biophysical Measurements I	(4)
Electrn 38*	Biophysical Measurements II	(4)
Electrn 113	Computer Networking	(4)
Electrn 211	Photovoltaic Systems	(4)
Electrn 212	Renewable Energy Systems	(4)
Electrn 240*	Industrial Electronics I	(4)

Total: 34**CERTIFICATE OF ACHIEVEMENT IN ELECTRONICS TECHNOLOGY***(Program Code 093401, State Code 10757)*

The Electronics Technology Certificate can lead to positions such as: Entry-level Electronics Technician; Electronics Assembler Technician; Electronics Supply Salesperson; and Test Technician Trainee.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 20*	Electronic Circuits I	4
Electrn 54	Computer Logic	4

Total: 19

Electronics, Continued

CERTIFICATE OF ACHIEVEMENT IN SOLAR ENERGY DESIGN & MANAGEMENT

(Program Code 094610, State Code 31275)

This certificate is designed to prepare the students to become qualified for employment in the various emerging solar energy utilization fields. The emphasis of this program is on understanding the solar energy in general, the use of electricity generated from the Sun and design and implementation of solar based energy generating systems, methods and materials that are energy smart, renewable, and environmentally friendly.

Estimated time to completion: 1.5 years.

COMPLETE THE FOLLOWING 7 REQUIRED COURSES:

EGT 100	Introduction to Sustainable Construction Management	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 210	Introduction to Solar Electric System	3
Electrn 211	Photovoltaic Systems	4
Electrn 212	Renewable Energy Systems	4
Eng Gen 101	Introduction to Science, Engineering and Technology	2

TOTAL: 24**ENGINEERING****ENGINEERING (AS)**

(Program Code 090100, State Code 02954)

The AS Degree in Engineering, is designed to prepare students with the goal of transfer. The Engineering degree at a 4-year college is a high-unit major and it may not be possible to satisfy all lower division major requirements prior to transfer. Students interested in mechanical, electrical, or civil engineering are candidates for this degree.

PLAN A

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

ARC 172	Architectural Drawing I	3
Eng Gen 101	Introduction to Science, Engineering, and Technology	2
Eng Gen 131*	Statics	3
Eng Gen 151*	Materials of Engineering	3
Math 265*	Calculus with Analytic Geometry I	5
T & M 31	Machine Shop Practice II	3

Total: 19**SUSTAINABLE CONSTRUCTION MANAGEMENT (AS)**

(Program Code 095700, State Code 21326)

The Sustainable Construction Management Degree is designed to prepare the students to become qualified for employment in the field of general construction management, with additional emphasis on sustainable methods and materials that are energy smart, renewable, and environmentally friendly. The program offers up-to-date training and re-training in various evolving aspects of the profession, such as building technologies related to the use of materials from renewable sources, methods of construction that can create smart energy efficient structures, emerging environmental concerns, human relations' laws, and safety regulations.

PLAN A

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

ARC 172	Architectural Drawing I	3
ARC 173*	Architectural Drawing II	3
EGT 100	Introduction to Sustainable Construction Management	3
EGT 103	Code and Zoning Regulations	3
EGT 104	Cost Analysis and Estimation	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
ENV SCI 7	Introduction to Environmental Geology	3
MGMT 48	Management Systems and Procedures	3

Total: 23**MECHANICAL DRAFTING/DESIGN (AS)**

(Program Code 095340, State Code 02958)

This degree is designed for the student who wishes to enter the workforce after graduation as a mechanical or civil engineering drafter, with strong coursework in AutoCAD.

PLAN B

COMPLETE THE FOLLOWING 11 REQUIRED COURSES:

ARC 172	Architectural Drawing I	3
EGT 211	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics I	3
EGT 213*	Introduction to AutoCAD	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
Math 240*	Trigonometry	3
MSCNC 114	Print Interpretation & Sketching (Blueprint I)	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3
T & M 185	Directed Study Tool and Manufacturing Technology	1

COMPLETE 1 COURSE FROM THE FOLLOWING:

ARC 173*	Architectural Drawing II	(3)
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	(3)

Total: 36**ENGINEERING TECHNOLOGY: INDUSTRIAL/ MANUFACTURING (AS)**

(Program Code 095602, State Code 02959)

This degree is designed for the student who wishes to enter the workforce after graduation in a position such as: Drafter; Drill Press Operator; Engineering Liaison; Quality Controller; Grinder; Manufacturing Controller; Operations Researcher; and Lathe Operator.

PLAN B

COMPLETE THE FOLLOWING 11 REQUIRED COURSES:

Chem 68	Preparation for General Chemistry	5
Co Sci 830	Microcomputer Application Software	3
EGT 211*	Elementary Engineering Graphics	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
Math 240*	Trigonometry	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3
T & M 31	Machine Shop Practice II	3

Total: 37

Engineering, Continued

ENGINEERING TECHNOLOGY: MECHANICAL ENGINEERING (AS)

(Program Code 095600, State Code 08541)

This degree is designed for the student who wishes to enter the workforce after graduation with a strong background in AutoCAD drafting, blueprint reading, numerical control, and computer programming skills.

PLAN B

COMPLETE THE FOLLOWING 12 REQUIRED COURSES:

Co Sci 830	Microcomputer Application Software	3
EGT 211	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics I	3
Electrn 2	Introduction to Electronics	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
Math 240*	Trigonometry	3
MSCNC 114	Print Interpretation & Sketching (Blueprint I)	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 31	Machine Shop Practice II	3

Total: 38**MANUFACTURING TECHNOLOGY: METAL MACHINING (AS)**

(Program Code 095630, State Code 02960)

This degree is designed for the student who wishes to enter the workforce after graduation with a strong background in both traditional machining and in numerical control.

PLAN B

COMPLETE THE FOLLOWING 12 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 125*	Intermediate Algebra	5
	(or any 5 unit mathematics course)	
MSCNC 114	Print Interpretation & Sketching (Blueprint I)	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
Num Con 22	Advanced Manual CNC Mill & Microcomputer Assisted Programming	3
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3
T & M 31	Machine Shop Practice II	3
T & M 32	Machine Shop Practice III	3

Total: 38**MANUFACTURING TECHNOLOGY: NUMERICAL CONTROL (AS)**

(Program Code 095631, State Code 08542)

[Click here for correction to this plan](#)

This degree is designed for the student who wishes to enter the workforce after graduation with a strong background in all aspects of numerical control.

PLAN B

COMPLETE THE FOLLOWING 12 REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Eng Gen 151	Materials of Engineering	3
Math 125*	Intermediate Algebra	5
	(or any 5 unit mathematics course)	
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
Num Con 22	Advanced Manual CNC Mill & Microcomputer Assisted Programming	3
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3

Total: 32**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN ARCHITECTURE**

(Program Code 020100, State Code 08526)

This certificate is designed for the student who wants to enter the field as an architectural drafter. The course content is AutoCAD-based, and will allow the student to produce a wide variety of working drawings for both residential and commercial buildings.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

ARC 172	Architectural Drawing I	3
ARC 173*	Architectural Drawing II	3
ARC 221*	Architectural Rendering	2
ARC 271*	Architectural Drawing III	3
EGT 100	Introduction to Sustainable Construction Management	3
EGT 211*	Elementary Engineering Graphics	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 115*	Elementary Algebra	3-5
	(or higher level math course)	

Total: 22-24**CERTIFICATE OF ACHIEVEMENT IN COMPUTER GRAPHICS/DESIGN**

(Program Code 095301, State Code 10759)

This certificate contains a body of courses designed to train students in computer graphics applications, as used in industry. This training program is continually readjusted to keep current with the newest techniques of applying computers to aid in engineering design and manufacturing. Primarily this certificate prepares the student for operating CAD software in computer applications as related to engineering and manufacturing.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

EGT 211	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics I	3
EGT 213*	Introduction to AutoCAD	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
Math 240*	Trigonometry	3

Total: 19

Engineering. *Continued***CERTIFICATE OF ACHIEVEMENT IN ENGINEERING TECHNOLOGY INDUSTRIAL/MANUFACTURING***(Program Code 095602, State Code 21895)*

The Industrial Technology/Manufacturing Certificate can lead to positions such as: Drafter; Drill Press Operator; Engineering Liaison; Quality Controller; Grinder; Manufacturing Controller; Operations Researcher; Part Inspector; and Lathe Operator. The certificate can be the basis for continued study and attainment of an associate's degree.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Co Sci 830	Microcomputer Application Software	3
EGT 211	Elementary Engineering Graphics	3
Electrn 4*	Fundamentals of Electronics I	4
Eng Gen 101	Introduction to Science, Engineering and Technology	2
NUM CON 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3

Total: 25**CERTIFICATE OF ACHIEVEMENT IN MECHANICAL DRAFTING/DESIGN***(Program Code 095340, State Code 21894)*

This certificate is designed for the student who wishes to enter the workforce in positions such as Drafter Tracer; Detailer Engineering Aid; Drafter; and Computer Aided Drafting.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

EGT 211	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics I	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 115*	Elementary Algebra	5
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
T & M 27	Basic Machine Shop Theory and Practice	4

Total: 20**CERTIFICATE OF ACHIEVEMENT IN MECHANICAL ENGINEERING TECHNOLOGY***(Program Code 095601, State Code 21896)*

This certificate can lead to positions such as: Research Aide; Production Aide; Design Aide; Construction Aide; Maintenance Aide; Salesperson; Detail Drafter; and Engineering Technician.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

EGT 211	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics I	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
Math 240*	Trigonometry	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3

Total: 26**CERTIFICATE OF ACHIEVEMENT IN MANUFACTURING TECHNOLOGY: METAL MACHINING***(Program Code 095630, State Code 21897)*

This certificate is designed for the student who wishes to enter the workforce in positions such as: Mill operator; Numerical Control Machinist; Lathe Operator; and Numerical Control Operator.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering, and Technology	2
Math 115*	Elementary Algebra	5
MSCNC 114	Print Interpretation and Sketching (Blueprint I)	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
Num Con 22	Adv. Manual CNC Mill & Microcomputer Assisted Programming	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3
T & M 31	Machine Shop Practice II	3

Total: 26**CERTIFICATE OF ACHIEVEMENT IN MANUFACTURING TECHNOLOGY: NUMERICAL CONTROL***(Program Code 095631, State Code 21898)*

This certificate is designed for the student who wishes to enter the workforce in positions such as: Numerical Control Programmer; Numerical Control Machinist; and Numerical Control Machine Operator.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:

Co Sci 830	Microcomputer Application Software	3
Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 115*	Elementary Algebra	5
MSCNC 114	Print Interpretation and Sketching (Blueprint I)	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3
Num Con 21	Advanced Manual CNC Lathe Programming & Introduction to CAM	3
Num Con 22	Adv. Manual CNC Mill & Microcomputer Assisted Programming	3
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3
T & M 27	Basic Machine Shop Theory and Practice	4
T & M 30	Machine Shop Practice I	3

Total: 32

Engineering, *Continued***CERTIFICATE OF ACHIEVEMENT IN SUSTAINABLE CONSTRUCTION MANAGEMENT**

(Program Code 095700, State Code 21327)

The Sustainable Construction Management Certificate is designed to prepare the students to become qualified for employment in the field of general construction management, with additional emphasis on sustainable methods and materials that are energy smart, renewable, and environmentally friendly. The program offers up-to-date training and re-training in various evolving aspects of the profession, such as building technologies related to the use of materials from renewable sources, methods of construction that can create smart energy efficient structures, emerging environmental concerns, human relations' laws, and safety regulations.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

ARC 172	Architectural Drawing I	3
ARC 173*	Architectural Drawing II	3
EGT 100	Introduction to Sustainable Construction Management	3
EGT 103	Code and Zoning Regulations	3
EGT 104	Cost Analysis and Estimation	3
ENG GEN 101	Introduction to Science, Engineering and Technology	2
ENV SCI 7	Introduction to Environmental Geology	3
MGMT 48	Management Systems and Procedures	3

Total: 23**ENGLISH**

For the Associate in Arts in English for Transfer Degree see page 43.

ENGLISH (AA)

(Program Code 150100, State Code 02972)

English is a program designed to provide writing and literature analysis skills as well as to teach about the structure and historical development of the English language. It emphasizes basic skills, creative writing, and research work for transfer and honors level curricula.

PLAN A

COMPLETE THE FOLLOWING 1 REQUIRED COURSE:

English 101*	College Reading and Composition I	3
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COMPLETE 1 COURSE FROM THE FOLLOWING:

English 102*	College Reading and Composition II	(3)
English 103*	Composition and Critical Thinking	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING:

English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 213*	Dramatic Literature	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING:

English 203*	World Literature I	(3)
English 204*	World Literature II	(3)
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 207*	American Literature I	(3)
English 208*	American Literature II	(3)
English 213*	Dramatic Literature	(3)

Total: 18**ETHNIC STUDIES****ETHNIC STUDIES (AA)**

(Program Code 220300, State Code 02983)

An Associate's degree in Ethnic Studies provides students with theoretical frameworks through which they are able to explore, examine, and analyze the study of a wide array of ethnic groups in the United States. Students will build skills at communicating with diverse audiences and examining multiple sources of information and data. This degree equips students to enter a multi-ethnic workforce and more effectively work toward social justice.

PLAN A

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Afro Am 4	The African-American in the History of the United States I	3
Afro Am 5	The African-American in the History of the United States II	3
Chicano 7	The Mexican-American in the History of the United States I	3
Chicano 8	The Mexican-American in the History of the United States II	3
Jewish 1	The Jew in America	3
Jewish 25	The History of the Jewish People	3

COMPLETE 2 COURSES FROM THE FOLLOWING:

Afro Am 2	The African-American in Contemporary Urban Society	(3)
Afro Am 20	African-American Literature I	(3)
Chicano 2	The Mexican-American in Contemporary Society	(3)
Chicano 44#	Mexican Civilization	(3)
History 20	History of California and the Pacific Coast	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Soc 2	American Social Problems	(3)
Soc 11	Race and Ethnic Relations	(3)

Total: 24**FIRE TECHNOLOGY****FIRE TECHNOLOGY (AS)**

(Program Code 213300, State Code 02981)

Students earning the Fire Technology AS Degree have obtained skills for entry-level employment in the fire services or for career advancement.

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention	3
Firetek 203	Fire Protection Equipment and Systems	3
Firetek 204	Building Construction for Fire Protection	3
Firetek 205	Fire Behavior and Combustion	3

COMPLETE 6-8 UNITS FROM THE FOLLOWING:

Firetek 27	Wildland Firefighter	(4)
Firetek 96	Emergency Medical Technician	(8)
Firetek 206	Hazardous Materials	(3)
Firetek 208	Fire Hydraulics	(3)
Firetek 209	Fire Fighting Tactics and Strategy	(3)
Firetek 213	Fire Investigation	(3)

Total: 21-23

Fire Technology, *Continued***CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN FIRE TECHNOLOGY***(Program Code 213300, State Code 21901)*

This certificate can lead to positions such as: Fire Fighter, Forest Fire Fighter, Fire Inspector, and Arson Investigator.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 7 REQUIRED COURSES:

Firetek 96	Emergency Medical Technician	8
Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention	3
Firetek 206	Hazardous Materials	3
Firetek 208	Fire Hydraulics	3
Firetek 209	Fire Tactics and Strategy	3
Firetek 213	Fire Investigation	3

Total: 26**SKILLS CERTIFICATE IN FIRE TECHNOLOGY***(Program Code 213301)*

The skills certificate was designed for those students desiring to complete the "core" curriculum of the discipline in order to prepare for entry level employment positions within the fire service. The classes included in the skills certificate are also the five "core" classes that are required for the Associate's degree in Fire Technology.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention	3
Firetek 203	Fire Protection Equipment and Systems	3
Firetek 204	Building Construction for Fire Protection	3
Firetek 205	Fire Behavior and Combustion	3

Total: 15**FOREIGN LANGUAGES****FOREIGN LANGUAGES (AA)***(Program Code 110100, State Code 02964)*

This degree is an alternative to the individual language majors of French, German, Italian, and Spanish, and is especially suitable for those students with prior instruction in a foreign language. The student must complete Semester 4 or higher in a primary language, demonstrating effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension) in that language, as well as cultural proficiency. The student must also complete two sequential courses in a secondary language, demonstrating a minimum of advanced elementary language and cultural knowledge in that language.

PLAN A

REQUIRED COURSES:

Semester 4 or higher in a primary language	5
Two classes in a sequence in a secondary language	10
Ling I Introduction to Language and Linguistics	3

Total: 18**FRENCH****FRENCH (AA)***(Program Code 110200, State Code 02965)*

This degree provides solid foundation in the study of French for those wishing to continue their education in languages. Students will be able to demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension), and demonstrate knowledge of the global society, and the role of French-speaking nations and of the French language and Francophone cultures in the contemporary world.

PLAN A

COMPLETE 15-16 UNITS FROM THE FOLLOWING:

French 1	Elementary French I	15-16	(5)
French 2*	Elementary French II	(5)	(5)
French 3*	Intermediate French I	(5)	(5)
French 4*	Intermediate French II	(5)	(5)
French 5*	Advanced French I	(5)	(5)
French 6*	Advanced French II	(5)	(5)
French 21	Fundamentals of French I	(3)	(3)
French 22*	Fundamentals of French II	(3)	(3)

3-5 UNITS CHOSEN FROM THE FOLLOWING COURSES:

French 8*	Conversational French	3-5	(2)
French 10	French Civilization	(3)	(3)
Ling I	Introduction to Language and Linguistics	(3)	(3)

Total: 18-20**GENERAL STUDIES**

Students planning to transfer are cautioned that the curriculum for each of the options below may not provide for completion of the lower division requirements for transfer. Students should consult with a counselor for specific information regarding an intended major if transfer is a goal.

GENERAL STUDIES: ARTS (AA)*(Program Code 490103, State Code 18169)*

This program represents a broad based degree in the arts. The courses emphasize analysis and appreciation of art in terms of historical perspectives, aesthetic, and cultural importance.

PLAN A

REQUIREMENTS

Complete at least 18 units of coursework listed below plus one additional course from the performance/studio area.

COMPLETE 6 COURSES FROM THE FOLLOWING:

Art 101	Survey of Art History I	18	(3)
Art 102	Survey of Art History II	(3)	(3)
Art 103	Art Appreciation I	(3)	(3)
Art 105	History of Asian Art	(3)	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)	(3)
Art 115	History of Modern Art	(3)	(3)
Art 116	History of Women and Art	(3)	(3)
Art 125	History of Photography I	(3)	(3)
Brdstg 26	TV-Film Aesthetics	(3)	(3)
Cinema 102	Film Genres	(3)	(3)
Cinema 103	Diversity in Cinema	(3)	(3)
Cinema 104	History of Documentary Film	(3)	(3)
Cinema 105	History of Motion Pictures	(3)	(3)
Cinema 107	Understanding Motion Pictures	(3)	(3)
DanceSt 805	History and Appreciation of Dance	(3)	(3)
Human 3	The Arts of Contemporary Society	(3)	(3)
Music 101	Fundamentals of Music	(3)	(3)
Music 111	Music Appreciation I	(3)	(3)

General Studies, *Continued*

Music 121*	Music History and Literature I	(3)
Music 122*	Music History and Literature II	(3)
Music 136	Music in American Culture	(3)
Music 141	Jazz Appreciation	(3)
Theater 100	Introduction to the Theater	(3)
Theater 110	History of the World Theater I	(3)
Theater 112	History of World Theater II	(3)
COMPLETE 1 COURSE FROM THE FOLLOWING:		2-3
Art 201	Drawing I	(3)
Art 204*	Life Drawing I	(3)
Art 400	Introduction to Printmaking	(3)
Art 501	Beginning Two-Dimensional Design	(3)
Art 600	Typography I	(3)
Art 604*	Graphic Design I	(3)
Art 700	Introduction to Sculpture	(3)
Art 708	Introduction to Ceramics	(3)
Cinema 101*	Beginning Film Production Workshop	(3)
DanceSt 801	Modern Dance I	(3)
Music 321	Elementary Piano I	(2)
Music 411	Elementary Voice I	(2)
Music 650	Beginning Guitar	(2)
Music 651	Classical Guitar I	(2)
Theater 270	Beginning Acting	(3)

Total: 20-21**GENERAL STUDIES: NATURAL SCIENCE (AA)***(Program Code 490104, State Code 18170)*

This program represents a broad based degree in the natural sciences. These courses examine the physical universe, its life forms, and its natural phenomena. Emphasis is placed on students using methodologies of science as an investigative tool.

PLAN A

REQUIREMENTS

Complete 18 units of coursework listed below with at least one course from the Physical Sciences and at least one from the Biological Sciences. At least one course requiring laboratory work must be completed. Lab courses, marked by the symbol ‡, cannot apply unless the lecture courses that are their prerequisite or corequisite are also taken.

PHYSICAL SCIENCES (COMPLETE AT LEAST 1 COURSE)

Astron 1	Elementary Astronomy	(3)
Astron 5‡*	Fundamentals of Astronomy Laboratory	(1)
Chem 51	Fundamentals of Chemistry I	(5)
Chem 68	Preparation for General Chemistry	(5)
Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Env Sci 1	The Human Environment: Physical Processes	(3)
Env Sci 7#	Introduction to Environmental Geology	(3)
Env Sci 22*	The Human Environment: Physical Processes Lab	(2)
Geog 1	Physical Geography	(3)
Geog 3#	Introduction to Weather and Climate	(3)
Geog 15‡*	Physical Geography Laboratory	(2)
Geog 17	Physical Geography and Laboratory	(5)
Geology 1	Physical Geology	(3)
Geology 6‡*	Physical Geology Laboratory	(2)
Geology 10#	Introduction to Environmental Geology	(3)
Oceano 1	Introduction to Oceanography	(3)
Oceano 10‡*	Physical Oceanography Laboratory	(2)
Phys Sc 1	Physical Science I	(3)
Phys Sc 14‡*	Physical Science Laboratory	(1)
Physics 6*	General Physics I	(4)
Physics 7*	General Physics II	(4)
Physics 37*	Physics for Engineers and Scientists I	(5)
Physics 38*	Physics for Engineers and Scientists II	(5)

BIOLOGICAL SCIENCES (COMPLETE AT LEAST ONE COURSE)

Anatomy 1*	Introduction to Human Anatomy	(4)
Anthro 101	Human Biological Evolution	(3)
Anthro 111‡*	Laboratory in Human Biological Evolution	(2)
Biology 3	Introduction to Biology	(4)
Biology 6*	General Biology I	(5)
Biology 7*	General Biology II	(5)
Biology 22	Marine Biology	(4)
Biology 40*	The Science of Biotechnology	(3)
Micro 20*	General Microbiology	(4)
Physiol 1*	Introduction to Human Physiology	(4)
Psych 2*	Biological Psychology	(3)

Total: 18**GENERAL STUDIES: SOCIAL AND BEHAVIORAL SCIENCES (AA)***(Program Code 490105, State Code 18171)*

This program represents a broad based degree in the social and behavioral sciences. These courses emphasize the perspective, concepts, theories and methodologies of the discipline typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society.

PLAN A

REQUIREMENTS

Complete 18 units of coursework from the list below. 12 units must be from the Social and Behavioral Science category; 3 units must be from the American Institutions category; and 3 additional units may be from either category.

SOCIAL AND BEHAVIORAL SCIENCES:

COMPLETE AT LEAST 4 COURSES FROM THE FOLLOWING:

Anthro 102	Human Ways of Life: Cultural Anthropology	(3)
Anthro 103	Archaeology: Reconstructing the Human Past	(3)
Anthro 104	Human Language and Communication	(3)
Anthro 109	Gender, Sex, and Culture	(3)
Anthro 141	Culture, Illness and Healing	(3)
Brdestg 1	Fundamentals of Radio and Television Broadcasting	(3)
Ch Dev 1*	Child Growth and Development	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Comm 122	Intercultural Communication	(3)
Econ 1	Principles of Economics I	(3)
Econ 2*	Principles of Economics II	(3)
Econ 30	Comparative Economic Systems	(3)
Econ 40	History of Economic Thought	(3)
Econ 60	Economics and the Environment	(3)
Envstds 101	Introduction to Environmental Studies	(3)
Geog 2	Cultural Elements of Geography	(3)
Geog 9	People and the Earth's Ecosystem	(3)
Geog 14	Geography of California	(3)
Geog 45	Food and Culture	(3)
History 1	Introduction to Western Civilization I	(3)
History 2	Introduction to Western Civilization II	(3)
History 86	Introduction to World Civilization I	(3)
Human 6	Great People, Great Ages	(3)
Human 8	Great Women in the Humanities	(3)
Jewish 25	The History of the Jewish People	(3)
Journal 105	Mass Communication	(3)
Law 3	Civil Rights and the Law	(3)
Pol Sci 2	Modern World Governments	(3)
Pol Sci 5	The History of Western Political Thought	(3)
Pol Sci 7	Contemporary World Affairs	(3)
Psych 1	General Psychology I	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)
Soc 1	Introduction to Sociology	(3)

Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12	Marriage and Family Life	(3)
Soc 21	Human Sexuality	(3)
Soc 25	Drugs and Culture	(3)
Soc 31	Sociology of Gender	(3)
Soc 35	The Labor Movement	(3)

AMERICAN INSTITUTIONS:

COMPLETE AT LEAST ONE COURSE FROM THE FOLLOWING: 3-6

Afro Am 4	The African-American in the History of the United States I	(3)
Afro Am 5	The African-American in the History of the United States II	(3)
Chicano 7	The Mexican-American in the History of the United States I	(3)
Chicano 8	The Mexican-American in the History of the United States II	(3)
History 5	History of the Americas I	(3)
History 6	History of the Americas II	(3)
History 11	Political and Social History of the United States I	(3)
History 12	Political and Social History of the United States II	(3)
History 18	American Civilization II	(3)
History 20	History of the California and the Pacific Coast	(3)
Pol Sci 1	The Government of the United States	(3)

Total: 18**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN CSU GENERAL EDUCATION BREADTH***(Program Code 490112, State Code 17958)*

The Certificate of Achievement in CSU Breadth is intended for students who will transfer to a CSU. Completion of the pattern of courses listed below will satisfy lower division general education requirements at any CSU. However, completion of the Certificate requirements is not an admission requirement nor does it guarantee admission to a CSU.

Consult a Valley College counselor before taking courses outside Valley College to be used on this CSU general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title.

REQUIRED COURSES:

Complete each area required for CSU Certification as indicated on pages 28-29.

Total: 39**CERTIFICATE OF ACHIEVEMENT IN INTERSEGMENTAL GENERAL EDUCATION TRANSFER (IGETC)***(Program Code 490113, State Code 17959)*

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) is intended for students who will transfer to a UC or CSU. Completion of the pattern of courses listed below will satisfy lower division general education requirements. However, completion of the Certificate requirements is not an admission requirement nor does it guarantee admission to a UC or CSU.

REQUIRED COURSES:

Complete each area required for certification of IGETC completion as indicated on pages 24-25.

Total: 37-39**GEOGRAPHY****GEOGRAPHY (AA)***(Program Code 220600, State Code 02986)*

This degree provides a spatially-focused and integrative approach to the study of the Earth, the environment, and human/environment interaction at local, regional and global scales. The AA degree in Geography may prepare you for career specializations including global studies/globalization, human population growth and development studies, environmental policy, pollution, global warming, and urbanization.

PLAN A

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Geog 1	Physical Geography	3
Geog 2	Cultural Elements of Geography	3
Geog 3#	Introduction to Weather and Climate	3
Geog 15*	Physical Geography Laboratory	2

COMPLETE 3 COURSES FROM THE FOLLOWING: 9

Geog 9	People and the Earth's Ecosystem	(3)
Geog 14	Geography of California	(3)
Geog 30	Managing Natural Resources	(3)
Geog 45	Food and Culture	(3)
Geology 1	Physical Geology	(3)
Oceano 1	Introduction to Oceanography	(3)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)

Total: 20**GEOLOGY****GEOLOGY (AS)***(Program Code 191400, State Code 08560)*

Physical Geology is a detailed study of the origin and composition of the earth, the processes acting to modify the earth's surface, and the phenomena that catastrophically affect humans and their environment such as volcanoes, earthquakes, landslides, and floods.

PLAN B

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Geology 1	Physical Geology	3
Geology 6*	Physical Geology Laboratory	2
Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5

CHOOSE ONE OF THE FOLLOWING PHYSICS SEQUENCES: 8-15

SEQUENCE A

Physics 37*	Physics for Engineers and Scientists I	(5)
Physics 38*	Physics for Engineers and Scientists II	(5)
Physics 39*	Physics for Engineers and Scientists III	(5)

SEQUENCE B

Physics 6*	General Physics I	(4)
Physics 7*	General Physics II	(4)

COMPLETE 6-13 UNITS FROM THE FOLLOWING COURSES TO COMPLETE 36 TOTAL UNITS. 6-13

A lab course cannot apply unless lecture course is also taken.

Biology 7*	General Biology II	(5)
Geog 31	Introduction to Geographic Information Systems	(3)
Math 265*	Calculus with Analytic Geometry I	(5)
Oceano 1	Introduction to Oceanography	(3)
Oceano 10*	Physical Oceanography Laboratory	(2)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

Total: 36

GERMAN

GERMAN (AA)

(Program Code 110300, State Code 08555)

This degree provides solid foundation in the study of German for those wishing to continue their education in languages. Students will be able to demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension), and demonstrate knowledge of the global society, and the role of Germany and of the German language and culture in the contemporary world.

PLAN A

COMPLETE 3 COURSES FROM THE FOLLOWING:	15
German 1	Elementary German I (5)
German 2*	Elementary German II (5)
German 3*	Intermediate German I (5)
German 4*	Intermediate German II (5)
German 5*	Advanced German I (5)
COMPLETE 3-5 UNITS FROM THE FOLLOWING COURSES:	3-5
German 8*	Conversational German (2)
Ling 1	Introduction to Language and Linguistics (3)

Total: 18-20

HEALTH SCIENCE

DEGREE REQUIREMENTS:

Please refer to page 74-76 for the Nursing major and pages 77-79 for the Respiratory Therapy major.

CERTIFICATE REQUIREMENTS:

Please refer to pages 77-79 for the Respiratory Therapy Certificate programs.

HEBREW STUDIES

HEBREW STUDIES (AA)

(Program Code 111101, State Code 16979)

This degree enables students to appreciate the rich development of Hebrew language, literature and culture from biblical times to the current time; helps students read, write, speak, and understand Modern Hebrew; and students will develop the basic vocabulary and grammatical aptitude to pursue further study of college Hebrew.

PLAN A

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:	
Hebrew 1#	Elementary Hebrew I 5
Hebrew 2#*	Elementary Hebrew II 5
COMPLETE 3 COURSES FROM THE FOLLOWING:	9
Hebrew 10#	Hebrew Civilization II (3)
Jewish 1	The Jew In America (3)
Jewish 2	The Jewish Religious Heritage (3)
Jewish 4	Israel: The Theory and Practice of Zionism (3)
Jewish 25	The History of the Jewish People (3)
Jewish 27	Holocaust: A Prototype of Genocide (3)
Jewish 35#	Judaism, Christianity, and Islam (3)

Total: 19

HISTORY

HISTORY (AA)

(Program Code 220500, State Code 02985)

The History Program includes courses that examine the people, institutions, ideas, and events of the past and present. The study of History contributes to cultural literacy and develops critical thinking skills. Historical study provides a fundamental preparation for careers such as law, government, and education. This degree can serve as the basis for further undergraduate education in history.

PLAN A

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:	
History 1	Introduction to Western Civilization I 3
History 2	Introduction to Western Civilization II 3
CHOOSE ONE OF THE FOLLOWING SEQUENCES:	6
SEQUENCE A	
History 5	History of the Americas I (3)
History 6	History of the Americas II (3)
SEQUENCE B	
History 11	Political and Social History of the United States I (3)
History 12	Political and Social History of the United States II (3)
COMPLETE 2 COURSES FROM THE FOLLOWING:	6
History 7	The World's Great Religions (3)
History 20	History of California and the Pacific Coast (3)
Human 6	Great People, Great Ages (3)
Human 8	Great Women in the Humanities (3)

Total: 18

HUMANITIES

HUMANITIES (AA)

(Program Code 490300, State Code 02989)

The Humanities Program is interdisciplinary and involves critical and comparative study of philosophy, religion, literature, and the visual and performing arts across human cultures in different times and places. Students will examine the art, literature, ideas, movements, and individuals that have helped to define values, civilizations, and the human condition. Study of the Humanities provides a solid fundamental preparation for careers in the arts and education. This degree can serve as the basis for further undergraduate education in humanities.

PLAN A

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:	
Human 1	Cultural Patterns of Western Civilization 3
Human 3	The Arts of Contemporary Society 3
Human 30	The Beginnings of Civilization 3
PLUS ONE COURSE CHOSEN FROM EACH OF THE THREE CATEGORIES LISTED BELOW:	
The Arts	3
Art 101	Survey of Art History I (3)
Art 102	Survey of Art History II (3)
English 203*	World Literature I (3)
English 204*	World Literature II (3)
English 213*	Dramatic Literature (3)
Human 90	The Hero and Heroine Through Film Over the Ages (3)
Music 121*	Music History and Literature I (3)
Music 122*	Music History and Literature II (3)
Theater 110	History of the World Theater (3)

Humanities, *Continued*

Additional Civilization Courses		3
History 1	Introduction to Western Civilization I	(3)
History 2	Introduction to Western Civilization II	(3)
Human 2	Studies in Selected Cultures	(3)
Human 6	Great Men, Great Eras	(3)
Human 8	Great Women in the Humanities	(3)

Religious and Philosophical Ideas		3
History 49	Religion in America	(3)
Philos 1	Introduction to Philosophy	(3)
Philos 12	History of Greek Philosophy	(3)
Philos 14	History of Modern European Philosophy	(3)

Total: 18**ITALIAN****ITALIAN (AA)***(Program Code 110400, State Code 02966)*

This degree provides solid foundation in the study of Italian for those wishing to continue their education in languages. Students will be able to demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension), and demonstrate knowledge of the global society, and the role of Italy and of the Italian language and culture in the contemporary world.

PLAN A

COMPLETE THE FOLLOWING 1 REQUIRED COURSE:

Ling 1	Introduction to Language and Linguistics	4
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COMPLETE 3 COURSES FROM THE FOLLOWING:

Italian 1	Elementary Italian I	(5)
Italian 2*	Elementary Italian II	(5)
Italian 3*	Intermediate Italian I	(5)
Italian 4*	Intermediate Italian II	(5)
Italian 5*	Advanced Italian I	(5)

Total: 19**JEWISH STUDIES****JEWISH STUDIES (AA)***(Program Code 220301, State Code 08563)*

This degree enables students to appreciate the rich culture and heritage of the Jewish people from the biblical epoch to the contemporary modern experience; to help students understand the Jewish contribution to world culture in general and to Western culture in particular; and to develop the skills to read and interpret relevant sources.

PLAN A

COMPLETE 1 COURSE FROM THE FOLLOWING:

Jewish 2	The Jewish Religious Heritage	(3)
Jewish 25	The History of the Jewish People	(3)

COMPLETE 15 UNITS FROM THE FOLLOWING COURSES:

Jewish 1	The Jew In America	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 4	Israel: The Theory and Practice of Zionism	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 11#	Elementary Hebrew I	(5)
Jewish 12*#	Elementary Hebrew II	(5)
Jewish 25	The History of the Jewish People	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Jewish 35#	Judaism, Christianity, and Islam	(3)

Total: 18**JOURNALISM**

Students earning the Journalism AA Degrees have obtained skills for entry-level employment in journalism (print, online, and photography) or for career advancement.

JOURNALISM: MAGAZINE (AA)*(Program Code 060201, State Code 08533)***PLAN A**

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Art 619	Advertising Photo/Graphics II	4
Journal 101	Collecting and Writing News	3
Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3
Journal 108	Article Writing	3
Journal 220*	Magazine Production	3

Total: 19**JOURNALISM: NEWSPAPER (AA)***(Program Code 060202, State Code 02950)***PLAN A**

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Art 619	Advertising Photo/Graphics II	4
Journal 101	Collecting and Writing News	3
Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3
Journal 202*	Advanced Newswriting	3
Journal 218*	Practical Editing	3

Total: 19**JOURNALISM: PHOTOJOURNALISM (AA)***(Program Code 060203, State Code 08534)***PLAN A**

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Journal 101	Collecting and Writing News	3
Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3
Photo 11*	Advanced Photography	4
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4

COMPLETE 1 COURSE FROM THE FOLLOWING:

Photo 10	Beginning Photography	(3)
Photo 101	Beginning Digital Photography	(3)

Total: 24**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN JOURNALISM: MAGAZINE***(Program Code 060201, State Code 21884)*

This certificate can lead to positions such as: Article Writer; Magazine Editor; Speech Writer; In-house Publications Editor; Writer for Online Publications; and Proof Reader.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3
Journal 108	Article Writing	3
Journal 220*	Magazine Production	3
Photo 10	Beginning Photography	3

Journalism, Continued

COMPLETE 9 UNITS FROM THE FOLLOWING COURSES:		9
Journal 101	Collecting and Writing News	(3)
Journal 185	Directed Study-Journalism	(1)
Journal 202*	Advanced Newswriting	(3)
Journal 285	Directed Study-Journalism	(2)
Journal 385	Directed Study-Journalism	(3)
Journal 911	Cooperative Education-Journalism	(1)
Journal 921	Cooperative Education-Journalism	(2)
Journal 931	Cooperative Education-Journalism	(3)
Journal 941	Cooperative Education-Journalism	(4)

Total: 24**CERTIFICATE OF ACHIEVEMENT IN JOURNALISM: NEWSPAPER***(Program Code 060202, State Code 21885)*

This certificate can lead to positions such as: Broadcast Writer; Public Relations Writer; Copy Editor; Reporter; Proof Reader; Sports Writer; Publicist; Technical Writer; and Writer for Online Publications.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:		
Journal 101	Collecting and Writing News	3
Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3
Journal 202*	Advanced Newswriting	3
Journal 218*	Practical Editing	3

COMPLETE 6 UNITS FROM THE FOLLOWING COURSES:		6
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	(3)
Journal 108	Article Writing	(3)
Journal 185	Directed Study-Journalism	(1)
Journal 220*	Magazine Production	(3)
Journal 285	Directed Study-Journalism	(2)
Journal 385	Directed Study-Journalism	(3)
Journal 911	Cooperative Education-Journalism	(1)
Journal 921	Cooperative Education-Journalism	(2)
Journal 931	Cooperative Education-Journalism	(3)
Journal 941	Cooperative Education-Journalism	(4)
Photo 10	Beginning Photography	(3)

Total: 21**CERTIFICATE OF ACHIEVEMENT IN JOURNALISM: PHOTOJOURNALISM***(Program Code 060203, State Code 21886)*

This certificate can lead to positions such as: Freelance Photographer; Newspaper Photographer; Magazine Photographer; and Photo Prepress Technician.

Estimated time to Complete: 1.5 years.

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:		
Journal 101	Collecting and Writing News	3
Journal 218*	Practical Editing	3
Journal 220*	Magazine Production	3
Photo 11*	Advanced Photography	4
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Photo 10	Beginning Photography	(3)
Photo 101	Beginning Digital Photography	(3)

COMPLETE 3 UNITS FROM THE FOLLOWING COURSES:		3
Art 619	Advertising Photo/Graphics II	(4)
Journal 105	Mass Communications	(3)
Journal 106	Mechanics of Expression	(3)
Journal 108	Article Writing	(3)
Journal 185	Directed Study-Journalism	(1)
Journal 285	Directed Study-Journalism	(2)
Journal 385	Directed Study-Journalism	(3)
Journal 911	Cooperative Education-Journalism	(1)
Journal 921	Cooperative Education-Journalism	(2)
Journal 931	Cooperative Education-Journalism	(3)
Journal 941	Cooperative Education-Journalism	(4)

Total: 27**LIBERAL STUDIES****LIBERAL STUDIES: MULTIPLE SUBJECT TEACHER PREP (AA)***(Program Code 490121, State Code 18168)*

The Liberal Studies Associate degree is designed to provide an Associate degree for the student planning to transfer to CSU Northridge as a Liberal Studies major with a Multiple Subject Teacher Prep Option in order to prepare for elementary school teaching. The courses listed below are among the lower division requirements of that CSUN major.

PLAN B

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:		
Biology 3	Introduction to Biology	4
Ch Dev 44	Early Intervention for Children with Special Needs	3
Comm 101	Public Speaking	3
English 101	College Reading and Composition I	3
Geog 2	Cultural Elements of Geography	3
History 86	Introduction to World Civilization I	3
Math 215*	Principles of Mathematics I	3
Phys Sc 1	Physical Science I	4
Phys Sc 14*	Physical Science Laboratory	4
Pol Sci 1	The Government of the United States	3

Critical Thinking

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Comm 105*	Critical Thinking	(3)
English 103*	Composition and Critical Thinking	(3)
Philos 6	Logic in Practice	(3)

Introduction to Literature

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Afro Am 20	African American Literature I	(3)
Chicano 42#	Contemporary Mexican Literature	(3)
English 102*	College Reading and Composition II	(3)
English 105	Introduction to Language and Linguistics	(3)
English 203*	World Literature I	(3)
English 204*	World Literature II	(3)
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 207*	American Literature I	(3)
English 208*	American Literature II	(3)

Performing and Visual Arts

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Art 103	Art Appreciation I	(3)
Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)
Music 111	Music Appreciation I	(3)

Liberal Studies, *Continued***U.S. History**

COMPLETE 1 COURSE FROM THE FOLLOWING:	3
Afro Am 4 The African-American in the History of the United States I	(3)
History 11 Political and Social History of the United States I	(3)

Introduction to Linguistics

COMPLETE 1 COURSE FROM THE FOLLOWING:	3
English 105 Introduction to Language and Linguistics	(3)
Ling 1 Introduction to Language and Linguistics	(3)

Child Development

COMPLETE 1 COURSE FROM THE FOLLOWING:	3
Ch Dev 1 Child Growth and Development	(3)
Psych 11 Child Psychology	(3)

Total: 51**MATHEMATICS**

For the Associate in Science in Mathematics for Transfer Degree see page 43.

MEDIA ARTS

The Media Arts degree and certificate programs will enable students to gain valuable skills and creative techniques in the highly competitive and challenging world of Scriptwriting, Producing, Directing and Post-production, in both the entertainment and non-entertainment industries. The course offerings are designed to provide a general overview of the media industries and their inter-relationships, while also concentrating on specific job skills. The successful completion of this degree will give students a complete and thorough background in many aspects of media.

Estimated time to complete certificates is: 2 years.

MEDIA ARTS: DIRECTING (AA)

(Program Code 060101, State Code 17624)

PLAN B

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Cinema 105 History of Motion Pictures	3
Cinema 107 Understanding Motion Pictures	3
Mediart 100 Introduction to Media Arts	3
Mediart 101* Introduction to Digital Film/Video Production	3
Mediart 115* Digital Film/Video Cinematography	3
Mediart 118* Directing	3
COMPLETE 3 COURSES FROM THE FOLLOWING:	9
Brdcstg 5 Radio and Television Acting	(3)
Cinema 102 Film Genres	(3)
Cinema 104 History of Documentary Film	(3)
Cinema 106 The Art of Animation and Special Effects	(3)
Mediart 110* Digital Film/Video Audio	(3)
Mediart 113 Low Budget Filmmaking	(3)
Mediart 120* Digital Film/Video Editing	(3)

Total: 36**MEDIA ARTS: POST-PRODUCTION (AA)**

(Program Code 060104, State Code 17625)

PLAN B

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Cinema 105 History of Motion Pictures	3
Cinema 107 Understanding Motion Pictures	3
Mediart 100 Introduction to Media Arts	3
Mediart 101* Introduction to Digital Film/Video Production	3
Mediart 104 Photoshop for Motion Pictures and Television	3
Mediart 110* Digital Film/Video Audio	3
Mediart 120* Digital Film/Video Editing	3
COMPLETE 2 COURSES FROM THE FOLLOWING:	6
Cinema 102 Film Genres	(3)
Cinema 104 History of Documentary Film	(3)
Cinema 106 The Art of Animation and Special Effects	(3)
Mediart 103* Digital Imaging and Motion Graphics for Film and Television	(3)

Total: 36**MEDIA ARTS: PRODUCING (AA)**

(Program Code 060103, State Code 17626)

PLAN B

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Cinema 105 History of Motion Pictures	3
Cinema 107 Understanding Motion Pictures	3
Cinema 111 Developing Content for Movies	3
Mediart 100* Introduction to Media Arts	3
Mediart 101* Introduction to Digital Film/Video Production	3
Mediart 113 Low Budget Filmmaking	3
COMPLETE 9 UNITS FROM THE FOLLOWING COURSES:	
Brdcstg 21 Radio and Television Advertising and Sales	(3)
Brdcstg 81* Field Work I	(1)
Brdcstg 82* Field Work II	(2)
Cinema 102 Film Genres	(3)
Cinema 104 History of Documentary Film	(3)
Cinema 106 The Art of Animation and Special Effects	(3)
Mediart 110* Digital Film/Video Audio	(3)
Mediart 115* Digital Film/Video Cinematography	(3)
Mediart 118* Directing	(3)
Mediart 120* Digital Film/Video Editing	(3)
Mediart 130* Advanced Screenwriting	(3)

Total: 36**MEDIA ARTS: SCREENWRITING (AA)**

(Program Code 060102, State Code 17627)

PLAN B

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:	
Brdcstg 1 Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25 Radio/TV/Film Writing	3
Brdcstg 26 TV-Film Aesthetics	3
Cinema 105 History of Motion Pictures	3
Cinema 107 Understanding Motion Pictures	3
Cinema 111 Developing Content for Movies	3
Mediart 100 Introduction to Media Arts	3
Mediart 101* Introduction to Digital Film/Video Production	3
Mediart 129 Mythology, Spirituality and the Art of Story	3
Mediart 130* Advanced Screenwriting	3

Media Arts, Continued

COMPLETE 6 UNITS FROM THE FOLLOWING:		6
Brdcstg 81*	Field Work I	(1)
Brdcstg 82*	Field Work II	(2)
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	The Art of Animation and Special Effects	(3)
Mediart 113	Low Budget Filmmaking	(3)
Mediart 118*	Directing	(3)

Total: 36**CERTIFICATE REQUIREMENTS:****CERTIFICATE OF ACHIEVEMENT IN MEDIA ARTS: DIRECTING***(Program Code 060101, State Code 21880)*

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:		
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV-Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Mediart 100	Introduction to Media Arts	3
Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 115*	Digital Film/Video Cinematography	3
Mediart 118*	Directing	3

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Brdcstg 5	Radio and Television Acting	(3)
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	The Art of Animation and Special Effects	(3)
Mediart 110*	Digital Film/Video Audio	(3)
Mediart 120*	Digital Film/Video Editing	(3)

Total: 30**CERTIFICATE OF ACHIEVEMENT IN MEDIA ARTS: POST-PRODUCTION***(Program Code 060104, State Code 21881)*

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:		
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV-Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Mediart 100	Introduction to Media Arts	3
Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 104	Photoshop for Motion Pictures and Television	3
Mediart 110*	Digital Film/Video Audio	3
Mediart 120*	Digital Film/Video Editing	3

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	The Art of Animation and Special Effects	(3)
Mediart 103*	Digital Imaging and Motion Graphics for Film and Television	(3)

Total: 33**CERTIFICATE OF ACHIEVEMENT IN MEDIA ARTS: PRODUCING***(Program Code 060103, State Code 21882)*

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:		
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV-Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 111	Developing Content for Movies	3
Mediart 100	Introduction to Media Arts	3
Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 113	Low Budget Filmmaking	3

COMPLETE 1 COURSE FROM THE FOLLOWING:		3
Cinema 102	Film Genres	(3)
Mgmt 13	Small Business Entrepreneurship	(3)

Total: 30**CERTIFICATE OF ACHIEVEMENT IN MEDIA ARTS: SCREENWRITING***(Program Code 060102, State Code 21883)*

COMPLETE THE FOLLOWING 10 REQUIRED COURSES:		
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV-Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 111	Developing Content for Movies	3
Mediart 100	Introduction to Media Arts	3
Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 129	Mythology, Spirituality and the Art of Story	3
Mediart 130*	Advanced Screenwriting	3

Total: 30**MUSIC****COMMERCIAL MUSIC (AA)***(Program Code 100500, State Code 08545)*

Students earning the Commercial Music AA Degree have obtained skills for entry-level employment in the music industry or for career advancement.

PLAN B

COMPLETE THE FOLLOWING 16 REQUIRED COURSES:		
Music 137	Music As A Business	3
Music 141	Jazz Appreciation	3
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 241	Music Notation and Copying I	1
Music 242*	Music Notation and Copying II	1
Music 265*	Recording Arts Workshop	3
Music 271	Songwriters' Workshop I	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 321	Elementary Piano I	2
Music 322*	Elementary Piano II	2
Music 323*	Elementary Piano III	2
Music 324*	Elementary Piano IV	2

Music, *Continued*

COMPLETE 2 COURSES FROM THE FOLLOWING (COURSES MAY BE REPEATED):		2-3
Music 501	College Choir	(1)
Music 531	Philharmonic Choir	(1)
Music 563	Chamber Singers	(1.5)
Music 721	Orchestra	(1)
Music 751	Wind Ensemble	(1)
Music 771	Guitar Ensemble	(1)

Total: 42-43**MUSIC (AA)***(Program Code 100400, State Code 02962)*

The Music AA degree can serve as the basis for further undergraduate education in music.

PLAN B

COMPLETE THE FOLLOWING 17 REQUIRED COURSES:

Music 121*	Music History and Literature I	3
Music 122*	Music History and Literature II	3
Music 152	Current Musical Events	1
Music 180	Applied Music Laboratory	1.5
Music 181	Applied Music I	0.5
Music 182*	Applied Music II	0.5
Music 183*	Applied Music III	0.5
Music 184*	Applied Music IV	0.5
Music 201*	Harmony I	3
Music 202*	Harmony II	3
Music 203*	Harmony III	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 213*	Musicianship III	2
Music 241	Music Notation and Copying I	1
Music 250	Music Performance Workshop	1
Music 324*	Elementary Piano IV	2

COMPLETE 4 COURSES FROM THE FOLLOWING (COURSES MAY BE REPEATED): 4-6

Music 501	College Choir	(1)
Music 531	Philharmonic Choir	(1)
Music 563	Chamber Singers	(1.5)
Music 721	Orchestra	(1)
Music 751	Wind Ensemble	(1)
Music 771	Guitar Ensemble	(1)

COMPLETE 1 COURSE FROM THE FOLLOWING: 3

Music 101	Fundamentals of Music	(3)
Music 111	Music Appreciation I	(3)
Music 136	Music in American Culture	(3)
Music 137	Music as a Business	(3)
Music 141	Jazz Appreciation	(3)
Music 161	Introduction to Electronic Music	(3)
Music 165	Introduction to Recording Arts	(3)
Music 205*	Commercial Harmony I	(3)
Music 206*	Commercial Harmony II	(3)
Music 265*	Recording Arts Workshop	(3)
Music 281*	Commercial Music Techniques I	(3)
Music 282*	Commercial Music Techniques II	(3)

Total: 36.5-38.5**CERTIFICATE REQUIREMENTS:****Commercial Music Certificates**

The following certificates can lead to positions such as: Recording Technician; Composer/Arranger; Music Copyist; and Musician/Performer.

Estimated time to complete: 1- 2 years depending on certificate.

CERTIFICATE OF ACHIEVEMENT IN COMMERCIAL MUSIC: INSTRUMENTAL/VOCAL PERFORMER*(Program Code 100504, State Code 11546)*

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

Music 137	Music As a Business	3
Music 200	Introduction to Music Theory	4
Music 201*	Harmony I	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 250*	Music Performance Workshop	1
Music 321	Elementary Piano I	2

COMPLETE 3 COURSES FROM THE FOLLOWING (COURSES MAY BE REPEATED): 3-4.5

Music 501	College Choir	(1)
Music 531	Philharmonic Choir	(1)
Music 563	Chamber Singers	(1.5)
Music 721	Orchestra	(1)
Music 751	Wind Ensemble	(1)
Music 771	Guitar Ensemble	(1)

COMPLETE 9 UNITS FROM THE FOLLOWING COURSES: 9

Music 111	Music Appreciation I	(3)
Music 121*	Music History and Literature I	(3)
Music 122*	Music History and Literature II	(3)
Music 141	Jazz Appreciation	(3)
Music 161	Introduction to Electronic Music	(3)
Music 165	Introduction to Recording Arts	(3)
Music 202*	Harmony II	(3)
Music 203*	Harmony III	(3)
Music 213*	Musicianship III	(2)
Music 241	Music Notation and Copying I	(1)
Music 242*	Music Notation and Copying II	(1)
Music 265*	Recording Arts Workshop	(3)
Music 281*	Commercial Music Techniques I	(3)
Music 282*	Commercial Music Techniques II	(3)
Music 322*	Elementary Piano II	(2)
Music 323*	Elementary Piano III	(2)
Music 324*	Elementary Piano IV	(2)
Music 411	Elementary Voice I	(2)
Music 412*	Elementary Voice II	(2)
Music 413*	Elementary Voice III	(2)
Music 414*	Elementary Voice IV	(2)
Music 453*	Musical Theater Repertoire for Singers	(1)
Music 650	Beginning Guitar	(2)
Music 651	Classical Guitar I	(2)
Music 652*	Classical Guitar II	(2)
Music 653*	Classical Guitar III	(2)
Music 654*	Classical Guitar IV	(2)

Total: 35-36.5

Nursing, *Continued***CERTIFICATE OF ACHIEVEMENT IN COMMERCIAL MUSIC:
JAZZ STUDIES***(Program Code 100500, State Code 31765)*

The Jazz Studies certificate provides the student with career preparation for entry-level positions in the growing field of jazz studies. Students gain requisite skill sets, including mastery of jazz theory and techniques. Students collaborate with other students, arranging and performing jazz in a variety of situations, developing partnerships indicative of those that exist in a professional environment. Students benefit from the hands-on approach offered by Commercial Music faculty, with labs and ensembles being a primary source of both direct and collateral learning.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

Music 137	Music as a Business	3
Music 141	Jazz Appreciation	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 281*	Commercial Techniques I	3
Music 282*	Commercial Techniques II	3
Music 321	Elementary Piano I	2
Music 322*	Elementary Piano II	2
Music 780	Jazz Combo Workshop	1

Total: 23**CERTIFICATE OF ACHIEVEMENT IN COMMERCIAL MUSIC:
MUSIC ARRANGING***(Program Code 100503, State Code 11545)*

COMPLETE THE FOLLOWING 11 REQUIRED COURSES:

Music 137	Music as a Business	3
Music 141	Jazz Appreciation	3
Music 161	Introduction to Electronic Music	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 241	Music Notation and Copying I	1
Music 242*	Music Notation and Copying II	1
Music 271	Songwriter's Workshop I	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 321	Elementary Piano I	2

Total: 28**CERTIFICATE OF ACHIEVEMENT IN COMMERCIAL MUSIC:
MUSIC NOTATION***(Program Code 100505, State Code 31399)*

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Music 101	Fundamentals of Music	3
Music 137	Music as a Business	3
Music 161	Introduction to Electronic Music	3
Music 241	Music Notation and Copying I	1
Music 242*	Music Notation and Copying II	1
Music 321	Elementary Piano I	2

Total: 13**CERTIFICATE OF ACHIEVEMENT IN COMMERCIAL MUSIC:
MUSIC TECHNOLOGY***(Program Code 100502, State Code 08546)*

COMPLETE THE FOLLOWING 7 REQUIRED COURSES:W

Music 101	Fundamentals of Music	3
Music 137	Music as a Business	3
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3
Music 241	Music Notation and Copying I	1
Music 265*	Recording Arts Workshop	3
Music 321	Elementary Piano I	2

Total: 18

Cross-referenced course. * This course has a prerequisite or a corequisite.

NURSING**REGISTERED NURSE (AS)***(Program Code 123010, State Code 02969)*

Students entering the Nursing program must follow the LAVC Graduation Plan B guidelines of the catalog.

Registered Nursing Program

The Associate Degree Registered Nursing Program is approved by the California Board of Registered Nursing (BRN) www.rn.ca.gov and accredited by the National League for Nursing Accrediting Commission (NLNAC) www.nlnac.org. The nursing program is designed to prepare graduates to function at entry level Registered Nurses in the Health Care delivery system.

The Nursing Program is comprised of 42 units of Nursing Theory and Clinical experience plus approximately 36 units of science and general education courses. Clinical experiences are provided in hospitals and various health care facilities in the community. The clinical experience correlates with classroom teaching of nursing theory, skills laboratory practicum, computer assisted instruction (CAI), and simulation. Students who complete the BRN requirements and the college degree requirements will receive an Associate Degree of Science in Nursing. Students are encouraged to complete the degree requirements (i.e. attain graduation status) before taking the National Council Licensure Examination (NCLEX) www.ncsbn.org.

Required Steps to Apply to the Nursing Program

In order to obtain a Program Application, the following steps MUST be completed well in advance of the application filing period:

1. All students except current and returning LAVC students need to submit a college application to the LAVC Admissions Office. International students must first apply to the International Student Program.
2. All U.S. transcripts outside of the Los Angeles Community College District (LACCD) must be mailed directly from the college attended to the LAVC Admissions Office. Hand-carried U.S. transcripts of any kind are NOT acceptable. Students must confirm with the Counseling office that transcripts have arrived prior to making a counseling appointment.
3. All transcripts outside of the U.S. must be evaluated according to the following procedures:
 - Must complete 12 units with a "C" average within the LACCD prior to submitting any petition for credit.
 - Submit foreign transcripts to an LAVC approved foreign transcripts evaluation service to obtain credit recommendations.
 - LAVC will not accept foreign transcript credit conferred by another college toward program prerequisites.
 - Submit to the college's Petitions Committee a sealed copy of the evaluation service's credit recommendations along with a petition for approval of credit. Credit approval by the Petitions Committee is NOT automatic (see a counselor for details).
4. Schedule an appointment with a counselor to evaluate your transcripts well in advance of the application deadline and only after completion of Steps 1 through 3. The counselor will provide students with a signed "Evaluation of Transcripts for Nursing Program Prerequisites" form verifying that all nursing program prerequisites are completed with a "C" or better.
5. Apply to the Nursing Program during the application period. Students must bring the "Evaluation of Transcripts for Nursing Program Prerequisites" signed form to the Nursing Department, Allied Health and Science Room 100.

Nursing, *Continued next page*

Nursing, *Continued***Selection Process**

- Nursing Program application and transcripts will be evaluated using the criteria from the Chancellor's Office Validation Study. The Chancellor's Office Validation Study is based on predicting student success in the nursing program. The Chancellor's Office Validation Study evaluates the student's overall grade point average (GPA of Anatomy, Physiology, Microbiology, and English, and the repetitions of Anatomy, Physiology and Microbiology. This evaluation criterion establishes a "cut score". Students must receive a cut score of 80 or above on the Chancellor's Office Validation Study to be considered for admission into the nursing program.
- Students who successfully receive a cut score of 80 or above on the Chancellor's Office Validation Study will be required to take the "TEAS" (Test of Essential Academic Skills) admission examination. Students who have previously taken the TEAS exam must call ATI to submit their results to LAVC. Only the FIRST score received on the TEAS will be accepted. All TEAS except TEAS V is a minimum score of 67%. "TEAS V" admission examination consists of 150 questions, proctored, standardized assessment which evaluates each student on skills in reading, math, science, and English language. Students may prepare for the "TEAS V" admission examination by purchasing from the bookstore the TEAS V Pre-Test Study Manual prior to taking the admission examination. The minimum required "TEAS V" score is 62% to pass.
- If the number of eligible applicants exceeds the number of seats available for entrance into the nursing program a random drawing of the eligible applicants is conducted.
- All applicants will receive a letter of acceptance or denial from the nursing department by email after the process is completed.
- Students accepted into the nursing program must return an acceptance card by the posted date or their seat will be given to the next eligible applicant.
- All students not selected into the nursing program may reapply to the nursing program may reapply to the nursing program for the next following semester.
- NO application will be kept on file and all applications will be destroyed.

Nursing Program Prerequisites

1. Anatomy 1*, minimum of: (4 semester units or 6 quarter units) and Physiology 1*, minimum of: (4 semester units or 6 quarter units).
2. Microbiology 20 -or- an equivalent General Microbiology course with lab minimum of: (4 semester units or 6 quarter units).
3. English 101* minimum of: (3 semester units or 4.5 quarter units).
4. Psychology 1 minimum of: (3 semester units or 4.5 quarter units).
5. Psychology 41* minimum of: (3 semester units or 4.5 quarter units).
6. One college Chemistry course with a lab, Chemistry 51 or equivalent, (or one year High School Chemistry with a lab).
7. Math 115* or higher or placement in Math 120/125 or higher level math course.

To graduate from the college and receive an AS degree in nursing, the following Program and General Education requirements must be completed in the order listed below and prior to graduation. The Nursing Faculty strongly encourages students to complete all coursework prior to entering the Nursing Program.

- Communication Studies 101 minimum of: 3 semester or 4.5 quarter units must be completed prior to entering the 3rd semester of the nursing program.

- Sociology 1 or Anthropology 102 minimum of 3 semester or 4.5 quarter units completed prior to entering the 4th semester of the nursing program.
- Humanities - three semester units, under graduation Plan B, completed prior to entering the 4th semester of the nursing program.
- Social and Behavioral Science Requirement – three semester units, under graduation Plan B, completed by the end of the 4th semester of the nursing program.
- Physical education - one semester unit course, completed by the end of the 4th semester of the nursing program
- Math 125* – "For students who began their continuous enrollment within the Los Angeles Community College District, Fall 2009 or later".

Nursing Science Courses**PLAN B**

COMPLETE THE FOLLOWING 13 REQUIRED COURSES:

Nrsce 101*	Introduction to Nursing	3.5
Nrsce 102*	Fundamentals of Nursing	3.5
Nrsce 103*	Nursing Process	1
Nrsce 104*	Nursing Communication	1
Nrsce 105*	Nursing Pharmacology	2
Nrsce 106*	Medical-Surgical Nursing I	5.5
Nrsce 107*	Medical-Surgical Nursing II	5.5
Nrsce 108*	Medical-Surgical Nursing III	3.5
Nrsce 109*	Gerontology & Community Based Nursing	2.25
Nrsce 110*	Psychiatric-Mental Health Nursing	3.25
Nrsce 111*	Reproductive Nursing and Women's Health	4
Nrsce 112*	Care of Children and Family	4
Nrsce 114*	Nursing Leadership & Management	3

Total: 42

All nursing courses must be completed with a grade of C or better to be eligible to apply for NCLEX-RN examination.

Graduation

Please refer to Graduation Plan B in this catalog. Only students who meet degree requirements are considered graduates. Degree students must petition to graduate. Petitions may be obtained in the Graduation Office. It is recommended that students petition during the third semester so that if there are problems they can be rectified during the fourth semester whenever possible.

Student Discipline

Students in the nursing program are subject to the LACCD Student Code of Conduct. Violations of the code of conduct may result in suspension or expulsion from the nursing program.

Attendance

Attendance at all scheduled nursing classes, theory, clinical, and Skills Lab, is expected and if absences in hours exceed the number of hours the class meets per week, the student will be excluded from the class.

Transportation

Each student is responsible for his or her own transportation to the clinical facilities..

Evening and Alternative Clinical Rotations

Some clinical experiences may be scheduled in the evening between 1:00 p.m. and 11:00 p.m. and on Fridays and Saturdays. Students must be prepared to attend alternate schedules when necessary. Child care or work schedule conflicts will not be considered a reason for exemption from an evening or weekend rotation.

Advanced Placement

A vocational nurse who is licensed to practice in the State of California, may apply for advanced placement. Advanced placement is not given to Certified Nursing Assistants, Psychiatric Technicians or other allied health professionals. For further information regarding career mobility options for LVNs, please contact the Health Science Office.

LVN 30-Unit Option

A vocational nurse, who is licensed to practice in the State of California, may apply for LVN 30-Unit Option. LVN 30-Unit Option is not given to Certified Nursing Assistants, Psychiatric Technicians, or other allied health professionals. For further information regarding career mobility options for LVNs, please contact the Health Science Department.

Credit by Examination

The Health Science Department follows the same policies as the college. See information in the Academic Policy section of this catalog. For further information, see the Department Chairperson.

Advisement

All potential nursing students must see a counselor in the counseling department prior to admission into the nursing program. Counselors are located in the Admissions area and in special.

PHILOSOPHY

For the Associate in Arts in Philosophy for Transfer Degree see page 43.

PHILOSOPHY (AA)

(Program Code 150900, State Code 02974)

Philosophy is the critical investigation of the basic concepts that shape our lives. It therefore inquires into the basic nature of concepts like truth, justice, rightness, knowledge, beauty, and reality. In addition, philosophy attempts to apply our understanding of these basic concepts to the important decisions made by both individuals and societies. Because philosophy aims at clarity at the level of language and thought it is applicable not only to the natural and social sciences, but also to the moral, practical and evaluative decisions we make on a daily basis.

PLAN A

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Philos 9	Symbolic Logic I	3
Philos 12	History of Greek Philosophy	3
Philos 14	History of Modern European Philosophy	3
Philos 20	Ethics	3

COMPLETE 2 COURSES CHOSEN FROM THE FOLLOWING:

Econ 40	History of Economic Thought	(3)
Philos 1	Introduction to Philosophy	(3)
Philos 6	Logic in Practice	(3)
Philos 28	Environmental Ethics	(3)
Philos 30	Asian Philosophy	(3)
Philos 35#	Judaism, Christianity, and Islam	(3)
Philos 45	Philosophy of Labor	(3)

Total: 18

PHYSICAL EDUCATION**PHYSICAL EDUCATION (AA)**

(Program Code 083500, State Code 02953)

Students earning the Physical Education AA Degrees have obtained skills for entry-level employment in the fitness industry.

PLAN A

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

Biology 3	Introduction to Biology	4
Health 11	Principles of Healthful Living	3

COMPLETE 7 UNITS FROM THE FOLLOWING COURSES:

Health 3	Cardiopulmonary Resuscitation	(1)
Kin Maj 100	Introduction to Kinesiology	(3)
Kin Maj 103	Introduction to Coaching Athletics	(3)
Kin Maj 104	Officiating Competitive Sports I	(2)
Kin Maj 126	Fundamentals of Athletic Training	(3)
Kin Maj 127	Advanced Athletic Training	(3)

COMPLETE 4 UNITS OF ACTIVITY FROM THE FOLLOWING COURSES:

Kin 8 - 391, Kin Ath 503 - 552	4
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Total: 18

PHYSICS

For the Associate in Science in Physics for Transfer Degree see page 44.

PHYSICS (AS)

(Program Code 190200, State Code 02976)

This degree can serve as the basis for further undergraduate education in physics.

PLAN B

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus with Analytic Geometry III	5
Physics 37*	Physics for Engineers and Scientists I	5
Physics 38*	Physics for Engineers and Scientists II	5
Physics 39*	Physics for Engineers and Scientists III	5

PLUS TWO COURSES CHOSEN FROM THE FOLLOWING:

Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Co Sci 802	Introduction to Computer Science	(5)
Math 275*	Ordinary Differential Equations	(3)

Total: 38-40

POLITICAL SCIENCE

POLITICAL SCIENCE (AA)

(Program Code 220700, State Code 02987)

Political Science is the academic study of the state, government, and politics. The discipline deals with the theory and practice of politics, political systems, and political behavior. The Political Science AA degree helps prepare students for careers in fields such as law, education, journalism, and governmental service. This degree can serve as the basis for further undergraduate education in political science.

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Law 3	Civil Rights and the Law	3
Pol Sci 1	The Government of the United States	3
Pol Sci 2	Modern World Governments	3
Pol Sci 5	The History of Western Political Thought	3
Pol Sci 7	Contemporary World Affairs	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Afro Am 4	The African-American in the History of the United States I	(3)
Afro Am 5	The African-American in the History of the United States II	(3)
Chicano 7	The Mexican-American in the History of the United States I	(3)
Chicano 8	The Mexican-American in the History of the United States II	(3)
History 5	History of the Americas I	(3)
History 6	History of the Americas II	(3)
History 11	Political and Social History of the United States I	(3)
History 12	Political and Social History of the United States II	(3)
History 20	History of California and the Pacific Coast	(3)

Total: 18

PSYCHOLOGY

The Psychology AA degrees can serve as the basis for further undergraduate education in psychology. It provides a foundation for preparation in such diverse fields as social services, law, education, healthcare, government, and business. Three degree options are offered. The General option provides a broad introduction to the field of psychology; Developmental option focuses on psychology of the developmental process throughout the lifespan; the Social and Personality option focuses on human interactions within a social context.

PSYCHOLOGY (AA)

(Program Code 200100, State Code 02978)

PLAN A

COMPLETE THE FOLLOWING 2 REQUIRED COURSES:

Psych 1	General Psychology I	3
Psych 2*	Biological Psychology	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

COMPLETE 4 COURSES FROM THE FOLLOWING:

Psych 3	Personality and Social Development	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 17*	The Exceptional Child	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)
Psych 60	Stress Management	(3)

Total: 21-22

PSYCHOLOGY: DEVELOPMENTAL (AA)

(Program Code 220101, State Code 10766)

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Psych 1	General Psychology I	3
Psych 2*	Biological Psychology	3
Psych 11*	Child Psychology	3
Psych 12*	Adolescent Psychology	3
Psych 17*	The Exceptional Child	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

Total: 21-22

PSYCHOLOGY: SOCIAL AND PERSONALITY (AA)

(Program Code 200102, State Code 10767)

PLAN A

COMPLETE THE FOLLOWING 5 REQUIRED COURSES:

Psych 1	General Psychology I	3
Psych 2*	Biological Psychology	3
Psych 3	Personality and Social Development	3
Psych 13*	Social Psychology	3
Psych 14*	Abnormal Psychology	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Stat 1*	Elementary Statistics I for the Social Sciences	(3)
Stat 101*	Statistics for the Social Sciences	(4)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

Total: 21-22

RESPIRATORY THERAPY

RESPIRATORY THERAPY (AS)

(Program Code 121000, State Code 02970)

Respiratory Therapy Program

The Respiratory Therapist Program is nationally accredited by the Committee on Accreditation for Respiratory Care (CoARC). Respiratory care practitioners are licensed by the Respiratory Care Board of California under the Department of Consumer Affairs.

PROGRAM REQUIREMENTS

Program requirements are divided into two phases. Any student may enroll in Phase I, with scheduled counseling recommended. Formal application must be made for admission to Phase II. The requirements for the Respiratory Therapist Program also meet the AS Degree major requirements. Please see the Respiratory Therapy Director for specific equipment requirements that students must provide and the estimated cost of these.

REQUIREMENTS NECESSARY FOR ACCEPTANCE INTO PHASE II INCLUDE:

1. High school diploma or equivalent
2. Grade of C or better in all Phase I courses
3. Physical examination (Pass rating)
4. Formal application to the program

Respiratory Therapy, Continued**Respiratory Care Practitioner License**

Fulfillment of the Respiratory Therapist Program requirements can lead to California licensed practice as a respiratory care practitioner (RCP), working in such areas as:

- Adult Intensive Care
- Emergency and Trauma Care
- Pulmonary Rehabilitation and Home Care
- Neonatal and Pediatric Intensive Care
- Cardiopulmonary Function Testing

PLAN B

REQUIRED COURSES: (PHASE I)

Fall

Resp Th 2*	Fundamentals of Respiratory Therapy	4
<i>The following Resp Th 2 corequisites must be completed before or during the Fall Semester:</i>		
Physics 5*	Allied Health Physics	3
Anatomy 1*	Introductory to Human Anatomy	4
Chem 51	Fundamentals of Chemistry I	5
Resp Th 1	Introduction to Respiratory Therapy	1
Psych 1	General Psychology I	3
Micro 20*	General Microbiology or a 4-unit General Microbiology Course	4
Physiol 1*	Introduction to Human Physiology	4

REQUIRED COURSES: (PHASE II)

Spring

Resp Th 15*	Introduction to Clinical Experience	4
Resp Th 6*	Respiratory Physiology	4

Summer

Resp Th 3*	Applications of Respiratory Therapy & Clinical Experience I	5
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Fall

Resp Th 4*	Applications of Respiratory Therapy & Clinical Experience II	5
Resp Th 7*	Applied Medicine and Pathology	3
Resp Th 8*	Administrative Procedures of Respiratory Therapy	1
Resp Th 23*	Advanced Respiratory Pathophysiology	1

Spring

Resp Th 5*	Applications of Respiratory Therapy & Clinical Experience III	5
Resp Th 11*	Applications of Respiratory Therapy & Clinical Experience IV	5

Total: 61

Respiratory Therapy course schedule effective Spring 2011.

Accreditation

LAVC's Advanced Level Respiratory Therapy Program is accredited by the Committee on Accreditation of Respiratory Care (CoARC) Any questions or information about LAVC's RT program (CoARC #200210) or any other accredited RT schools please contact:

CoARC
1248 Harwood Road
Bedford, TX 76021-4244
Phone: 817-283-2835
Fax: 817-354-8519
Website: <http://coarc.com/>

Clinical Area Performance

Clinical area performance will be graded pass or fail as evaluated by the clinical instructors. Failure in the clinical area means failure in the course regardless of the grade in theory. Attendance at all scheduled classes is expected, and if absences from clinical laboratory in any one semester exceed four days, the student may be excluded from the Respiratory Therapist Program. The Health Science Department reserves the right to refuse a student continuation in the program if a grade of C or better is not maintained or if the student is unable to perform safely in the clinical area.

Associate Degree

Certificates may be issued to students completing requirements in the Respiratory Therapist Program. Pursuant to California RCP license law, an Associate Degree will be required. Students obtaining an AS Degree in Respiratory Therapy must complete General Education Requirements under Plan B, described on page 37 as well as the unit, scholastic, residence, and general competency requirements described on page 37. Previously attained higher than an AS degrees may be applicable. For further information regarding graduation requirements please contact (818) 947-2559. Foreign medical or Academic degrees are not recognized by the NBRC or California RCB.

ADDITIONAL PROGRAM REQUIREMENTS**National Accredited Exams**

Upon completion of this advanced level RT Program the students will be eligible to take both the Certified Respiratory Therapist (CRT) exam followed by the Registered Respiratory Therapist (RRT) written and RRT Clinical Simulation exams. These exams are accredited through the National Board of Respiratory Care (NBRC).

NBRC Executive Office

18000 W. 105th Street
Olathe, KS 66061-7543
Toll-Free: 888.341.4811
Phone: 913.895.4900
Fax: 913.895.4650
Website: www.nbrc.org

Respiratory Care Practitioner License

Upon completion of an accredited Respiratory Therapy program and an Associate of Science in Respiratory therapy the graduates apply for their California Respiratory Care Practitioner (RCP) through the Respiratory Care Board (RCB) of California. Graduates must pass the NBRC CRT exam to obtain a license.

Respiratory Care Board of California

444 North 3rd Street, Suite 270
Sacramento, CA 95811
Main Telephone: (916) 323-9983
Toll Free in California (866) 375-0386
Fax: (916) 323-9999
Website: www.rcb.ca.gov
E-mail: rcbinfo@dca.ca.gov

Criminal Background check

Federal healthcare regulations (Joint Commission on Accreditation for Healthcare Organizations "JCAHO") and the Respiratory Care Board of California require criminal background checks on all license healthcare professionals and students.

Sociology, Continued

LAVC RT Program Application Process

Applications for the Phase II clinical training portion of the RT Program are accepted during the fall semester for students who have enrolled in or have completed RT 2. All Students must consult with a counselor to have all RT 2 prerequisites verified before enrolling in RT 2. Complete application process information is available at the counseling department, Allied health Science Department, and the LAVC RT web site. @lavc.edu/resttherapy/index.htm

Additional requirements for Phase II students:

Students must have a valid BLS CPR American Heart Association, criminal background check, malpractice insurance, (fire safety Card), LAVC Student ID, Social Security or Visa, drug screen, and a physical exam that includes TB testing, immunizations, and titers. (see Respiratory Therapy Program requirements under Educational Programs in LAVC catalog.)

CERTIFICATE REQUIREMENTS:**CERTIFICATE OF ACHIEVEMENT IN RESPIRATORY THERAPY**

(Program Code 121000, State Code 21899)

Please see description and course requirement of the Respiratory Therapy Program above.

Estimated time to complete: 2 years.

SOCIOLOGY

For the Associate in Arts in Sociology for Transfer Degree see page 44.

The Sociology Program offers an Associate Degree for Transfer (AA-T) in Sociology and two options for an Associate's Degree (AA) in Sociology (General and Social Welfare). These degrees provide a strong foundation in the social sciences and build skills in the ability to communicate to different audiences, examine multiple sources of information and data, and more effectively work toward social justice. The AA-T in Sociology prepares students to transfer to a CSU with their lower division preparation work in Sociology completed and offers priority admission to CSUs in our service area. The AA in Sociology (Social Welfare) prepares students to work in social and human services. The AA in Sociology (General) can serve as a basis for employment in a diverse workforce or further undergraduate education in sociology.

SOCIOLOGY (AA)

(Program Code 220800, State Code 02988)

PLAN A

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Soc 1	Introduction to Sociology	3
Soc 2	American Social Problems	3
Soc 12	Marriage and Family Life	3

COMPLETE 9-10 UNITS FROM THE FOLLOWING COURSES: 9-10

Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 17	Introduction to Counseling	(3)
Soc 21	Human Sexuality	(3)
Soc 25	Drugs and Culture	(3)
Soc 31	Sociology of Gender	(3)
Soc 35	The Labor Movement	(3)
Soc 84	SIMSOC: Simulated Society	(1)
Stat 101*	Statistics for the Social Sciences	(4)

Total: 18-19

SOCIOLOGY: SOCIAL WELFARE (AA)

(Program Code 220801, State Code 10768)

PLAN A

COMPLETE THE FOLLOWING 4 REQUIRED COURSES:

Soc 1	Introduction to Sociology	3
Soc 17	Introduction to Counseling	3
Soc 19	Introduction to the Social Services	3
Soc 20	Directed Practice in Social Welfare	3

COMPLETE 6 UNITS FROM THE FOLLOWING COURSES: 6

Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12	Marriage and Family Life	(3)
Soc 21	Human Sexuality	(3)
Soc 25	Drugs and Culture	(3)
Soc 31	Sociology of Gender	(3)
Soc 35	The Labor Movement	(3)
Soc 84	SIMSOC: Simulated Society	(1)
Stat 101*	Statistics for the Social Sciences	(4)

Total: 18

SPANISH**SPANISH (AA)**

(Program Code 110500, State Code 02967)

This degree provides solid foundation in the study of Spanish for those wishing to continue their education in languages. Students will be able to demonstrate effective skills in the four major areas of language study (reading, writing, speaking, listening comprehension), and demonstrate knowledge of the global society, and the role of Spanish-speaking nations and of the Spanish language and Hispanic cultures in the contemporary world.

PLAN A

COMPLETE 3 COURSES FROM THE FOLLOWING: 15

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 35	Spanish for Spanish Speakers I	(5)
Spanish 36*	Spanish for Spanish Speakers II	(5)

COMPLETE 3-5 UNITS FROM THE FOLLOWING: 3-5

Ling 1	Introduction to Language and Linguistics	(3)
Spanish 8*	Conversational Spanish	(2)
Spanish 9	Hispanic Civilization	(3)
Spanish 12#	Contemporary Mexican Literature	(3)
Spanish 16#	Mexican Civilization	(3)

Total: 18-20

SPEECH COMMUNICATION

For the Associate in Arts in Communication Studies for Transfer Degree see page 42.

THEATER ARTS

Students earning the Theater Arts AA Degrees with an option in Acting, Directing, and Technical have obtained skills for entry-level employment in theater or for career advancement.

THEATER ARTS (AA)

(Program Code 100700, State Code 02963)

This degree can serve as a basis for further undergraduate education in theater arts.

PLAN A

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Theater 100	Introduction to the Theater	3
Theater 270	Beginning Acting	3
Theater 301	Stage Craft	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

Theater 110	History of the World Theater	(3)
Theater 112	History of World Theater II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

COMPLETE 3-5 UNITS FROM THE FOLLOWING COURSES:

Theater 110	History of the World Theater	(3)
Theater 120	History of World Theater II	(3)
Theater 185	Directed Study - Theater	(1)
Theater 225	Beginning Direction	(3)
Theater 240	Voice and Articulation for the Theater	(3)
Theater 272*	Intermediate Applied Acting	(3)
Theater 275	Scene Study	(2)
Theater 317	Color and Design for the Theater	(3)
Theater 325	Stage Management and Advanced Stage Craft	(3)
Theater 450	Beginning Stage Make-Up	(3)

Total: 18-20

THEATER ARTS: ACTING (AA)

(Program Code 100701, State Code 10760)

PLAN B

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Theater 110	History of the World Theater	3
Theater 112	History of World Theater II	3
Theater 240	Voice and Articulation for the Theater	3
Theater 270	Beginning Acting	3
Theater 272*	Intermediate Applied Acting	3
Theater 274*	Advanced Applied Acting	3
Theater 301	Stage Craft	3
Theater 450	Beginning Stage Make-up	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

English 213	Dramatic Literature	(3)
Theater 100	Introduction to the Theater	(3)

COMPLETE 9 UNITS FROM THE FOLLOWING COURSES:

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
Theater 185	Directed Study - Theater	(1)
Theater 285	Directed Study - Theater	(2)
Theater 385	Directed Study - Theater	(3)

Total: 36

THEATER ARTS: DIRECTING (AA)

(Program Code 100703, State Code 08550)

PLAN B

COMPLETE THE FOLLOWING 8 REQUIRED COURSES:

Theater 110	History of the World Theater I	3
Theater 112	History of the World Theater II	3
Theater 225	Beginning Direction	3
Theater 227*	Advanced Direction	3
Theater 270	Beginning Acting	3
Theater 301	Stage Craft	3
Theater 310	Introduction to Theatrical Lighting	3
Theater 325	Stage Management and Advanced Stage Craft	3

COMPLETE 1 COURSE FROM THE FOLLOWING:

English 213	Dramatic Literature	(3)
Theater 100	Introduction to the Theater	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING:

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

COMPLETE 6-8 UNITS FROM THE FOLLOWING COURSES:

Art 102	Survey of Art History II	(3)
English 213	Dramatic Literature	(3)
Theater 130	Playwriting	(3)
Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 272*	Intermediate Applied Acting	(3)
Theater 275	Scene Study	(2)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
Theater 315	Introduction to Theatrical Scenic Design	(3)
Theater 317	Color and Design for the Theater	(3)
Theater 450	Beginning Stage Make-up	(3)
Theater 185	Directed Study - Theater	(1)
Theater 285	Directed Study - Theater	(2)
Theater 385	Directed Study - Theater	(3)

Total: 36-38

Theater Arts, *Continued***THEATER ARTS: TECHNICAL (AA)**

(Program Code 100600, State Code 08548)

PLAN B

COMPLETE THE FOLLOWING 9 REQUIRED COURSES:

Theater 100	Introduction to the Theater	3
Theater 110	History of the World Theater	3
Theater 112	History of World Theater II	3
Theater 270	Beginning Acting	3
Theater 301	Stage Craft	3
Theater 310	Introduction to Theatrical Lighting	3
Theater 315	Introduction to Theatrical Scenic Design	3
Theater 317	Color and Design for Theater	3
Theater 325	Stage Management and Advanced Stage Craft	3

COMPLETE 1 COURSE FROM THE FOLLOWING: 1-3

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

COMPLETE 6-8 UNITS FROM THE FOLLOWING COURSES: 6-8

Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Theater 225	Beginning Direction	(3)
Theater 232	Play Production I	(2)
Theater 233	Play Production II	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
Theater 405	Costume Design	(3)
Theater 450	Beginning Stage Make-up	(3)
Theater 451*	Advanced Stage Make-up	(3)
Theater 185	Directed Study - Theater	(1)
Theater 285	Directed Study - Theater	(2)
Theater 385	Directed Study - Theater	(3)

Total: 36-38**CERTIFICATE REQUIREMENTS:****SKILLS CERTIFICATE IN MUSICAL THEATER**

(Program Code 100704)

This certificate program is designed to channel the student who wishes to emphasize performance in the musical theater. Completion of the certificate will enable a student to more effectively audition and seek professional acting, singing and dancing jobs in the specialized area of musical theater stage performance.

Estimated time to complete: 1.5 years.

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

DanceTQ 111	Ballet Techniques I	1
DanceTQ 151	Dance for Film and Stage I	1
Music 411	Elementary Voice I	2
Theater 270	Beginning Acting	3
Theater 272*	Intermediate Applied Acting	3
Theater 279	Musical Theater	2

COMPLETE 1 COURSE FROM THE FOLLOWING: 3

Theater 280	Musical Theater Workshop I	(3)
Theater 281*	Musical Theater Workshop II	(3)

COMPLETE 1 COURSE FROM THE FOLLOWING: 1-2

DanceTQ 112*	Ballet Techniques II	(1)
DanceTQ 121	Jazz Dance Techniques I	(1)
DNCESPC 331	Tap Dance Techniques I	(1)
Music 412*	Elementary Voice II	(2)
Music 453	Musical Theater Repertoire	(1)
Theater 282*	Advanced Musical Theater	(2)

Total: 16-17**CERTIFICATE OF ACHIEVEMENT IN THEATER PRODUCTION**

(Program Code 100702, State Code 08551)

Students earning this certificate have obtained skills for entry-level employment in the theater.

Estimated time to complete: 2 years.

COMPLETE THE FOLLOWING 6 REQUIRED COURSES:

Theater 110	History of the World Theater	3
Theater 225	Beginning Direction	3
Theater 270	Beginning Acting	3
Theater 301	Stage Craft	3
Theater 310	Introduction to Theatrical Lighting	3
Theater 315	Introduction to Theatrical Scenic Design	3

COMPLETE 1 COURSE FROM THE FOLLOWING: 1-3

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

COMPLETE 2 COURSES FROM THE FOLLOWING: 5-6

Art 501	Beginning Two-Dimensional Design	(3)
EGT 213*	Introduction to AutoCAD	(3)
Theater 227*	Advanced Direction	(3)
Theater 130	Playwriting	(3)
Theater 317	Color and Design for the Theater	(3)
Theater 325	Stage Management and Advanced Stage Craft	(3)
Theater 450	Beginning Stage Make-Up	(3)

Total: 24-27**SKILLS CERTIFICATE IN THEATRICAL PERFORMANCE**

(Program Code 100601)

This certificate program is designed to channel the student's training to emphasize the performance aspect of theater through the use of scripted material and improvisational techniques. Completion of the certificate will enable a student to more effectively audition and seek professional acting jobs in both the stage and film industries.

Estimated time to complete: 1 year.

COMPLETE THE FOLLOWING 3 REQUIRED COURSES:

Theater 270	Beginning Acting	3
Theater 272*	Intermediate Applied Acting	3
Theater 274*	Advanced Applied Acting	3

COMPLETE 1 COURSE FROM THE FOLLOWING: 2-3

Theater 240	Voice and Articulation for the Theater	(3)
Theater 275	Scene Study	(2)
Theater 276	Actor's Workshop	(3)
Theater 279	Musical Theater	(3)

COMPLETE 3 UNITS FROM THE FOLLOWING COURSES: 3

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 280	Musical Theater Workshop I	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

Total: 14-15

Noncredit Certificates of Completion

Basic Language Arts and Math

(Program Code 493020, State Code 24019)

The goal of the Basic Language Arts and Math certificate is to enhance test taking techniques, language arts, and math skills to successfully complete college courses for a recognized career field, and/or improve employability or job opportunities. Students will be prepared in the critical areas of language arts and math. After successfully completing the certificate, students will have gained the following skills: test taking techniques with language arts, including vocabulary, grammar, reading comprehension, and writing, as well as basic mathematical concepts needed for personal, collegiate, and career advancement.

BSICSKL 80CE	Basic Language Arts
BSICSKL 81CE	Basic Math Skills

Certified Nursing Assistant/Home Health Aide

(Program Code 123080, State Code 24461)

Students who complete the Certified Nursing Assistant/Home Health Aide program will gain technical terminology and principles concerning healthcare delivery practices. Students can transition into employment as healthcare providers in the medical centers or private homes.

Estimated time to complete: 0.5 years.

VOC ED 82CE	Certified Nursing Assistant
VOC ED 83CE	Home Health Aide

Customer Service

(Program Code 051800, State Code 24131)

The goal of the customer service certificate is to enhance employability skills. Completion of the certificate will lead to job opportunities in the field of customer service representative, which currently shows high employment potential with this short-term training.

Estimated time to complete: 1.5 years.

VOC ED 301CE	Customer Service A: Introduction
VOC ED 302CE	Customer Service B: Communicating With People
VOC ED 303CE	Customer Service C: Team Building
VOC ED 304CE	Customer Service D: Attitude in the Workplace
VOC ED 305CE	Customer Service E: Values and Ethics
VOC ED 306CE	Customer Service F: Time Management
VOC ED 307CE	Customer Service G: Stress Management
VOC ED 308CE	Customer Service H: Conflict Management
VOC ED 309CE	Customer Service I: Decision/Problem Solving
VOC ED 310CE	Customer Service J: Managing Change

English as a Second Language

Students who complete the English as a Second Language certificates will gain skills in reading, writing, listening, and speaking. The sequence of certificates will help students prepare for meaningful employment and prepare them to transition into credit courses.

English as a Second Language I

(Program Code 493084, State Code 24170)

ESL NC 1CE	English as a Second Language – Beginning I
ESL NC 2CE	English as a Second Language – Beginning II

English as a Second Language II

(Program Code 493083, State Code 24216)

ESL NC 6CE	English as a Second Language –0
ESL NC 7CE	English as a Second Language –1

English as a Second Language III

(Program Code 493082, State Code 24315)

ESL NC 8CE	English as a Second Language –2
ESL NC 9CE	English as a Second Language –3

English as a Second Language IV

(Program Code 493080, State Code 24116)

ESL NC 15CE	English as a Second Language –4
ESL NC 16CE	English as a Second Language –5
ESL NC 17CE	English as a Second Language –6

English as a Second Language - Speech

(Program Code 493085, State Code 24464)

ESL NC 23CE	English as a Second Language –Speech 1
ESL NC 24CE	English as a Second Language –Speech 2

ESL Civics

Students who complete the ESL Civics certificates will gain skills in reading, writing, listening, and speaking as well as learn topics related to U.S. history and current events, which will prepare them to transition into credit courses. The sequence of certificates will also help students prepare for meaningful employment and prepare immigrant students for the Citizenship examination.

ESL Civics I

(Program Code 493091, State Code 24283)

ESLCVCS 10CE	ESL and Civics 1
ESLCVCS 11CE	ESL and Civics 2
ESLCVCS 12CE	ESL and Civics 3

ESL Civics II

(Program Code 493092, State Code 24139)

ESLCVCS 13CE	ESL and Civics 4
ESLCVCS 14CE	ESL and Civics 5
ESLCVCS 15CE	ESL and Civics 6

Microcomputer Literacy

(Program Code 051400, State Code 24103)

Students will be able to identify, organize, and save word-processing documents, create an e-mail account and access the internet to research topics, as well as create, arrange and move Microsoft Power Point slides and compose a simple spreadsheet using basic cell formula. Equipped with this knowledge, students can transition into employment in the general office field where computer applications are used or enroll in credit courses in the CAOT discipline.

Estimated time to complete: 0.5 years.

VOC ED 114CE	Microcomputer Literacy 1
VOC ED 115CE	Microcomputer Literacy 2

Workplace Success

(Program Code 493012, State Code 24247)

Students will be able to create workplace short and long-term goals and understand how to achieve them, recognize common interview questions and be able to deliver answers by employing language etiquette and appropriate nonverbal communication. In addition, students will be able to address colleagues, customers, and workplace duties while finding a balance between work and home. Students will learn how to increase their level of effectiveness in the workplace.

Estimated time to complete: 0.5 years.

VOC ED 96CE	Blueprint for Workplace Success
VOC ED 98CE	30 Ways to Shine as a New Employee

Special Programs

Cooperative Work Experience Education (Coop Ed)

Coop Ed combines on the job experience with classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

Coop Ed is based on the principle that well educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government and human services are an enrichment to college studies which enhance the students total development. It is called Coop Ed because the educational objectives are carefully planned and coordinated with the students employer to provide realistic employment experience. The objectives are:

1. To gain realistic work experience that is meaningfully related to the students college study program.
2. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Benefits Of Cooperative Work Experience Education

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.
9. Benefits financially while learning.
10. Can begin a career earlier.

Student Qualifications

1. Pursue a planned program based on measurable learning objectives agreed to with Coop Ed instructor/director.
2. A student must be enrolled in and complete one additional class at Los Angeles Valley College or a US regionally accredited institution during the regular semesters.

Occupational Work Experience

Units: 1-4 units.

A program of on-the-job learning experience for students employed in a job related to their occupational oriented major. May be repeated three times for a maximum of 16 units.

Campus Procedure

For additional information regarding Cooperative Work Experience Education at Los Angeles Valley College, contact the Cooperative Education Office, Bungalow 49, or call phone extension 2334. Visit www.lavc.edu/cooped for detailed information and program application.

Cooperative Education, General

Units: 1-3 units.

A program of on-the-job learning experience for students employed in a job not related to your major. May be repeated one time for a maximum of 6 units.

Cooperative Education

Phone: (818) 947-2334. Office: B49

COOPERATIVE EDUCATION -
WORK EXPERIENCE - NOT IN MAJOR - 1-3 UNITS

Prerequisite: Must be enrolled in at least 1 additional course.

5 to 9 hours per week of work experience1 unit
10 to 14 hours per week of work experience 2 units
15 or more hours per week of work experience..... 3 units

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major but must be educational.

California State University: Approved Cooperative Education Subject Areas

Los Angeles Community College District policy provides that a maximum of twelve (12) 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.

- Accounting
- Administration of Justice
- Architecture
- Art
- Broadcasting
- Business
- Child Development
- Cinema
- Computer Applications
- Office Technology
- Computer Science-
Information Technology
- Education
- Electronics
- Engineering, General
- Engineering, General
Technology
- Finance
- Fire Technology
- Journalism
- Law
- Management
- Marketing
- Media Arts
- Music
- Numerical Control
- Nursing
- Photography
- Real Estate
- Recreation
- Respiratory Therapy
- Theater
- Tool & Manufacturing
Technology

Instructional Alternatives

Community Services

Community Education classes are designed to meet the educational and recreational interests of the public. We offer a variety of classes for seniors, children, and adults in the areas of computer applications, travel, dance, sports, personal growth, entrepreneurial endeavors, arts and crafts, fitness, acting, and music.

Extension

The Extension Program at the college has been offering skill-based professional certificate courses since 1995. These offerings provide real-world practical applications and career training for adults who are beginning or returning to college, for those seeking a career or lifestyle change, for those whose college careers were interrupted by life transitions, and for those who recognize the need for job skill enhancement.

All offerings are "not-for-credit" status. We offer easy payment plans for all of our extension classes.

In the Extension Program, students must successfully complete (C average or higher) the academies to be granted an "Affidavit of Completion."

Extension programs include:

- Professional Paralegal Academy
- Legal Secretary Academy
- Human Resource Assistant Academy
- Pharmacy Technician
- Clinical Medical Assistant
- Electronic Health Records Specialist

For further information on our academic offerings or if you would like to register ONLINE 24/7, please go to www.legalfieldcareers.com.

We would love to hear from you. Please call us at (818) 997-0967 or email us at riccobrr@lavc.edu. The Extension Program at Los Angeles Valley College is located in the Job Training office.

ITV/The Weekend College

Each semester, the district wide ITV/The Weekend College program offers transferable college classes. Taught in eight-week terms the classes combine award-winning video lessons available on DVD, broadband, and cable television with weekend class meeting and an online component, creating a positive and engaging learning environment.

ITV courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program with short-term classes or to add classes for those times when campus attendance is not possible.

Students view telecourse lessons at home or in the Valley College Library, complete online quizzes and discussion forums, reading and study assignments and attend seminars held on weekends at Valley College or another Los Angeles Community College near their home, and complete a midterm and final exams.

A Los Angeles Community College instructor with office hours and phone times is assigned to each course. The students enrolled in television classes keep in touch with faculty by telephone, the class website, E-mail, fax, as well as at weekend seminars. Interested students are invited to contact ITV (800) 917-9277.

To request a schedule of classes contact ITV/The Weekend College Office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342. Call (818) 833-3594.



Course Descriptions

(CREDIT)



Course Descriptions

(CREDIT)

This section contains descriptions of the courses offered at Valley College.

All courses which meet the Major Requirements of the educational programs listed in this catalog may be applied toward graduation requirements for the Associate Degree. All transfer courses may also 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 by the code NDA, Non Degree Applicable.

The course title and the number of units per semester are shown on the first line. In addition, the following code letters are found after the units:

- **UC** – This course is acceptable for unit credit at all branches of the University of California.
- **CSU** – This course is acceptable for credit at all branches of the California State Universities and Colleges.
- **NDA** – Non Degree Applicable.
- **RPT** – The repetitive nature of a course is designated by the abbreviation **RPT**. The symbol **RPT** indicates the number of times a course may be repeated for credit. Example: Spanish 8, Conversational Spanish (2) RPT3. This course may be taken for four semesters at two units per semester.

Courses not offered every semester are indicated by the symbol ‡. Students are advised to pay careful attention to the class schedule for current enrollment information.

Certain courses have some class sections which are designated as Transfer Alliance Program (formerly Honors). These classes are designed primarily for students who plan to transfer to a four-year college or university. Transfer Alliance classes are indicated in this section by the symbol “⊕” which appears at the end of the course title line of information.

Several courses will show a Course Identification Numbering System (C-ID) in parentheses after the course title information. The C-ID is a supra-numbering system to ease the transfer and articulation with the CSUs.

NOTE: Since agreements concerning transferability and equivalencies may change, students are advised to check with a counselor for exact information and to seek assistance from the appropriate department chairperson when making extended plans.

ACCOUNTING (ACCTG)

1 Introductory Accounting I (5)

UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course introduces fundamental accounting principles and procedures used in sole proprietorships, for both service and merchandising businesses. The student will journalize basic entries, post to ledger, record adjusting and closing entries, and prepare financial statements. Internal controls, inventory valuation, bad debts, receivables and payable, depreciation, and payroll are also covered. Credit is allowed in only one: Accounting 1 or the combination of Accounting 21 and 22.

2 Introductory Accounting II (5)

UC:CSU

Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.

Lecture, 5 hours.

This course surveys the principles and practices used in accounting for partnerships, corporations, stocks, bonds, statement of cash flows, financial statement analysis, managerial accounting, manufacturing costs, variable and fixed costs, job-order cost, process cost, budgeting, and differential analysis.

3 Intermediate Accounting I (3) CSU

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

This course provides complete analytical application and an advanced review of topics discussed in Accounting I and II. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, asset acquisition and leases.

11 Cost Accounting ‡ (3) CSU*(Offered fall only.)**Prerequisite: Acctg 2 with a grade of C or better.***Lecture, 3 hours.**

This course covers both managerial and cost accounting, with emphasis on cost and non-cost systems; types of cost; elements of cost; cost behavior; variances for labor, materials and overhead; indirect expenses; allocation of cost to by-products; standard cost and budgets.

15 Tax Accounting I (3) CSU*Prerequisite: Acctg 2 with a grade of C or better.***Lecture, 3 hours.**

This course is a study of Federal Income Taxes as they apply to individuals and sole-proprietorships and in analysis of appropriate tax laws. Consideration of applicable accounting procedures and preparation of reports and returns are emphasized.

18 Computerized Payroll Accounting (3)*Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This course will cover procedures and practices involved in a manual or automated payroll system. Students will become familiar with current Federal and California laws affecting payroll, computation of payroll taxes and preparation of required payroll tax returns/forms.

20 Managerial Accounting ‡ (3) CSU*(Offered Spring only.)**Prerequisite: Acctg 1 or 22 with a grade of C or better.***Lecture, 3 hours.**

Managerial Accounting is the application of accounting analysis to business decision making, planning, and control. The emphasis is on the how to use it rather than how to do the accounting. Managerial Accounting provides understanding of the use of accounting records and reports in various fields of business decision making.

21 Bookkeeping and Accounting I (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course introduces fundamental principles and procedures of the basic accounting cycle for a sole proprietorship. Students will record simple transactions for service and merchandising businesses in a journal, post to general and subsidiary ledgers, and prepare a trial balance. Students will use a worksheet to plan adjusting and closing entries and to prepare basic financial statements. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

ACCT 21 AND 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS.

22 Bookkeeping and Accounting II (3) UC:CSU*Prerequisite: Acctg 21 with a grade of C or better.***Lecture, 3 hours.**

This course is a continuation of Accounting 21, and emphasizes sole proprietorships. This course covers methods of inventory valuation, internal controls, bank reconciliations and cash controls, bad debts, receivables and payables, interest, depreciation, and payroll. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

911-921-931-941 Cooperative Education - Accounting (1-4) CSU

Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ADMINISTRATION OF JUSTICE (ADM JUS)

1 Introduction to Administration of Justice (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course covers the Introduction to Administration of Justice: the history and philosophy of administration of justice in Europe and America. This includes the identification of the various subsystems. Also included are the theories of crime, punishment, rehabilitation, ethics, education and training for professionals in the justice system.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE.

2 Concepts of Criminal Law ‡ (3) UC:CSU**(C-ID: AJ 124)***Prerequisite: None.***Lecture, 3 hours.**

This course covers the historical development, philosophy and constitutional provisions of criminal law. Additionally, classification of crime and their application to the justice system, legal research, study of case law, methodology, definitions and concepts of law as a social force will be covered.

3 Legal Aspects of Evidence ‡ (3) CSU*Prerequisite: None.***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; Judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

An in-depth study of the role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, and corrections. A past, present and future exposure to each sub-system's procedures, from initial entry to final disposition, and the relationship each segment maintains with its system members.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE. NO UC CREDIT FOR AJ 4 IF TAKEN AFTER SUMMER 1995.

5 Criminal Investigation ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course covers the fundamentals of investigation and the techniques of crime scene recording and search. The collection and preservation of physical evidence; method of operation processes, sources of information; interview and interrogation; follow-up, and case preparation.

6 Patrol Procedures ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course will cover the law, policies, techniques, and procedures used by law enforcement agencies across the country, as well as internationally. Topics included are powers of police, types of patrol, types of service calls, equipment and technology, search and seizure, interview and interrogation, and alarm.

8 Juvenile Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

27 Police Administration I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of police administration, organization, and functions; records, personnel, public relations, executive control, and communications.

39 Probation and Parole (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides students with an examination of community treatment in the correctional process; contemporary probation and parole practices; and an exploration of the various community corrections agencies and employment opportunities.

49 Narcotics and Vice Control (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course examines the history, identification, and effects of vice and narcotic problems. It explores these problems as they exist within society, and the penal statutes and other laws that attempt to control them.

54 Interrogation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of prevailing techniques of interrogation, including the following: legal aspects of interrogation; questioning of suspects; preparation of statements, admissions, declarations and confessions; the use of the polygraph as a tool of investigation.

75 Introduction to Corrections ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is a basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and parole; skills, knowledge and attitudes required for employment in this field; types of institutions and services; career opportunities.

308 Control and Supervision in Corrections (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course offers an overview of the control and supervision of inmates in local, state and federal correctional institutions. The issues of control from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, overcrowding, inmate hostility and violence. Appropriate and inappropriate officer techniques and tactics will be discussed.

439 Terrorism and Counterterrorism (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students examine new growing threats including narco-terrorism, terrorist recruitment on the internet, and genomic terrorism. The students will map the analysis of terrorism in the past, present and future responses (counter-terrorism) to national and international terrorism. Finally, students consider historical defenses as well as new concepts and innovations for the prevention and mitigation of terrorist attacks.

441 First Responders for Homeland Security (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will be exposed to various investigative techniques as they apply to terrorism. Investigative techniques which includes developing and interviewing informants, collection of physical evidence, undercover operations, technical investigative techniques and locating clandestine and fugitive terrorists will be covered.

185 Directed Study -Administration of Justice (1) CSU**285 Directed Study - Administration of Justice (2) CSU****385 Directed Study - Administration of Justice (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Administration of Justice (1-4) CSU

Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

AFRICAN AMERICAN STUDIES (AFRO AM)**2 The African American in Contemporary Urban Society ‡ (3) UC:CSU ☉**

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the urbanization of the African American with emphasis on contemporary issues, public policy solutions, civil rights, and equality of opportunity. Issues include education, housing, economics (welfare, poverty, and employment), politics, justice and law enforcement, urban and community development, and family.

4 The African-American in the History of the United States I ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course surveys African-American history from pre-colonial Africa through the Civil War. It provides a background in the political and social development of the United States for the students majoring in the social sciences and for those who wish to gain a better understanding of these developments by exploring them through African American experiences. Included is a survey of the U. S. Constitution and the Declaration of Independence.

5 The African-American in the History of the United States II ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course surveys African-American history from the end of the Civil War to the present with special emphasis on social and political developments in American civilization. It provides a historical background for students majoring in the social sciences and for those who wish to gain a better understanding of historical developments by exploring them through African-American experiences.

20 African-American Literature I ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

This course provides an analysis of the literary, social, and historical aspects of essays, novels, drama, short stories and poetry written by African-Americans. It examines and reflects upon American society through the literature that African Americans produce, especially as it pertains to their representation of themselves both intellectually and artistically.

Students may not earn credit for both Afro Am 20 and English 234.

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU ☉

Note: Not open for credit to students who have had Physiology 8 & 9.

Prerequisite: Biology 3 or Biology 6 with a grade of C or better.

Recommended: Math 115 and English 28 or 363.

Lecture, 3 hours; laboratory, 3 hours.

This course offers a detailed study of the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems, from cellular to organ system levels of organization. Laboratory work includes dissection of fresh and preserved mammalian organs, use of anatomical models and histology. This course is primarily intended for nursing, allied health, kinesiology and other health related majors.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY I, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

ANTHROPOLOGY (ANTHRO)

101 Human Biological Evolution (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is an introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU ☉

(May be taken before Anthropology 101)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is an examination of the diverse cultural lifeways that contribute to the greater global picture. Analogies are drawn from small-scale to large-scale societies. Topics include: culture, language and society, ethnicity, multiculturalism, kinship and marriage, religion and political organization and culture change and globalization.

103 Archaeology: Reconstructing the Human Past ‡ (3) UC:CSU ☉ (C-ID: ANTH 150)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course covers the objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding and preserving of human culture.

104 Human Language and Communication ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introduction to linguistic anthropology, the study of language, culture, and society from an anthropological perspective. Language as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, nonverbal communication and writing, oral folklore and spoken art, and linguistic anthropology in the contemporary world. Special topics include pidgins and creoles, language death and revival, and the relationship between language, identity, and power.

109 Gender, Sex and Culture ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the prehistoric, especially as they relate to the experiences of males and females in contemporary Western society.

111 Laboratory in Human Biological Evolution (2) UC:CSU

Prerequisite: None.

Corequisite: Anthro 101.

Lecture, 1 hour; laboratory, 2 hours.

A hands-on laboratory experience in selected topics related to human evolution including: molecular, Mendelian, and population genetics; modern human variation; geological time and fossilization; modern primates studies; human fossil record; and forensic analysis.

121 Anthropology of Religion, Magic and Witchcraft (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

This course examines the functions and varieties of religious beliefs and practices cross-culturally, with a special emphasis on small-scale societies. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft and the question of cults.

141 Culture, Illness and Healing ‡(3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines the cultural, psychological, and biological aspects of the definition, causes, symptoms, and treatment of illness. Shamanism, faith healing and new age ideas are discussed. Emphasis is placed on the ritual aspects of all healing systems, including that of our own society, and on understanding illness and healing as having both cultural and biological dimensions.

385 Directed Study - Anthropology (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

ARCHITECTURE (ARC)**172 Architectural Drawing I (3) CSU**

(Formerly Architecture 5)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An introduction to architecture and AutoCAD. Lectures give students a background on residential design, its conventions and symbols. During lab, AutoCAD will be used to design a small, single-story residence. A short review of basic math and orthographic projection, as well as discussion on the architectural scale and building codes are included.

173 Architectural Drawing II (3) CSU

(Formerly Architecture 6)

Prerequisite: ARC 172 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Students will develop drafting skills and fundamental understanding of buildings by preparing drawings for a wood-framed structure. Includes study of design principles, topics of architecture and architects.

221 Architectural Rendering ‡ (2) CSU

(Formerly Architecture 12)

Prerequisite: ARC 172 with a grade of C or better.

Lecture, 1 hour; laboratory, 3 hours.

In this course, students will develop their 3-dimensional modeling skills and fundamental understanding of visual theory. They will accomplish this by preparing renderings for a building designed by a notable architect. This course includes study of current and historical design principles, topics of architecture and architects.

271 Architectural Drawing III (3) CSU

(Formerly Architecture 7)

Prerequisite: ARC 172 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

A study of construction methods, materials and building ordinances. Requires students to prepare detailed drawings for commercial buildings in concrete and steel, or to prepare similar drawings for related construction projects.

911-921-931-941 Cooperative Education - Architecture (1-4) CSU

Architecture is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ART

UC accepts a maximum of 12 semester units from Art 400, 501, 502, 503, and a maximum of 16 semester units from Art 201, 202, 203, 204, 205, 206, 207, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309.

Some courses in Art are part of the Art Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

101 Survey of Art History I (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

Selected topics in the history of Western European art from the chronological period ranging from the Stone Age, Egyptian civilization, Mesopotamian civilization, the Greek (Hellenic) civilization, the Roman civilization, the Byzantine period, and the Middle Ages. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

102 Survey of Art History II (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

Selected topics in the history of Western European art from the Early Renaissance to the Modern Era. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

103 Art Appreciation I ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

Appreciation and criticism of art forms and media. A cross-cultural comparative exploration of the origins and meaning of art of a wide variety of historical periods and cultures. Topics include definitions of art, use and function of art, symbolic meaning of art, art terminology, style, design, color theory, methods of production, art criticism, architectural forms.

105 History of Asian Art ‡ (3)**UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

An introductory survey of the arts of India, China and Japan. Discussion of technical procedures of art production, religious and philosophical influences on art and architecture, as well as the interchange of cultural influence and artistic expression. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

109 The Arts of Africa, Oceania, and Ancient America ‡ (3) UC:CSU ☉*Prerequisite: None.***Lecture, 3 hours.**

Selected topics in the history of Non-Western art from the indigenous cultures of Africa, the islands of the South Pacific (Oceania), and pre-European contact North America and Mesoamerica. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture, architecture, arts of the body and other media.

111 History of Contemporary Art (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

An examination of Western art and its relationship to social, political, and economic aspects of modern society from World War II to the present. The artistic response to new intellectual trends and disciplines, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

115 History of Modern Art ‡ (3)**UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the mid-twentieth century. The influence of the Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

116 History of Women and Art ‡ (3)**UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

The history of women's contributions to the development of visual arts, with emphasis on the Western world from the Renaissance to the present with emphasis on socio-political factors that impacted the historical role of women in the patronage and production of art. The social, economic, political and religious context of the production and use of the works of art considered. A variety of art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

125 History of Photography I (3)**UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

This course will consider selected topics in the history of photography from the nineteenth century to the present. Technical aspects, issues of aesthetics in photography, and the sociological context of the production and use of the works are considered. Emphasis is placed on developing a critical approach with regard to the artistic applications of photography and the medium's relationship to developments in other media, as well as the role that photography has played in the production of culture. Different art historical methodological approaches to the analysis of the material are considered. Students will learn to perform analysis of content and compositions of various forms of photography and master appropriate vocabulary.

201 Drawing I (3) UC:CSU*(Art Family A04)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course stressing drawing as a visual language system. "Window space," light logic and perspective will be emphasized while exploring various methods and media.

202 Drawing II ‡ (3) UC:CSU*(Art Family A04)**Prerequisite: Art 201 and 501 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 201 into more complex problems. A broader range of media will be utilized and color and composition will be heavily emphasized. A higher standard of craft will be applied to the work.

203 Drawing III ‡ (3) UC:CSU*(Art Family A04)**Prerequisite: Art 202 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 202 into more complex problems and with a higher degree of technical refinement. A broader range of media will be utilized and color, composition and conception will be heavily emphasized.

204 Life Drawing I (3) UC:CSU*(Art Family A05)**Prerequisite: Art 201.***Lecture, 2 hours; laboratory, 2 hours.**

This course is a drawing study of the human figure. Students learn to analyze anatomy and essential structure.

205 Life Drawing II (3) UC:CSU*(Art Family A05)**Prerequisite: Art 201 and 204 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Drawing of the human figure. Emphasis on problems of drawing composition.

206 Life Drawing III (3) UC:CSU*(Art Family A05)**Prerequisite: Art 205 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Continuation of Art 205. Drawing of the human figure. Emphasis on pictorial organization and personal expression.

207 Life Drawing IV (3) UC:CSU

(Art Family A05)

Prerequisite: Art 206 with a grade of C or better.**Lecture, 2 hours; laboratory, 2 hours.**

Continuation of Art 206. Drawing of the human figure. Problems in structural drawing and composition. Emphasis on expressive use of various media.

213 Color Theory (3) UC:CSU*Prerequisite:* Art 501 with a grade of C or better.**Lecture, 2 hours; laboratory, 2 hours.**

This course examines Color Dynamics. The topics considered include form and value, harmony and spatial effects. The major theorists introduced include Goethe, Itten and Albers. In addition to the traditional 12-part color wheel, digital color principles are also examined.

300 Introduction to Painting (3) UC:CSU

(Art Family A08)

Prerequisite: None.*Recommended:* Art 201 and 501.**Lecture, 2 hours; laboratory 2 hours.**

An introduction to various painting materials, media and techniques. A survey of methods both contemporary and traditional.

301 Watercolor Painting I ‡ (3) UC:CSU

(Art Family A08)

Prerequisite: None.*Recommended:* Art 201 and Art 501.**Lecture, 2 hours; laboratory, 2 hours.**

An overview of various transparent watercolor techniques with emphasis on the materials used in acquiring these skills, both contemporary and traditional.

302 Watercolor Painting II ‡ (3) UC:CSU

(Art Family A08)

Prerequisite: Art 301 with a grade of C or better.*Recommended:* Art 201 and Art 501.**Lecture, 2 hours; laboratory, 2 hours.**

An intermediate continuation of various transparent watercolor techniques with strong emphasis on subject matter and achieving various textural effects.

303 Watercolor Painting III ‡ (3) UC:CSU

(Art Family A08)

Prerequisite: Art 302, Art 201, and Art 501 with grades of C or better.**Lecture, 2 hours; laboratory, 2 hours.**

A continuation of various advanced transparent watercolor techniques with strong emphasis on the development of concepts and friskit techniques.

304 Acrylic Painting I (3) UC:CSU

(Art Family A08)

Prerequisite: None.*Recommended:* Art 201 and 501.**Lecture, 2 hours; laboratory, 2 hours.**

An overview of acrylic painting techniques with emphasis on materials, used in acquiring these skills.

305 Acrylic Painting II (3) UC:CSU

(Art Family A08)

Prerequisite: Art 304.*Recommended:* Art 301 and 501.**Lecture, 2 hours; laboratory, 2 hours.**

Acrylic Painting II is a continuation of Acrylic Painting I, with emphasis on intermediate level acrylic composition.

306 Acrylic Painting III (3) UC:CSU

(Art Family A08)

Prerequisite: Art 305 with a grade of C or better.**Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Acrylic Painting II with emphasis on advanced level concepts, styles and techniques.

307 Oil Painting I (3) UC:CSU

(Art Family A06)

Prerequisite: None.*Recommended:* Art 201 and 501.**Lecture, 2 hours; laboratory, 2 hours.**

An overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

308 Oil Painting II (3) UC:CSU

(Art Family A06)

Prerequisite: Art 307 with a grade of C or better.*Recommended:* Art 201 and Art 501.**Lecture, 2 hours; laboratory, 2 hours.**

A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

309 Oil Painting III (3) UC:CSU

(Art Family A06)

Prerequisite: Art 308 with a grade of C or better.*Recommended:* Art 201 and Art 501.**Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Intermediate Oil Painting with emphasis on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

400 Introduction to Printmaking ‡ (3) UC:CSU*Prerequisite:* None.*Recommended:* Concurrent enrollment in Art 201 and 501.**Lecture, 1 hour; laboratory, 5 hours.**

An introductory course in basic fine art printmaking processes.

407 Relief Printmaking I ‡ (3) UC:CSU*Prerequisite:* None.*Recommended:* Art 201, 400, and 501.**Lecture, 1 hour; laboratory, 5 hours.**

An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

408 Relief Printmaking II ‡ (3) UC:CSU*Prerequisite:* Art 201, 407 and 501 with grades of C or better.**Lecture, 1 hour; laboratory, 5 hours.**

A more advanced course in relief printmaking processes, including digital and traditional mixed media. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

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

(Art Family A02)

Prerequisite: None.**Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course presenting the elements and principles common to the visual arts, with special emphasis on application to the two-dimensional arts. Primary focus will be on compositional and color theory and practice.

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

(Art Family A02)

Prerequisite: None.**Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course involving relationships of elements common to three-dimensional visual arts. Exercises will be given in geometric and biomorphic shapes. Various mediums and fabrication techniques will be explored, including the use of mat-board, wood, plaster and paint.

521 Art Gallery Techniques (3) CSU

Prerequisite: None

Recommended: Art 501 or 502

Lecture, 2 hours; laboratory, 2 hours.

This is an introductory course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

531 Art Gallery Techniques II (3) CSU

Prerequisite: Art 521 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

600 Typography I (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A study of letterforms with emphasis on their use in graphic communication. Focus is placed on style, spacing, proportion and their applied use in Graphic Design. Technical and conceptual skills in the use of typography are stressed.

604 Graphic Design I (3) CSU

Prerequisite: Art 501 and 600 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Introduction to Graphic Design: Beginning studies in graphic communication combining typography and art, applying principles of beginning 2-dimensional design. Communication problems are solved graphically using the computer as a tool for presentation and production.

605 Graphic Design II (3) CSU

Prerequisite: Art 604 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

A continuing study of graphic communication with an introduction to the interaction between designer and client. Continued emphasis on the computer as a tool with focus on integration of InDesign, Illustrator and PhotoShop.

606 Graphic Design III (3) CSU

Prerequisite: Art 605 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced exploration of graphic communication. Assignments will focus on complex problems in Graphic Design. Students portfolio make-up begins with evaluation of past and current work. Advanced software techniques are presented.

618 Advertising Photo/Graphics I ‡ (4)

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

An introduction to photographic imaging for graphic design; an exploration of the technical, aesthetic and organizational aspects of photography for graphic communication.

619 Advertising Photo/Graphics II ‡ (4)

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Advanced photographic imaging for graphic design; a detailed exploration of the technical, aesthetic and organizational aspects of photography for graphic communication focusing on the computer as an essential tool.

700 Introduction to Sculpture (3) UC:CSU

(Art Family A07)

Prerequisite: None.

Recommended: Art 502.

Lecture, 1 hour; laboratory, 5 hours.

Students will create three-dimensional structures while refining their artistic expression, with sensitivity to materials and concepts. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies designed to introduce a range of sculptural expressions and media.

701 Sculpture I ‡ (3) UC:CSU

(Art Family A07)

Prerequisite: Art 502 and Art 700 with grades of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Students will explore more extensive sculptural techniques, including modeling, carving, moldmaking, fabrications, environmental and conceptual art. Students will engage in abstract problem solving in order to advance creative growth. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies, at an intermediate level. Usage of hand and stationary power tools and equipment will be required.

702 Sculpture II ‡ (3) UC:CSU

(Art Family A07)

Prerequisite: Art 701 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

The continued study of contemporary sculpture with emphasis on site work, installation and individual artistic growth. This course will focus on the changing definition of sculpture, from the finished single object placed on a pedestal to a wider range of formats. Students will engage in abstract problem solving in order to advance creative growth. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies, at an advanced level. Usage of hand and stationary power tools and equipment will be required.

708 Introduction to Ceramics (3) UC:CSU

(Art Family A01)

Prerequisite: None.

Recommended: Art 501 or Art 502 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

An introductory course in ceramic art, focusing on fabrication techniques (hand-building and wheel throwing), surface enrichment of form, and technical understanding of the behavior of clay and glazes.

709 Ceramics I (3) UC:CSU

(Art Family A01)

Prerequisite: Art 708 and 501 with grades of C or better.

Recommended: Art 502

Lecture, 1 hour; laboratory, 5 hours.

A continuing course in ceramic processes with emphasis placed on ceramic design and glaze chemistry. Practice in forming processes and surface treatments, with emphasis on design. Study of physical and chemical characteristics of clay.

710 Ceramics II (3) UC:CSU

(Art Family A01)

Prerequisite: Art 709 and 502 with grades of C or better.

Lecture, 1 hour; laboratory, 5 hours.

A course providing continuing practice in ceramic forming processes and surface treatments with emphasis on three-dimensional design.

711 Ceramics III (3) UC:CSU

(Art Family A01)

Prerequisite: Art 710 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

A course offering advanced forming techniques, history of ceramics, advanced glazing techniques, and firing kilns.

185 Directed Study - Art (1) CSU**285 Directed Study - Art (2) CSU****385 Directed Study - Art (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Art (1-4) CSU

Art is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ASTRONOMY (ASTRON)**1 Elementary Astronomy (3) UC:CSU ☼**

Prerequisite: None.

Lecture, 3 hours.

This course is a non-mathematical survey of astronomy, including selected historical aspects of Astronomy. Course topics include the sun, planets, their satellites and other members of the solar system; celestial motions and coordinates as shown by the planetarium projector; elementary optics and its application of the telescope and its accessories; star systems and the constitution of stars; the classification of stars; novae, nebulae, galaxies; black holes; quasars; and the evolution of our universe. Activities conducted outside of class may include telescopic observations at star parties (outdoor observation sessions), planetarium shows or lectures.

5 Fundamentals of Astronomy**Laboratory (1) UC:CSU**

Prerequisite: Astronomy 1 with a grade of C or better; or concurrent enrollment.

Laboratory, 3 hours.

This course presents the methods astronomers use in order to determine the nature of the universe. This course includes working with astronomical instruments and laboratory equipment. The planetarium is used to study constellations, and telescopes are used to observe celestial objects during class sessions. Out of class activities may include telescopic observations at star parties (outdoor observation sessions), planetarium shows or lectures.

BIOLOGY**3 Introduction to Biology (4) UC:CSU ☼**

(Not open for credit to students who have had Biology 6 or Biology 7.)

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

The major principles of biology including the structure and function of cells, the reproductive process, the mechanisms of heredity, evolution, ecology and the organization of plants, animals and the human organism. This course is not designed to meet requirements for a major in biology at most universities. Field Trips are included in lab activities, typically scheduled during class hours.

MAXIMUM UC CREDIT FOR COMBINATION OF BIOL 3 AND 25 IS ONE COURSE. NO UC CREDIT FOR BIO 3 OR 25 IF TAKEN AFTER BIO 6 OR 7.

6 General Biology I (5) UC:CSU ☼

(Biology 7 may be taken before Biology 6.)

Prerequisite: Chem 101, and Math 125 with grades of C or better.

Note: UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.

Lecture, 3 hours; laboratory, 6 hours.

This course is intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. It deals with selected topics illustrating the major concepts in biology, including molecular structure, cell structure and physiology, bioenergetics, Mendelian genetics, molecular genetics, development, and animal form and function. Laboratory experimentation in chemical analysis, microscopy, chromatography, cell structure and physiology, genetics, development, and DNA technology.

7 General Biology II (5) UC:CSU ☼

(Biology 7 may be taken before Biology 6.)

Prerequisite: Math 125 with a grade of C or better.

Note: UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.

Lecture, 3 hours; laboratory, 6 hours.

Intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. Deals with unifying biological concepts including evolution, biological diversity, adaptation and the biotic relations to the environment. Laboratory experimentation includes the study of plants, animals and microorganisms along with field trips to reinforce major topics.

22 Marine Biology (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

The major principles of biology will be studied in relation to marine plants and animals. Intertidal, subtidal and offshore marine habitats will be investigated from an ecological perspective. Human impact on the marine environment will be studied. Field trips will be offered which may include: tide pools, Cabrillo Beach Aquarium or the Aquarium of the Pacific, Morro Bay or one of the Channel Islands. (Credit may not be awarded for both Biology 22 and Oceanography 2).

33 Medical Terminology (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Develops a comprehensive medical vocabulary applicable to all specialties of medicine, through the learning of Greek and Latin prefixes, suffixes, root words and combining forms. Training in the spelling, pronunciation and definitions of medical terms is provided. A brief overview of human anatomy is included.

40 The Science of Biotechnology (3) UC:CSU

Prerequisite: Biology 6 and Chem 101 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is a comprehensive introduction to the science of biotechnology. The course presents theory and offers hands-on laboratory experience. Representative techniques presented in this course include DNA purification, hybridization, sequencing and fingerprinting; construction of a genomic library; bacterial transformation; electrophoresis; polymerase chain reaction; protein purification; western blot and bioinformatics.

\$20.00 Lab Fee to be paid with registration.

46 Genetic Analysis (3) UC:CSU

Prerequisite: Biology 6 with a grade of C or better.

Lecture, 3 hours.

This course is designed to cover Mendelian genetics, chromosome analysis, and genomics. This class will examine the experimental approach to genetic analysis by introducing key concepts as well as solving experimental problems.

97 Seminar Topics in Biology (1)

Prerequisite: Biology 6 with a grade of C or better.

Lecture, 1 hour.

This course is intended for science majors who wish to gain a basic understanding of how to read and interpret peer reviewed, scientific journal articles. It will include a critical discussion and presentation of selected topics in biology such as cell and molecular biology, microbiology and/or genetics as they relate to diseases and disorders currently being researched.

CREDIT FOR VARIABLE TOPICS COURSES IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC

185 Directed Study - Biology (1) CSU**285 Directed Study - Biology (2) CSU****385 Directed Study - Biology (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Biology on a contact basis under direction and supervision of an instructor. Various formats are utilized to introduce students to methods used by scientists to study topics in biological sciences. Strategies emphasize development of problem solving and critical thinking skills.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

BIOTECHNOLOGY (BIOTECH)

1 Fundamentals of Biotechnology (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This class offers an introduction to the fundamentals of biomanufacturing and biotechnology. An overview of biology used in biotechnology is covered and the history of biomanufacturing is explored along with key concepts and practices utilized currently in biomanufacturing. An overview of the processes used by companies in the development of drugs and therapies along with instrumentation utilized in the production of medical products will be provided. This class is suggested for students exploring career options in biology.

2 Biotechnology I (3)

Prerequisite: Biotech 1 with a grade of C or better.

Lecture, 1 hour; Lab, 4 hours.

This course offers an introduction to the concepts and laboratory skills in biomanufacturing of human drugs and related products. Students will be introduced to techniques such as spectrophotometry, pH meter, ELISA, and chromatography. Students will learn the general concepts of documentation, clean room behavior, lab safety, handling of blood products and working in a team. Students will become proficient in the use of aseptic techniques.

3 Biotechnology II (4)

Prerequisite: Biotech 2 with a grade of C or better.

Lecture, 2 hours; Lab, 6 hours.

This class expands concepts from Biomanufacturing I focusing on proteins & bioseparation methods. Protein purification and separation techniques including column chromatography, enzyme activity bioassays, gel electrophoresis (SDS-PAGE) and HPLC will be introduced. The use of immunochemistry and the applications of using antibodies in molecular biology will be explored and concepts and principles of fermentation will be introduced. Students can apply this knowledge in the manufacturing of commercial pharmaceutical products.

4 Biotechnology III (4)

Prerequisite: Biotech 2 with a grade of C or better.

Lecture, 2 hours; Lab, 6 hours.

This class expands on concepts from Biomanufacturing I. It explores DNA recombinant technology in depth and includes techniques in molecular biology such as nucleic acid isolation, DNA transformation and recombinant DNA analysis. An introduction to cell and tissue culture and media preparation is also given.

5 Biotechnology: Environmental Control (2)

Prerequisite: None.

Lecture, 1 hour; Lab, 3 hours.

This class provides an overview of biomanufacturing with an emphasis in environmental control and support processes within the biopharmaceutical industry. Skill sets introduced will focus on Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP) as it relates to clean room procedures, environmental monitoring and required documentation.

6 Biotechnology: Quality Control (2)

Prerequisite: Biotech 1 with a grade of C or better.

Lecture, 2 hours.

This class introduces quality control and validation. An overview of biomanufacturing is given incorporating the importance of quality control and assurance in the manufacturing of biomedical products focusing on validation assays, system evaluations and process testing and reporting.

BROADCASTING (BRDCSTG)

1 Fundamentals of Radio and Television Broadcasting (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course consists of basic phases of radio, television and other mass media broadcasting, focusing on history, theory, and legal aspects. Different forms of broadcasting will be highlighted from network to cable to first run syndication, concluding with an overview of developing technologies such as VOD and HiDef. Classes will include debate on the innovators and some of the issues that have arisen recently with the demise of financial interest in syndication rules, vertical integration, and the rise of broadband and its resultant changes in what constitutes a 'broadcast.'

3 Voice and Diction for Radio and Television (3) UC:CSU

Prerequisite: None.

Required of all radio and television majors. Open to others.

Lecture, 3 hours.

This class features training in the presentation of broadcast material. Fundamentals of good speech are combined with techniques for handling problems unique to broadcasting, such as microphone techniques, reading for the camera, interviewing techniques, preparing continuity and transitions for commercial copy, promotional and public service announcements, news copy, weather and sports announcing. An opportunity may be provided to create programming for the campus radio station KVCM.

5 Radio and Television Acting (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The basic fundamentals of acting are explored. Demonstration, exercises, improvisations are used to practice techniques taught. Scenes are used for the student to put into full practice their techniques. Greater emphasis is placed on character analysis and development of the actor for television.

10 Radio Programming and Production (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

The course introduces students to all aspects of radio station programming and production. Included are instruction and experience in the role of disc jockey, announcer, newscaster, sportscaster, commercial producer, and public service director by means of working on campus radio station, 95.1 FM KVCM.

11 Digital Audio Editing and Production (3) CSU

Prerequisite: None.

Lecture 2 hour; laboratory, 2 hours.

The course examines digital audio editing and production for radio in support of commercial broadcast, cable, internet, and related telecommunications media. The class will focus on audio editing of basic commercials to more complex produced promotional announcements and recorded messages for the campus radio station. Students may have an opportunity for finished product to air on the campus radio station KVCM.

17 Introduction to Voice-over ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This class consists of the students development of ability to narrate, dub and loop films, CD and MP3 materials for use in: industrial information units, the entertainment media, educational packages, and commercial advertising. Includes the development and use of some world dialects and an in-depth study of microphone techniques.

21 Radio and Television Advertising and Sales (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The course examines radio & television advertising as an economic support for commercial broadcast, cable, internet, and related telecommunications media. The class will focus on audience surveys, rate structures, client, ad rep firms, and advertising agency relationships are discussed and explored. Students may have an opportunity to sell commercials on the campus radio station KVCM.

22 Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 10 or 46 with a grade of C or better.

Field work, 3 hours.

Special problems in production, programming, research, and management in broadcast media. Practical assignments with Valley College broadcasting projects.

22-1 Introductory Radio/Television Activities (1) CSU

Prerequisite: None.

Corequisite: Brdcstg 10 or 46.

Laboratory, 3 hours

This course focuses on production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

22-2 Beginning Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 22-1 with a grade of C or better.

Laboratory, 3 hours.

The course focuses on continuing the skills related to practice production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

22-3 Intermediate Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 22-2 with a grade of C or better.

Laboratory, 3 hours.

This course focuses on intermediate skills relating to practice production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

22-4 Advanced Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 22-3 with a grade of C or better.

Laboratory, 3 hours.

This course focuses on advanced skills relating to practice production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

23 News, Sports, and Live Remote Broadcasting for Radio & Television (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The course examines news, sports, and live broadcasting for radio in support of commercial broadcast, cable, Internet, and related telecommunications media. The class will focus on live remote broadcasts from various weekly events on campus. Students will have an opportunity to broadcast radio shows in combination with news, sports, and entertainment events to air on the campus radio station KVCM. A hands-on participation class. Additional lab time may be required.

24 Music Programming and Podcasting for Radio (3) CSU

Prerequisite: None

Lecture, 2 hours; laboratory, 3 hours

This course consists of an introduction to music genres, music play lists, and creating podcasts for radio. Included are instruction and experience in the role of the advanced disc jockey, announcer, voice tracker, and producer by means of working on campus radio station KVCM.

25 Radio/TV/Film Writing (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course features analysis in the form and style of radio, television and film scripts and program formats. Students will learn the preparation of scripts for radio, television and film.

26 TV-Film Aesthetics (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is a survey course that teaches proper terminology, and categories for analyzing television and films. Through lecture, visual presentations, and discussion, the student will learn how television programs and films are made, both technically and creatively. The student will also learn how television and film influence our social values and ethics.

28 Television Announcing I (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides training in television announcing for newscasts, sportscasts, commercials, interview hosting, and various program performance assignments with emphasis on the development of the student's individual style and personality. In addition, students emphasis on-camera, delivery style, script research, and analysis will be taught.

31 Advanced Voice-Over ‡ (3) CSU

Prerequisite: Brdcstg 17 with a grade of C or better.

Lecture, 3 hours.

Development of skills in advanced voice-over disciplines including but not limited to: animation, ADR, audiobooks, anime, narration, trailers, promos (including reading to picture), phone systems, point-of-purchase displays and video games.

45 Advanced Television Acting and Directing (4) CSU

Prerequisite: Brdcstg 5 with a grade of C or better.

Lecture, 4 hours.

The course is offered to train student actors and directors through intensive concentration in advanced theories and methods of producing and directing television. Student will increase the individual performance in direction sensitivity and flexibility. There is extensive use of digital television recording equipment used.

46 Fundamentals of Television Production (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

All the basic television production essentials are covered. Training is given in the function and operation of all basic television facilities, including camera, microphones, switcher, video tape recorder- editors, and lighting equipment. The direction and production of basic types of programs are taught and practiced. Students learn various roles of a TV studio production team.

47 Advanced Television Production (4) CSU

Prerequisite: Brdcstg 46 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

All advanced television production essentials are covered. Training is given in the advanced form of single camera shooting, lighting, editing, and audio production. The direction and production of advanced types of programs are taught and practiced. Students learn how to produce and edit programs.

81 Field Work I - Broadcasting ‡(1) CSU

Prerequisite: Brdcstg 10, 25, 46, Cinema 101, 111, or Mediart 101 with a grade of C or better.

Field work, 2 hours.

Student has hands on experience working on a specific approved topic or in an approved internship within the entertainment industry in order to give practical experience in what they have learned in one of the listed prerequisite courses.

82 Field Work II - Broadcasting ‡(2) CSU

Prerequisite: Brdcstg 10, 25, 46, Cinema 101, 111, or Mediart 101 with a grade of C or better.

Field work, 4 hours.

Student has hands on experience working on a specific approved topic or in an approved internship within the entertainment industry in order to give practical experience in what they have learned in one of the listed prerequisite courses.

185 Directed Study - Broadcasting (1) CSU**285 Directed Study - Broadcasting (2) CSU****385 Directed Study - Broadcasting (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Broadcasting on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Broadcasting (1-4) CSU

Broadcasting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

BUSINESS (BUS)

(For Business, see also Accounting, Cooperative Education, Finance, Law, International Business, Management, Marketing, Real Estate, and Supervision.)

1 Introduction to Business (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the meaning and purpose of business domestically and internationally, the historical development of business, the general economic setting for business in the global environment, and a brief introduction to the following business areas: forms of business organization, manufacturing, marketing, human relations, financing, accounting, budgeting, reports, government-business relations, the social responsibilities of businessmen, business law, and risk management.

32 Business Communications (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Designed to achieve effective written communication in English for the transaction of business. Development of letter writing principles and techniques; enrichment of general vocabulary; practical application of English in business speech. Practical experience is given in writing business reports, the employment letter and resume, as well as the basic types of letters used in business: pleasant, routine, unpleasant, and persuasive. *Students may not earn credit for both Bus 32 and CAOT 32.*

38 Business Computations (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students study basic mathematics, beginning with whole numbers, fractions, decimals, percents, ratios. The course covers business applications of mathematics, including checking accounts, trade and cash discounts, markups and markdowns, payroll, simple interest and promissory notes, compound interest, inventory valuation formulas, depreciation formulas, present value applications, and financial statement analysis.

185 Directed Study - Business (1) CSU**285 Directed Study - Business (2) CSU****385 Directed Study - Business (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Business (1-4) CSU

Business is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

CHEMISTRY (CHEM)**51 Fundamentals of Chemistry I (5) CSU**

Prerequisite: None.

Recommended: Math 115.

Lecture, 4 hours; laboratory, 3 hours.

A descriptive course encompassing the basic concepts of inorganic, organic and biological chemistry. Each topic includes applications to health and environmental issues.

The experimental laboratory involves the student in scientific observations, measurement, safety and proper laboratory techniques. Lecture, discussion and lab all include collaborative learning experiences. This course is appropriate for students who require a physical science course with laboratory including liberal arts, elementary education and allied health related majors. This course is not intended for students planning to enroll in Chemistry 101.

68 Preparation for General Chemistry (5) UC:CSU

Prerequisite: None. *Recommended:* Math 120.

Corequisite: *Recommended:* Concurrent enrollment in Math 125.

Lecture, 3 hours; laboratory, 6 hours.

Elementary chemical principles and laws with applications to industrial, environmental and health issues are covered in this class. The laboratory will introduce safety, scientific observation, measurement, and use of chemicals. The course will emphasize chemical stoichiometry and gas law calculations. Students who have not studied introductory college level chemistry must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have never taken a college level chemistry course. No credit given for this course if student has already passed Chemistry 60.

MAXIMUM UC CREDIT FOR CHEM 60 AND 68 COMBINED IS ONE COURSE. NO UC CREDIT FOR 60 OR 68 IF TAKEN AFTER 101.

101 General Chemistry I (5) UC:CSU

Prerequisite: Chem 68 and Math 125 with grades of C or better. Students without a passing grade for Chem 68.

Lecture, 3 hours; laboratory, 6 hours.

A study of chemical principles and laws with emphasis on chemical calculations. This course will cover chemical stoichiometry and concentration calculations, gas laws, thermochemistry, introductory quantum mechanics, bonding, molecular geometry, unit cell calculations, and colligative properties. Laboratory work includes gravimetric analysis, titration, and observation. This course is required of majors in agriculture, bacteriology, biology, botany, chemistry, dentistry, engineering, geology, medical technology, medicine, optometry, pharmacy and physics.

102 General Chemistry II (5) UC:CSU

Prerequisite: Chem 101 with a grade of C or better.

Lecture, 3 hours; laboratory, 6 hours.

A continuation of Chemistry 101. Lectures will cover kinetics, gas phase and ionic equilibria, thermodynamics, electrochemistry, nuclear chemistry, transition metals, industrial chemistry, and introductory organic nomenclature. Laboratory will include qualitative analysis of selected anions and cations, and experiments in kinetics, equilibria, electrochemistry and thermodynamics. Instrumentation will include spectrophotometry, and measurements of pH and emf.

211 Organic Chemistry for Science Majors I ‡ (5) UC:CSU

Prerequisite: Chem 102 with a grade of C or better.

Lecture, 3 hours; laboratory, 6 hours.

This course is an introduction to the topological, physical and chemical properties of carbon-containing compounds. Laboratory emphasis is on the preparation, isolation, purification and analysis of organic compounds.

212 Organic Chemistry for Science Majors II ‡ (5) UC:CSU

Prerequisite: Chem 211 with a grade of C or better.

Lecture, 3 hours; laboratory, 6 hours.

A continuation of Chemistry 211 with emphasis on the structural, physical and chemical properties of organic compounds and molecules of biological importance. Laboratory emphasis on the preparation, isolation and purification of carbon-containing compounds.

CHICANO STUDIES (CHICANO)

All classes are taught in English.

2 The Mexican-American in Contemporary Society ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course investigates the most relevant issues facing the Chicano community today. Special attention will be given to the growth and impact of political behavior and under-representation, public health concerns, educational inequities, and immigration policies affecting Mexicans, Chicanos, and other Latinos.

7 The Mexican-American in the History of the United States I (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of United States history as it relates to the development of the Chicano in the United States with special emphasis on the Mexican-Americans, contribution to the development of American civilization. This course covers Pre-Columbian and Spanish colonial eras, the Spanish northward advance and settlement of the present day U.S. Southwest. Topics also include the Independence Wars of Mexico and the U.S., the role and impact of the American Revolution, the U.S. Constitution, the Bill of Rights. Also, U.S. concepts: manifest destiny, American secular humanism, westward movements, the European Scientific Enlightenment period, U.S. Wars of Conquest, U.S. Treaties, American Expansionism. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

8 The Mexican-American in the History of the United States II (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course concentrates on the historical evolution of the Chicano in nineteenth and twentieth century America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid 19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era. This course fulfills the state graduation requirement in U.S. History and state and local government. This course also fulfills (US-1) of the CSU American Institutions Requirement.

42 Contemporary Mexican Literature (3) UC:CSU ☉

(Same as Spanish 12)

Prerequisite: None.

Lecture, 3 hours.

An introduction to major historical events and literary movements in Mexico, with a focus on 20th-century Mexican literature read in translation. Lectures, readings and discussions in English.

44 Mexican Civilization ‡ (3) UC:CSU

(Same as Spanish 16)

Prerequisite: None.

Lecture, 3 hours.

Considers the significant elements of pre-Columbian Mexican Civilization, the impact of the Spanish domination upon the indigenous population and its influence upon mores, art, and industry. Studies in the history, literature, art, and music of Mexico as they evolved from Colonial times to the present. The impact of the Mexican revolution upon all the Americas is considered. Examines the present-day culture of the Mexican-American as influenced by his Mexican heritage and life in the United States.

CHILD DEVELOPMENT (CH DEV)

The State of California Dept. of Social Services has standardized all Child Development course numbers throughout the state. These are designated as DS in some courses.

1 Child Growth and Development (3) UC:CSU (C-ID: CDEV 100)

Dept. of Social Services DS1.

Prerequisite: English 28 or English 363 with a grade of C or better or placement into English 101.

Recommended: Psych 1 or concurrent enrollment. Required for all Child Development majors. Required for Child Development Certificate.

Lecture, 3 hours.

Developmental theories from pre-natal to adolescence will be covered in this course. Particular focus is placed on the process through which the typical human being reaches physical, mental, social and emotional maturity. This course will examine the major developmental milestones for children from conception through adolescence in the physical, social, emotional, and cognitive domains. Emphasis is placed on issues that affect typical and atypical development through the study of theories, research, and child observations.

2 Early Childhood: Principles and Practices (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Dept. of Social Services DS3.

Lecture, 3 hours.

This is a survey course of early childhood programs, current early childhood philosophies and developmentally appropriate practices. The students will examine the underlying theoretical principles of appropriate practices applied to programs and environments. Emphasis is placed on the role of the teacher, 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 on CA Child Development Permit Matrix will be discussed.

3 Creative Experiences for Children I (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

Examines basic principles in the planning, development and implementation of early childhood curriculum. Develops teaching skills in dramatic play, music, art, moldable materials, blocks and carpentry.

4 Creative Experiences for Children II (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

Examines basic principles in the planning, development, and implementation of early childhood curriculum. Develops teaching skills in language arts, media/technology, health and safety, cooking/food, math, science, and social studies. Covers environmental design of classroom and its impact on learning.

7 Introduction to Curriculum in Early Childhood Education (3) CSU (C-ID: ECE 130)

Prerequisite: None

Recommended: English 363 or 28 and Ch Dev 1, or placement into English 101.

This course explores appropriate curriculum and environments for young children. Students examine a teacher's role in supporting development and positive learning experiences for all young children using observation and assessment strategies and emphasizing the essential role of play. Planning, implementation, and evaluation of curriculum includes but is not limited to: language arts and literacy, mathematics, physical sciences, art and creativity, movement, health and safety, and social and emotional learning.

10 Health, Safety and Nutrition (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1.

Lecture, 3 hours.

This course reviews laws, regulations, standards, policies, procedures and early childhood curriculum related to child health, safety and nutrition. Topics include nutrition, injury prevention, common childhood diseases, first aid, and special health problems in early childhood years. Community health resources for children and families will be reviewed.

11 Child, Family and Community (3) CSU**(C-ID: CDEV 110)***Dept. of Social Services DS2.**Prerequisite: None.**Recommended: Ch Dev 1 and English 28.**Required for all Child Development majors.***Lecture, 3 hours.**

This course surveys major educational issues, legislation, and trends, affecting children, their families and community. It examines the sociological, cultural, and economic influences on various patterns of family life. This course will identify community resources for health, education, and public welfare.

22 Practicum in Child Development I (4) CSU*Prerequisite: Ch Dev 1 and 11, and Ch Dev 3 or 4 with grades of C or better; current TB test.**Practicum site may require fingerprinting, Child Abuse Index Check and Health Exam.***Lecture, 2 hours; laboratory, 6 hours.**

Students are required to have supervised experience in a preschool, child development center, elementary school, special education center, or other early care and education setting. The student will relate all previous theory and curriculum courses to practical application in the classroom.

23 Practicum in Child Development II (4) CSU*Prerequisite: Ch Dev 22 with grade of C or better, current TB test. Practicum field site may require fingerprinting, Child Abuse Index Check and Health Exam.***Lecture, 2 hours; laboratory, 6 hours.**

This course provides an advanced practicum experience in an early childhood education setting. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. A resume and a professional portfolio are created. Students assigned to directed practicum teaching demonstrate professional and ethical behaviors. Students are assigned to a Child Development program under the supervision of a college instructor.

29 Infant Toddler Practicum (3) CSU*Prerequisite: Ch Dev 1 with a grade of C or better.**Recommended: Ch Dev 30 or Ch Dev 31.***Lecture, 2 hours; laboratory, 3 hours.**

This course is designed to provide students the opportunity to gain a greater understanding of the importance and process of learning in the first three years of life, and to be able to develop, prepare, implement, and evaluate developmentally appropriate curriculum experiences for infants and toddlers. In addition to 2 hours of lecture per week, students will observe and work directly with young children in the LAVC Infant and Toddler Lab program three hours per week.

30 Infant and Toddler Studies I ‡ (3) CSU*Prerequisite: Ch Dev 1 with a grade of C or better.***Lecture, 3 hours.**

A survey of infant and toddler growth and development, educational programs currently available, and principles of infant-toddler care giving. Direct observation of infants and toddlers is a requirement of this course.

31 Infant and Toddler Studies II ‡ (3) CSU*Prerequisite: Ch Dev 1 with a grade of C or better.***Lecture, 3 hours.**

A survey of infant-toddler development and its relation to environmental and curricular design. Principles of infant-toddler care giving and quality assessment. Direct observations in infant-toddler programs are requirements of this course.

34 Observing and Recording Children's Behavior ‡ (3) CSU (C-ID: ECE 200)*Prerequisite: Ch Dev 1 with a grade of C or better.***Lecture, 3 hours.**

This course will address the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Assignments include an opportunity for observation in the field. Students will participate in classroom observation assignments and may need to show a current negative TB test.

35 Fostering Literacy Development in Young Children (3) CSU*Prerequisite: None.**Recommended: Ch Dev 1 and English 28.***Lecture, 3 hours.**

Development of instructional skills, curriculum, activities and environment for promoting language and literacy in young children, beginning at birth. Emphasis on building a foundation for reading, writing, listening and speaking using a developmentally appropriate approach.

36 Literature for Early Childhood (1) CSU*Prerequisite: None.***Lecture, 1 hour.**

A survey of literature suitable for children up to 8 years old with emphasis on techniques of selection and presentation. Story telling, acquaintance with literature particularly suited for young children, and the early development of desirable attitudes toward reading will be stressed. Recommended for early childhood and primary grade teachers and parents.

*Students may not earn credit for both Ch Dev 36 and English 236.***37 Literature for School-Age Children ‡ (2) CSU***Prerequisite: None.**Recommended: Ch Dev 1 and English 28.***Lecture, 2 hours.**

Survey of literature suitable for children in schools settings, beginning with Pre-Kindergarten. Emphasis given to selection, evaluation and presentation of literature using developmental characteristics and needs of children. Includes development of appropriate curriculum materials for the classroom with a literature emphasis. Recommended for early childhood and primary school teachers and parents.

38 Administration and Supervision of Early Childhood Programs I (3) CSU*Dept. of Social Services DS6.**Prerequisite: Ch Dev 1 and 11, Ch Dev 3, or 4 with a grade of C or better.***Lecture, 3 hours.**

Students are prepared to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to establishing a center are emphasized. Students apply licensing information and knowledge of regulations to design an appropriate environment, create a fiscal plan, marketing strategy and develop an enrollment and hiring process. This course partially fulfills the licensing requirements for the director.

39 Administration and Supervision of Early Childhood Programs II ‡ (3) CSU

Prerequisite: Ch Dev 38 with a grade of C or better.

Lecture, 3 hours.

This course provides training for administrators of Early Childhood Programs on a variety of topics pertaining to administration of early childhood programs. Topics include: state and federal regulations, computer applications for administration, grant and proposal development, advocacy, leadership skills and team management techniques, developing a comprehensive parent partnership, working with Desired Results, and legal issues. This course partially fulfills the licensing requirement for the director.

42 Teaching in a Diverse Society (3) CSU

(C-ID: ECE 230)

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course includes philosophy, principles and methods related to working with young children and families within a diverse society. Materials and experiences will be explored relating to diversity, including cultural, ethnic, ability, gender, social class and generation differences. Curriculum development, problem solving techniques and environmental designs will be studied from an inclusive perspective to infuse multi-cultural activities and an anti-bias perspective into the fabric of the curriculum.

44 Early Intervention for Children with Special Needs (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

An introduction to the study of exceptional children, including classification and special characteristics. Field trips will be arranged to private and public special education programs. Main focus of this course will be on the exceptional child.

45 Programs for Children with Special Needs (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1.

Lecture, 3 hours.

An introduction to the study of exceptional children including classification and special characteristics. Includes general program planning as well as relevant program modification. Field trips will be arranged to private and public special education programs.

47 School Age Programs II ‡ (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course is designed for students interested in working in before/after or out-of-school programs for school-age children. This course includes focus on developmental stages of school-age children, quality programs and program requirements, leadership, guidance strategies, communication between home and school, and community resources.

48 Positive Guidance in Early Childhood Setting ‡ (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

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 with traditional and special needs.

53 Parenting (3) CSU

Prerequisites: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course will examine the role of the parent throughout the early stages of child development and provide strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive teacher-parent interactions.

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. Exploration of career opportunities, required qualifications, resources available, as well as academic and professional support systems.

185 Directed Study - Child Development ‡ (1) CSU**285 Directed Study - Child Development ‡ (2) CSU****385 Directed Study - Child Development ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Child Development (1-4) CSU

Child Development is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

CINEMA**101 Beginning Film Production Workshop (3) UC:CSU**

Prerequisite: Cinema 107 with a grade of C or better, or concurrent enrollment.

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital and film media exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

102 Film Genres (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an analytic and critical overview of a variety of film genres, examining them from aesthetic, sociological and psychological perspectives. Particular emphasis will be given to how genre interacts between story content and audience with regard to gender roles and social structure, ethnicity, and socio-economics. Genres can include comedy, drama, action-adventure, suspense-thriller, animation, musical, horror and science-fiction.

103 Diversity in Cinema (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an analytic and critical overview of diverse cultural representation in film from historic, aesthetic, sociological, philosophical and psychological perspectives. This includes an examination of established mainstream culture paradigms and how they intersect with minority cultures in terms of gender, ethnicity, religious, and other societal aspects. Further, the discussion will include minority access to development, production, distribution and exhibition.

104 History of Documentary Film (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course presents a historical overview of the art and craft of documentary and non-fiction films from the silent era to contemporary times, both American and foreign, with an emphasis on the "classics," propaganda, educational, docudrama, and avant-garde.

105 History of Motion Pictures (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

This course provides students with an introductory overview of the history of cinema, both American and foreign, from the earliest silents to contemporary times, with an emphasis on the first 75 years, via screenings, lectures, readings and discussions about the major artistic, social, economic, and technological trends.

106 The Art of Animation and Special Effects (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides students with an analytical overview of traditional and experimental animation techniques, both American and foreign, past and present, as well as special effects, including optical, mechanical, mattes, miniatures, pyrotechnics, atmospheric, make-up, digital, and others.

107 Understanding Motion Pictures (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides students with an analytical critical survey of motion pictures as an art form, entertainment industry, and communication medium via screenings, lectures, readings about 'classic' and contemporary films, American and foreign, theatrical and non-theatrical.

110 Motion Picture Sound ‡ (3) CSU

Prerequisite: Cinema 101 or Mediart 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course dealing with all aspects of film/video sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

111 Developing Content for Movies ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This survey course presents an overview of the film industry. It introduces the student to the art of creating and selling for the entertainment industry. Students will learn how to acquire, develop, create and pitch material, as well as gain an understanding of the structure of the industry.

115 Cinematography ‡ (3) CSU

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course dealing with all aspects of cinematography from theory to application, centering on learning the basic parts and function of intermediate film/video cameras, lenses, lighting equipment, accessories as well as cinematography techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

120 Film Editing ‡ (3) CSU

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course covering all aspects of digital film/video editing theory, techniques and aesthetics. A variety of professional applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

123 Motion Picture Production Workshop I ‡ (3) CSU

Prerequisite: Cinema 107, 110, 115, and 120 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an advanced course in Motion Picture Production. Each student will produce, write, direct and shoot a short film/digital video, as well as to crew for other assigned productions. *NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time is required to complete projects.*

124 Motion Picture Production Workshop II ‡ (3) CSU

Prerequisite: Cinema 123 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an advanced course in film post-production. Each student will be required to edit, record and mix sound, for project filmed in Cinema 123. *NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.*

911-921-931-941 Cooperative Education - Cinema (1-4) CSU

Cinema is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

COMMUNICATION STUDIES (COMM)

Formerly Speech Communication (Speech)

61-1 Speech Laboratory 1 (1) NDA

Prerequisite: None

Laboratory, 3 hours.

This first level English Speech as a Second Language (ESSL) laboratory course is designed to help non-native speakers improve articulation of American English consonant sounds, through individualized programs, including small group instruction and specially designed computer lessons. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 63, but is available for all interested students.

61-2 Speech Laboratory 2 (1) NDA

Prerequisite: None

Laboratory, 3 hours.

This second level English Speech as a Second Language (ESSL) laboratory course is designed to help non-native speakers improve articulation of American English vowel sounds through individualized programs, including small group instruction and specially designed computer lessons. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 64, but is also available for all interested students.

61-3 Speech Laboratory 3 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This third level English Speech as a Second Language (ESSL) laboratory course is designed to help non-native speakers improve articulation of American English consonant and vowel sounds through individualized programs, including small group instruction and specially designed computer lessons. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 66, but is also available for all interested student.

62-1 Speech Laboratory 4 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This fourth level English Speech as a Second Language (ESSL) laboratory course is designed to assist students in improving sounds of American English consonant blends and clusters through an individualized program of instruction. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 75, but is available for all interested students.

62-2 Speech Laboratory 5 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This fifth level English Speech as a Second Language (ESSL) laboratory course is designed to assist students in acquiring sounds of American English articulation and fluency through an individualized program of instruction. The Speech Lab is designed to complement the work done by students enrolled in Communication Studies 76, but is available for all interested students.

63 Beginning Conversational Speech Skills (3)*(Formerly Speech 63)**Prerequisite: None. Corequisite: Comm. 61-1***Lecture, 3 hours.**

This English Speech as Second Language (ESSL) course is designed for students who wish to improve their aural comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level ESSL course.

64 Basic Speech Skills (3) NDA*(Formerly Speech 64)**Prerequisite: None. Corequisite: Comm. 61-2***Lecture, 3 hours.**

This English Speech as a Second Language (ESSL) course designed to help non-native speakers acquire basic American speech/English sounds, including introduction to vowel sounds and consonant blends. This is the second level ESSL course.

66 Advanced Speech Skills (3) NDA*(Formerly Speech 66)**Prerequisite: None. Corequisite: Comm. 61-3***Lecture, 3 hours.**

This English Speech as a Second Language (ESSL) course is designed for students who have a basic ability to produce American English speech sounds, but who need to acquire and/or improve their ability to produce difficult consonant and vowel sounds, and to produce complicated consonant blends and clusters. Although principally directed toward expressive speech, students will also be made aware of the differences between English phonemes and the sounds of their own language. This is the third level ESSL course.

75 Voice and Articulation for ESSL (3) CSU*(Formerly Speech 111)**Prerequisite: None. Corequisite: Comm. 62-1*

This English Speech as a Second Language (ESSL) course is designed for students to study and practice methods of voice development, speech sound production, articulation, pronunciation and prosody. This is the fourth level ESSL course.

76 English Speech as a Second Language (3) CSU*(Formerly Speech 113)**Prerequisite: None. Corequisite: Comm. 62-2***Lecture, 3 hours.**

This English speech improvement class is for students with foreign language backgrounds and stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students. This is a fifth level English Speech as a Second Language class.

101 Public Speaking (3)**UC:CSU ☼***(Formerly Speech 101)**Prerequisite: None***Lecture, 3 hours.**

This is an introductory course stressing the need for effective oral communication. The emphases in the course are on: structuring various types of speeches, researching information, audience analysis, presentation of speeches and building self confidence in public speaking situations.

102 Oral Communication II (3)**UC:CSU ☼***(Formerly Speech 102)**Prerequisite: None***Lecture, 3 hours.**

This is an introductory course that emphasizes the debate process. Fundamentals of effective argumentative speaking are examined. Oral activities are used extensively as learning devices.

104 Argumentation and Debate (3)**UC:CSU ☼***(Formerly Speech 104)**Prerequisite: None.***Lecture, 3 hours.**

This course is a critical thinking class in the foundation and strategies of argument, logical reasoning, rational thinking and decision making. Emphasis is placed on both how and why we make the decisions we do. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and case building.

105 Critical Thinking (3) UC:CSU ☼*(Formerly Speech 105)**Prerequisite: English 101 with a grade of C or better.***Lecture, 3 hours.**

Instruction in this course is designed to allow students an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize and advocate ideas, to reason inductively and deductively, and to identify the assumptions upon which particular conclusions depend. This class has a minimum 6,000 word writing component.

106 Forensics (2) CSU RPT3 (C-ID: COMM 160B)*(Formerly Speech 106)**Prerequisite: None.***Laboratory, 7 hours.**

This course provides advanced training in public speaking, argumentation skills and intercollegiate competition in public debate.

121 Interpersonal Communication (3) UC:CSU*(Formerly Speech 121)**Prerequisite: None.***Lecture, 3 hours.**

A lecture/activity/discussion course which proceeds through an analysis of the views of the scope and purpose of human communications including factors involved in the process of communicating, perception, self image, listening, non-verbal, conflict, language, and relationships. Emphasis is placed on the process of interpersonal communication.

122 Intercultural Communication (3) UC:CSU**(C-ID: COMM 150)***(Formerly Speech 122)**Prerequisite: None**Recommended: English 28, English 363 or placement into English 101.***Lecture, 3 hours.**

This course examines communication in the context of intercultural interactions, explores verbal and nonverbal communication similarities and differences in communication across cultures, and provides strategies to enhance interpersonal communication skills within the context of intercultural communication.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU**(C-ID: COMM 170)***(Formerly Speech 130)**Prerequisite: None***Lecture, 3 hours.**

Students will develop the ability to understand, appreciate, relate to, and perform various forms of literary art. Emphasis is placed on the selection and adaptation of worthwhile literary material, as well as on artistic and effective vocal and gestural presentation.

137 Interpreters Theater (1) UC:CSU RPT3*(Formerly Speech 137)**Prerequisite: None***Laboratory, 3 hours.**

This course is for intercollegiate competition. Students participate in supervised activity in group interpretation of various forms of literary and non-literary materials. Oral presentation of scripted materials ranging from group arranged original writings to traditional literary forms. Emphasis is placed on developing public and/or competitive presentation skills and techniques.

151 Small Group Communication (3) UC:CSU*(Formerly Speech 151)**Prerequisite: None***Lecture, 3 hours.**

This course provides an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, is achieved by responsible group participation.

185 Directed Study - Speech Communication (1) CSU**285 Directed Study - Speech Communication (2) CSU****385 Directed Study - Speech Communication (3) CSU***(Formerly Speech 185, 285, 385 respectively)**Prerequisite: None*

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Communication Studies on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES (CAOT)

1 Computer Keyboarding and Document Applications I (3) CSU*Prerequisite: None.***Lecture 2 hours, and laboratory, 3 hours.**

This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy and produce basic business documents such as business letters, reports, and tables using word processing software.

2 Computer Keyboarding and Document Applications II (3) CSU*Prerequisite: None.*

Recommended: CAOT 1 with a grade of C or better, or the equivalent.

Lecture, 2 hours; laboratory, 3 hours.

The course provides a thorough training in keyboarding skills and emphasizes formatting various kinds of business correspondence including business letters, envelopes, reports, business forms, and tables of increasing complexity. Continued emphasis is placed on keyboarding techniques, improving speed/accuracy on timed writings, and developing proofreading skills.

9 Computer Keyboarding Improvement (1) CSU*Prerequisite: None.***Laboratory, 3 hours.**

This course emphasizes speed and accuracy building on the keyboard using corrective drills, exercises, timed writings and diagnostic computer keyboarding software.

31 Business English (3) CSU*Prerequisite: None.**Required for all incoming CAOT majors.**Recommended for Business majors.***Lecture, 3 hours.**

Students will develop competency in the fundamentals and mechanics of correct English usage, including grammar, punctuation, capitalization, number style, sentence structure, and written expression. The course emphasizes appropriate methods of expression through sentence construction, paragraph development, and functional composition.

Students may not earn credit for both CAOT 31 and Bus 31.

32 Business Communications (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides students with the opportunity to develop the ability to write effective business memorandums, letters, e-mail messages, employment documents, and short reports. The problem-solving approach to creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of effective writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. The course also includes instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included.

Students may not earn credit for both CAOT 32 and Bus 32.

33 Records Management and Filing (2)*Prerequisite: None.***Lecture, 1 hour; laboratory, 2 hours.**

This course presents basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Emphasis is also placed on sustainable environmental policies regarding records storage and management. Students will develop speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject.

37 Secretarial Accounting (3)

Prerequisite: None.

Lecture, 3 hours.

This course is designed to acquaint students with the principles and practices of bookkeeping. Including the fundamentals of double entry bookkeeping, worksheets, and preparation of financial statements.

43 Office Procedures (3)

Prerequisite: CAOT 1 or 2 with a grade of C or better.

Lecture, 3 hours.

This course covers the concepts and procedures used in the automated/electronic office. Human relations skills, job interviewing techniques and strategies, attitude, personality, communication skills, reinforcement of keyboarding, business English, records management skills, and professional ethics needed for success in the automated/electronic office environment will be included. An emphasis is also placed on sustainable environment policies that may be initiated in the office/company workplace.

47 Applied Office Practice (2) CSU

Prerequisite: CAOT 1 or CAOT 2

Performance, 5 hours.

The student gains practical experience in many areas of office work by working six hours a week on campus. Special attention is given to developing the personal qualities desirable in business, the ability to follow both written and oral instructions, and confidence in handling routine office duties such as phone calls, office visitors, records management, and computer software programs.

78 Microcomputer Accounting Applications for the Electronic Office (3) CSU

Prerequisite: CAOT 37, Acctg 1, or Acctg 21 with a grade of C or better.

Lecture, 2 hours; laboratory, 3 hours.

This course acquaints students with the use of the microcomputer for bookkeeping and accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks. The course will cover sales and receivables, payables and purchases, general and end-of-period procedures, and payroll for service and merchandising businesses.

82 Microcomputer Software Survey in the Office (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This course is a survey of major office applications used in Business. Word processing, graphics, spreadsheet, presentation, and database applications will be included. An integrated suite such as Microsoft Office Professional will be used. The course provides hands-on instruction to the Windows operating system and exploration of the Internet.

84 Microcomputer Office Applications: Word Processing ‡ (3) CSU

Prerequisite: None.

Lecture, 2 hour; laboratory, 3 hours.

This course provides information and hands-on training using word processing software programs such as Microsoft Word. Students will learn beginning and advanced functions and apply their skills and knowledge to a wide variety of simple and complex documents, such as letters and memoranda, columnar tables, text tables, manuscripts, mail merges, graphics, and mailing list documents.

85 Microcomputer Office Applications: Spreadsheet (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 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 the software with emphasis on its use as a problem solving and financial analysis tool. Students will learn to create macros, customize toolbars and menus, and integrate Excel with other applications. Covers the creation, editing, formatting and printing of worksheets. Emphasizes preparing computerized worksheets, using formulas and functions to analyze data, prepare graphs, and simplify office accounting procedures. Fulfills CAOT AA degree and Certificate requirements.

86 Microcomputer Office Applications: Database (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

This course covers database office applications using Microsoft Access or a similar database software. It provides an in-depth coverage of database and records design, file creation and maintenance, file search by various criteria, formatting and printing on-screen data representations, production of reports, and discussion of internet-based database operations.

92 Computer Windows Application (2) CSU

Prerequisite: None.

Lecture, 1 hour, laboratory, 2 hours.

This course prepares students to work efficiently within the Microsoft Windows operating system. Topics include windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel.

97 Internet for Business (3)

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Provides an overview of the use of the Internet for the office professional. Students learn to use electronic mail, browsers, and search engines for the Internet to locate resources. The creation and use of web pages will be covered.

108 Presentation Design for the Office (2) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

This course provides an overview of presentation design software such as Microsoft PowerPoint. Students learn to use templates, outlines, clip art, and documents to create presentations, electronic slide shows and websites.

123 Web Design Applications for the Office Professional (3)

Prerequisite: None.

Recommended: CAOT 97.

Lecture, 2 hours; laboratory, 2 hours.

This course is designed to provide students who are familiar with creating Web pages with ability to add dimensions of time, sound, motion, and interactivity to Web pages via a variety of authoring tools. Through lectures and demonstrations, students learn the basics of how to create multimedia presentations on workstations and for the Internet.

124 Introduction to Image Creation for the Office Professional (3)

Prerequisite: None.

Recommended: CAOT 97.

Lecture, 2 hours; laboratory 2 hours.

This course will cover importing, correcting, and manipulating images using Adobe Photoshop or a similar software. The course includes scanning, planning, and modifying images that can be used for a variety of business applications.

**185 Directed Study –
Computer Applications Office
Technology (1)**

**385 Directed Study –
Computer Applications Office
Technology (3)**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows students to pursue directed study in Computer Applications & Office Technology on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

**911-921-931-941 Cooperative
Education – CAOT (1-4)**

Computer Applications & Office Technologies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

**COMPUTER SCIENCE-
INFORMATION
TECHNOLOGY (CO SCI)**

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

Prerequisite: None.

Lecture, 3 hours.

The course provides an overview of computers and information processing. It presents the fundamental concepts of a computer's hardware and software. Students are introduced to popular computer programs including word processing, spreadsheets, presentation, and database programs. The internet, utility programs, computer ethics, and data representation are discussed. The societal impact of computers is critiqued.

**802 Introduction to Computer
Science ‡ (5) UC:CSU**

Prerequisite: None.

Lecture, 4 hours; laboratory, 2 hours.

Introduction to the design, analysis, development, and implementation of computer programs using a high-level, object-oriented programming language. The focus is on analytic programming skills, problem-solving, the design and analysis of algorithms, and the software construction process.

**808 Programming in Visual Basic ‡
(3) UC:CSU**

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Fundamental principles of event-driven programming for Windows applications using Visual Basic. Proficiency in event-driven programming in Visual Basic for Windows applications using graphical user interfaces. Topics include controls and their properties, methods and events; basic data types and variables; subroutines and functions; scope; control structures; building graphical user interfaces; and interfacing with the Windows operating system. Object linking and embedding (OLE) and multimedia also are introduced.

**816 Introduction to Computer
Architecture and Organization ‡
(3) UC:CSU**

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

The fundamentals of information representation and storage organization in computer systems. Topics include computer hardware components, typical computer architectures, instruction formats, addressing modes, stacks, the instruction execution cycle, assembly language instruction formats, compiler translation, optimizing compilers, disassemblers, loaders and simulators, system interrupts, virtual memory, boolean algebra and logic gates, combinational logic and sequential devices.

**830 Microcomputer Application
Software (3) CSU**

Prerequisite: None.

Lecture, 1 hour; laboratory 4 hours.

Students will learn about computer components how they interact with software, and how to interpret data representation in memory. The course includes a survey of major office applications, including word processing, spreadsheets, database management, and presentation software, using an integrated suite, such as Microsoft Office. Topics include: use of templates and document automation, designing spreadsheet, charting data, creation of electronic presentations, principles of database design, object linking and embedding (OLE), creating web pages. Required for majors.

**832 Advanced Data Structures and
Introduction to Databases ‡
(3) UC:CSU**

Prerequisite: Co Sci 836 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced topics in the study of data structures; the role of abstract data types (including priority queues, heaps, graphs, sets, sorting, searching, and hashing) and their specification, implementation and application in program design; recursion; use of complexity analysis in evaluating algorithms.

834 Operating Systems (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 3 hours.

The purpose of this course is to develop sufficient expertise, knowledge, skills and confidence to enable the student to pursue self development in order to be able to take Linux certification exams. Subjects covered: Multi boot installation, Linux commands (almost all same or very similar to UNIX commands), system management and maintenance, kernel configuration and recompilation, scripting, diagnosis and troubleshooting, setting up a simple network and use of network commands. Updating and upgrading software, installation of new software and applications. Operating systems theory, design or construction are not covered. However, key characteristics of a superior operating system are explored.

**836 Introduction to Data Structures
(3) UC:CSU**

Prerequisite: Co Sci 839 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

Introduction to the study of data structures formed from primitive data types; the role of abstract data types (including stacks, queues, lists, trees, and graphs) and their definitions, implementation and application in program design and algorithms that use them; recursion; use of complexity analysis in evaluating algorithms.

**839 Intermediate Programming
Using C/C++ (3) UC:CSU**

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Principal elements of the "C++" programming language, including functions and function prototypes, pointers, arrays, strings, structures, unions, enumerated types, intraprogram and interprogram communication, and dynamic memory allocation.

840 Object-Oriented Programming in C++ (3) UC:CSU

Prerequisite: Co Sci 839 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours. Principles of object-oriented design and programming using C++. Topics include the role of objects as abstract data types; data abstraction, inheritance, and polymorphism; constructors and destructors; overloading member functions; static members; operator overloading; friend functions; overriding base class member functions; private, public, and protected access; virtual member functions, pure virtual functions and abstract base classes; composition v. inheritance; exception handling; I/O streams.

861 Advanced Computer Programming (3) UC:CSU

Prerequisite: Co Sci 840 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours. Principles of object-oriented and event-driven design and programming for Windows. An object-oriented and event-driven language such as Visual C++ will be used to provide an understanding of designing, developing, and implementing Windows applications. The course will include coverage of standard Windows interface mechanisms, Single-Document Interface (SDI) applications, serialization, Multi-Document Interface (MDI) applications, and multimedia applications.

863 Introduction to Computer Networking ‡ (4)

Prerequisite: Co Sci 801 with a grade of C or better.

Lecture, 3 hours; laboratory, 2 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, network design and implementation, network management, data communication fundamentals, noise effects, network communications and protocols, topologies, transmission methods, as well as architecture, the presentation, modeling and performance analysis of various type 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.

870 Windows and Web Database Programming (3) UC:CSU

Prerequisite: Co Sci 808 or Co Sci 895 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours. An introduction to programming applications that use a graphical user interface (GUI) in a Web based environment such as ASP.Net to access and modify data in Relational Database Management Systems (RDBMS) using object-oriented programming (OOP) principles and Structured Query Language (SQL). Topics include: Server side technologies, event driven programming, relational database design, website security and data validation. The class will be taught using one or more of the OOP programming languages currently used in the business world, such as Visual Basic, NET or C#.

890 Object-Oriented Programming in Java (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours. Principles of object-oriented design and programming using Java. Additional topics include writing applets, working with exceptions, file input/output, networking, building event driven GUIs, and developing multithreaded programs using concurrency, and Unified Modeling Language.

895 Programming in C# (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours. Principles of event-driven programming and object-oriented design in Windows applications using the C# programming language. Emphasis on event-driven programming using GUI classes, instantiating objects, working with properties, methods, and events, and creating event-handlers. Topics include the Visual Studio IDE, variable scope and lifetime, various .NET Framework control classes, constructors, arrays and collections, strings, data validation and exception handling, multi-form projects, access modifiers, creating user-defined classes, and introduction to the OOP concepts of data encapsulation, inheritance, and polymorphism.

911-921-931-941 Cooperative Education - Computer Science Information Technology (1-4) CSU

Computer Science Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

COOPERATIVE EDUCATION (COOP ED)**195-295-395 Work Experience, General I (1-3) CSU**

Prerequisite: None.

Cooperative Education, General is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

DANCE SPECIALITIES (DNCESPC)

Some courses in Dance Specialities are part of the Dance Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

171 Hip-Hop Dance Techniques I ‡ (1) UC:CSU

(Dance Family D04)

Prerequisite: None

Activity, 3 hours.

This course is an introduction to the basic technique of Hip-Hop dance, and will focus on the fundamentals of various Hip-Hop styles, including their historical chronology and context. Musicality and rhythmic skills will be emphasized, as well as body conditioning and that develops strength, stamina, and an awareness of proper dance conditioning techniques.

172 Hip-Hop Dance Techniques II (1) UC:CSU

(Dance Family D04)

Prerequisite: DNCESPC 171 with a grade of C or better.

Activity, 3 hours.

This beginning level Hip-Hop course will focus on the foundation of various Hip-Hop/Street dance techniques. Musicality and beginning level rhythmic skills will be emphasized, in addition to historical chronology and context. This course will review cumulative Hip-Hop technique and information while preparing students for further study at more advanced levels.

173 Hip-Hop Dance Techniques III (1) CSU*(Dance Family D04)**Prerequisite: DNCESPC 172 with a grade of C or better.***Activity, 3 hours.**

This intermediate level Hip-Hop course will focus on Hip-Hop/Street dance techniques. Technical aspects will be emphasized, with a focus on memorization and building dance phrases from movement vocabulary learned in class. Instruction will include historical chronology and context.

174 Hip-Hop Dance Techniques IV (1) CSU*(Dance Family D04)**Prerequisite: DNCESPC 173 with a grade of C or better.***Activity, 3 hours.**

This advanced level Hip-Hop course will focus on improvisation and free style Hip-Hop/Street dance techniques. Technical aspects will be emphasized, with a focus on individual expression, and style. Instruction will include historical chronology and context.

331 Tap Dance Techniques I ‡ (1) UC:CSU*(Dance Family D08)**Prerequisite: None***Activity, 3 hours.**

This course is an introduction to basic tap dance skills. Students will learn and practice introductory level tap dance fundamentals, steps, choreography, and terminology.

332 Tap Dance Techniques II ‡ (1) UC:CSU*(Dance Family D08)**Prerequisite: DNCESPC 331 with a grade of C or better.***Activity, 3 hours.**

This course offers instruction in beginning level tap dance skills. Students will learn and practice beginning level tap dance fundamentals, steps, choreography, and terminology.

333 Tap Dance Techniques III (1) UC:CSU*(Dance Family D08)**Prerequisite: DNCESPC 332 with a grade of C or better.*

This course offers instruction in intermediate level tap dance skills. Students will learn and practice intermediate level tap dance fundamentals, steps, choreography, and terminology.

334 Tap Dance Techniques IV (1) UC:CSU*(Dance Family D08)**Prerequisite: DNCESPC 333 with a grade of C or better.*

This course offers instruction in advanced level tap dance skills. Students will learn and practice advanced level tap dance fundamentals, steps, choreography, and terminology.

DANCE STUDIES (DANCEST)

Some courses in Dance Studies are part of the Dance Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

301 Choreography I (1) UC:CSU*Prerequisite: DanceTQ 111, 141, 460, 462, or DanceST 801 with a grade of C or better.***Activity, 3 hours.**

This course is an introduction to basic principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy in student projects.

801 Modern Dance I (3) UC:CSU*(Dance Family D07)**Prerequisite: None.***Lecture, 2 hours; activity, 4 hours.**

Offers in depth instruction and practice in the fundamentals of modern dance technique. Course includes theory, historical context, improvisation, and instruction in the elements of space, time, and energy.

805 History and Appreciation of Dance (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. Primarily, this course will focus on how dance reflects the times, historical, and social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

814 Dance Production I ‡ (2) UC:CSU*Prerequisite: Audition required.***Lecture, 1 hour; activity, 3 hours.**

This course provides instruction and laboratory experience in introductory level methods and techniques involved in producing and performing in a dance concert: including an introduction to basic lighting, music/audio, rehearsal procedures, publicity, basic costume concepts, introductory level audition and performance skills, and introduction to dance critique and assessment.

815 Dance Production II (2) CSU*Prerequisite: DanceST 814 with a grade of C or better and Audition required.***Lecture, 1 hour; activity, 3 hours.**

This course provides instruction and laboratory experience in beginning level methods and techniques involved in producing and performing in a dance concert: including rehearsal planning, publicity, beginning level lighting design for dance, music/audio, marketing, beginning level audition and performance skills, beginning costume design, and dance critique and analysis.

820 Dance Staging and Methods (4) UC:CSU*Prerequisite: Audition required.***Lecture, 2 hours; activity, 4 hours.**

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management and scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, and dance critique and assessment.

822 Dance Rehearsals and Performances (1) UC:CSU*Prerequisite: Audition required.***Activity, 3 hours.**

This course is structured rehearsal time culminating in a performance. Students participate as performers in the student dance concert.

185 Directed Study - Dance (1) CSU
285 Directed Study - Dance (2) CSU*(Dance Family D07)**Prerequisite: None.***Lecture, 1 hour per unit.**

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

DANCE TECHNIQUES (DANCETQ)

Some courses in Dance Techniques are part of the Dance Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

111 Ballet Techniques I (1) UC:CSU*(Dance Family D01)**Prerequisite: None***Activity, 3 hours**

This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

112 Ballet Techniques II (1) UC:CSU*(Dance Family D01)**Prerequisite: DanceTQ 111 with a grade of C or better.***Activity, 3 hours**

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, and beginning level barre and center floor exercises.

113 Ballet Techniques III (1) UC:CSU*(Dance Family D01)**Prerequisite: DanceTQ 112 with a grade of C or better.***Activity, 3 hours.**

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction and practice at an intermediate level.

114 Ballet Techniques IV (1) UC:CSU*(Dance Family D01)**Prerequisite: DanceTQ 113 with a grade of C or better.***Activity, 3 hours.**

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction and practice at an intermediate/advanced level.

121 Jazz Dance Techniques I (1)**UC:CSU***(Dance Family D05)**Prerequisite: None.***Activity, 3 hours.**

This course teaches the technique, principles, terminology and practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

122 Jazz Dance Techniques II (1)**UC:CSU***(Dance Family D05)**Prerequisite: DanceTQ 121 with a grade of C or better***Activity, 3 hours**

This course teaches the technique, principles, terminology and practice of jazz dance at the beginning level. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

123 Jazz Dance Techniques III (1)**UC:CSU***(Dance Family D05)**Prerequisite: DanceTQ 122 with a grade of C or better.***Activity, 3 hours**

This course teaches the technique, principles, terminology and practice of jazz dance at the intermediate level. The course will emphasize the correct placement and execution of a wide variety of jazz movements, and will also teach various styles, and the history of the movements.

124 Jazz Dance Techniques IV (1)**UC:CSU***(Dance Family D05)**Prerequisite: DanceTQ 123 with a grade of C or better.***Activity, 3 hours.**

This course teaches the technique, principles, terminology and practice of Jazz dance at the advanced level. The course will emphasize the correct placement and execution of a wide variety of Jazz dance movements, and will also teach various styles, and the history of the movements.

141 Modern Dance Techniques I (1) UC:CSU*(Dance Family D06)**Prerequisite: None***Activity, 3 hours.**

This course teaches technique, principles, terminology and the practice of modern contemporary dance at the introductory level. Students will undergo an in depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, body organization and sequencing. The course will also include the history of modern dance and an introduction to the elements of space, time, and energy through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

142 Modern Dance Techniques II (1) UC:CSU*(Dance Family D06)**Prerequisite: DanceTQ 141 with a grade of C or better.***Activity, 3 hours.**

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the beginning level. Emphasis is on the correct placement and execution of beginning level modern dance movements, and will include an in-depth exploration of the choreographic element of space through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

143 Modern Dance Techniques III (1) UC:CSU*(Dance Family D06)**Prerequisite: DanceTQ 142 with a grade of C or better.***Activity, 3 hours.**

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the intermediate level. Emphasis is on the correct placement and execution of intermediate level modern dance movements, along with a more integrated use of the arms. The course will include an in-depth exploration of the choreographic element of Time through improvisational and choreographic exercises. Students will increase coordination, flexibility, and cardiovascular strength using various movement combinations.

144 Modern Dance Techniques IV (1) UC:CSU*(Dance Family D06)**Prerequisite: DanceTQ 143 with a grade of C or better.***Activity, 3 hours.**

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the advanced level. Emphasis is on the correct placement and execution of advanced level modern dance movements, along with a more integrated use of the arms, head and torso. The course will include an in-depth exploration of the choreographic element of Energy through improvisational and choreographic exercises and exercises designed to enhance performance ability. Students will increase coordination, flexibility, and cardiovascular strength using complex movement combinations.

151 Dance For Film and Stage I (1) UC:CSU*(Dance Family D07)**Prerequisite: None***Activity, 3 hours.**

This course introduces students to renowned choreographers and dancers, and provides instruction and practice in introductory fundamentals of dance technique used in film and stage.

152 Dance For Film and Stage II (1) UC:CSU*(Dance Family D07)**Prerequisite: DanceTQ 151 with a grade of C or better.***Activity, 3 hours.**

This course introduces students to renowned choreographers and dancers, and provides instruction and practice in the fundamentals of dance technique used in film and stage, at a beginning level.

153 Dance for Film and Stage III (1) UC:CSU*(Dance Family D07)**Prerequisite: DanceTQ 152 with a grade of C or better.***Activity, 3 hours.**

This course introduces students to renowned choreographers and dancers, and provides instruction and practice in various dance genres and techniques used in film and stage at an intermediate level.

154 Dance for Film and Stage IV (1) UC:CSU*(Dance Family D07)**Prerequisite: DanceTQ 153 with a grade of C or better.***Activity, 3 hours.**

This course introduces students to renowned choreographers and dancers, and provides instruction and practice in various dance genres and techniques used in film and stage at an advanced level.

221 Yoga Skills I (1) UC:CSU*(Dance Family D09)**Prerequisite: None***Activity, 3 hours.**

This course provides an introduction to instruction and practice in yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

222 Yoga Skills II (1) UC:CSU*(Dance Family D09)**Prerequisite: DanceTQ 221 with a grade of C or better.***Activity, 3 hours.**

This course provides beginning level instruction and practice in yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment to supplement and enhance dance technique or other general fitness activities.

223 Yoga Skills III (1) CSU*(Dance Family D09)**Prerequisite: DanceTQ 222 with a grade of C or better.***Activity, 3 hours.**

This course provides instruction and practice in intermediate level yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

224 Yoga Skills IV (1) CSU*(Dance Family D09)**Prerequisite: DanceTQ 223 with a grade of C or better.***Activity, 3 hours.**

This course provides instruction and practice in advanced level yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

225 Yoga Skills (1) UC:CSU*(Dance Family D09)**Prerequisite: None.***Activity, 2 hours.**

Provides instruction and practice in yoga skills that facilitate body conditioning, endurance, flexibility, balance, and alignment, to supplement and enhance dance technique or other fitness activities.

231 Conditioning for Dance I (1) UC:CSU*Prerequisite: None***Activity, 3 hours.**

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Introductory level exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

232 Conditioning for Dance II (1) UC:CSU*Prerequisite: DanceTQ 231 with a grade of C or better.***Activity, 3 hours.**

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Beginning level exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

437 Jazz Dance (1) UC:CSU*(Dance Family D05)**Prerequisite: None.***Activity, 2 hours.**

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

696 Yoga (1) UC:CSU*(Dance Family D09)**Prerequisite: None.***Activity, 3 hours.**

Provides instruction and practice in yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

DEVELOPMENTAL COMMUNICATIONS (DEV COM)

22A-E Communications Laboratory (5) NDA

Prerequisite: None.

This course is offered on a Pass/No Pass basis only. Open entry/open exit.

Lecture, 1 hour per unit.

Developmental Communications 22 is a modular, multi-media program teaching phonics and spelling. In this course students work at their own time and pace and focus on phonics, spelling, vocabulary, reading comprehension, reading rate improvement, and study skills.

- A. Phonics and Spelling
- B. General Vocabulary
- C. College Vocabulary
- D. Study Skills
- E. Reading Improvement

23 Techniques of Learning (3) NDA

Prerequisite: None.

Recommended for students who score at the intermediate or advanced levels of the Reading Assessment Test.

Lecture, 3 hours.

This course teaches efficient study methods and effective learning techniques. This course stresses outlining, note taking techniques, exam strategies and time management.

35 Reading I - Fundamentals (3) NDA

Prerequisite: None.

Recommended for students who score in the appropriate range on the Reading Assessment Test.

Offered on a Pass/No Pass basis.

Lecture, 3 hours.

A basic reading class designed to improve word decoding and attack skills; increase sight, speaking and writing vocabularies; establish and/or improve reading fluidity; develop dictionary skills; and identify main and supporting ideas in reading and writing.

36A Reading II - Comprehension and Related Skills (6) NDA

Prerequisite: None. Recommended for students who score in the appropriate range on the Reading Assessment Test.

Lecture, 6 hours.

This is an intermediate reading class designed to improve vocabulary, fluency and comprehension in reading; increase sight, speaking and writing vocabularies; and identify main and supporting ideas in reading with the goal of helping students acquire sufficient mastery to succeed in college courses.

36B Reading II: Comprehension and Related Skills (3) NDA

Prerequisite: None.

Lecture, 3 hours

This is a late intermediate reading class designed to improve vocabulary, fluency and comprehension in reading; increase sight, speaking and writing vocabularies; and identify main and supporting ideas in reading with the goal of helping students acquire sufficient mastery to succeed in college courses.

ECONOMICS (ECON)

1 Principles of Economics I (3)

UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introductory microeconomics course designed to provide the student with an understanding of basic economic principles and forces which govern the production, distribution, exchange and consumption of goods and services. Topics considered include: economic decision-making given scarcity of resources; resource allocation; value and price theory in a free-enterprise economy; income distribution; poverty and its causes and solutions, social costs and benefits; the roles of governments in the economic system; forms of business enterprise; labor management relations. Contemporary economic developments are considered throughout the course. Meets the general education Social Science requirement.

2 Principles of Economics II (3)

UC:CSU ☉

Prerequisite: Econ 1 with a grade of C or better.

Lecture, 3 hours.

A macroeconomics course which is a continuation of the introductory principles of economics. Topics considered include: national income and employment; economic fluctuations; business cycles; money, credit and banking; public financing and taxation; monetary, fiscal, and economic stabilization policies; international trade, tariffs, payments and policies; comparative economic systems; economic growth and development. Contemporary economic developments are considered throughout the course. Meets the general education Social Science requirement.

30 Comparative Economic Systems ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Examination of how economic systems function. Differences between market and planned command economies in theory and practice, and problems of transforming a socialist economy into a market economy. This course studies cases of former USSR, China, Mexico, England, Sweden, Poland, Japan, The Middle East.

40 History of Economic Thought

(3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course studies the history and evolution of economic ideas starting with early beginners, Adam Smith, Ricardo and continues with Marx to modern times. Course covers competing paradigms in economics, including neoclassicism, monetarism, American Institutional school, Keynesian school and others and establishes a link between evolution of economic ideas and the economic history of Europe and the United States. A special attention is paid to methodology of economics.

50 Principles of Financial Economics (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Examination of financial problems of economics, including history and evolution of money, commercial banking systems, the Federal Reserve System, theories of money and monetary policies, the capital markets, mortgage markets, stock and bond markets and the international and foreign exchange markets.

60 Economics and the Environment (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course provides an introduction to the economics of environmental issues and policies. It examines topics such as land use, energy, climate change, pollution, efficient use of resources and the use Geographic Information Systems as a tool of research and analysis. Special attention is paid to property rights, externalities, public goods, sustainability, and population growth as determining factors of environmental policy in reducing the costs of pollution.

185 Directed Study - Economics ‡ (1) CSU**285 Directed Study - Economics ‡ (2) CSU****385 Directed Study - Economics ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

EDUCATION (EDUC)**2 Introduction to Education I (1) CSU**

Prerequisite: None.

Lecture, 1 hour.

This course introduces students to the various fields of educational thought and practice, general vocational orientation, and observation of the teacher at work.

911-921-931-941 Cooperative Education - Education (1-4) CSU

Education is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ELECTRONICS (ELECTRN)**2 Introduction to Electronics (3) CSU**

Prerequisite: None.

Corequisite: Electronics Technology majors enroll in Electronics 10 concurrently.

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 electronics components, and construct numerous electronic circuits and projects. A great introduction to the field of electronics.

4 Fundamentals of Electronics I (4) CSU

Prerequisite: Math 115 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The lecture provides detailed study of direct and alternating current theory and applications. Topics include, Ohms Law, energy sources, magnetism, capacitance, inductance, and transient circuits. Complex circuits are solved using Kirshhiffs Laws and Thevenins and Norton Theorems. The laboratory provides experience in applying electrical laws and test equipment to direct current circuits. Practices include component identification, breadboarding circuits, resistor and capacitor color codes and circuit measurements using the digital multimeter and the VOM.

6 Fundamentals of Electronics II (4) CSU

Prerequisite: Electrn 4 and Electrn 10 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The lecture includes the theory and practice of alternating current principles. Topics include series and parallel resonance, transformers, single and polyphase voltages, filters and an introduction to pulse wave forms. The laboratory includes experimental study discussed in lecture. Data are gathered from series-parallel tuned and untuned circuits and transformers. Extensive use is made of signal generators, digital multimeters and bridges.

20 Electronic Circuits I (4) CSU

Prerequisite: Electrn 4 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The class reviews basic electronics and then covers theory and application of basic active semiconductor components such as diodes, transistors, FETs, and integrated circuits. The laboratory portion includes construction and measurements related to circuits studied.

22 Electronic Circuits II ‡ (4) CSU

Prerequisite: Electrn 20 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The student will continue to learn operational amplifier theory with integrated circuit theory and laboratory experiments. Students will study comparator voltage regulator theory and build and use test equipment provided in the lab.

34 Introduction to Biomedical Electronics ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of biomedical instrumentation and equipment used in the health care field, emphasizing critical care applications. The source of bioelectric potentials and their appearance in EKG and EEG equipment: stress testing, blood pressure and flow and heart sounds. Operating principles of transducers, amplifiers, patient monitors, or equipment defibrillators and pacers. The theory of shock hazards and methods of providing for patient and staff safety are emphasized.

36 Biophysical Measurements I ‡ (4) CSU

Prerequisite: Electrn 34 and Electrn 20 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Theory, operation, test and calibration of medical equipment including patient monitors, defibrillators, electrosurgical units and pacers. Principal physiological measurements. Patient safety and hospital electrical testing procedures; establishing preventative maintenance programs.

38 Biophysical Measurements II ‡ (4) CSU

Prerequisite: Electrn 20 and Electrn 34 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Theory, operation, test and calibration of medical laboratory and clinical equipment including the blood-gas analyzer, spectrophotometer, and blood pressure and ultrasound devices. Safety testing methods and establishing preventative maintenance programs.

54 Computer Logic ‡ (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

A lecture/lab course on digital electronics covering topics such as: number systems and codes, logic gates, combinational logic, encoders and decoders, multiplexers and demultiplexers, multivibrators, shift registers and counters, D/A and A/D converters, semiconductor memories, and an introduction to microprocessors. Students will construct various digital circuits and use test instruments to analyze operation.

64 Technical Computer Applications (4)

Prerequisite: Electrn 2 and 54 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Application of computers in electronic circuit analysis. Provides students with skills necessary to employ computer systems such as Circuit Maker and LabView.

109 Computer Hardware (4) CSU

Prerequisite: None

Lecture, 3 hours; laboratory 3 hours.

This course is designed for those who want to study and understand what is happening inside microcomputers. This theory course covers installation and troubleshooting of hardware and software components. In addition, this course prepares you for the A+ Core Hardware Exam and A+ Operating System Technologies Exam for A+ Certification. No experience in electronics is assumed.

113 Computer Networking (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course is designed for students who want to gain a solid understanding of a broad range of networking technologies, especially for those who wish to pursue certifications in a variety of computer networking fields, including Network+, CCNA, MCSE, Linux+. Covers networking hardware and software components. Student should have a background in basic computer concepts. No experience in electronics is assumed.

210 Introduction to Solar Electric Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides the student with an introduction to the rapidly growing field of Solar Photovoltaic Systems, including theory, design, installation, and maintenance basics of these systems for residential and industrial installations. The basic elements of these systems will be covered. The course will begin with a review of basic electric circuits. NABCEP exam preparation is included.

211 Photovoltaic Systems (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course provides the student with knowledge and experience in the rapidly growing field of Solar Photovoltaic Systems, with particular emphasis on the theory, design, installation, and maintenance of residential and commercial installations. Issues to be covered include PV system components, site analysis, sizing, financial analysis, and weatherization. Attention will be placed on system installation and safety.

212 Renewable Energy Systems (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course covers renewable energy basics, which includes solar, thermal, wind, and hydro energy. Biofuels and biomass resources are also covered, as well as geothermal power, energy storage, and hydrogen fuel cells. Furthermore, energy collection, site evaluation, design analysis of various systems, material use, and methods of construction ("green building") are also dealt with, along with an overview of California and US energy policy and global energy use. A hands-on laboratory is also included.

240 Industrial Electronics I (4)

Prerequisite: Electrn 54 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

This course covers PLC hardware components and troubleshooting, programming PLC instructions, and PLC lab demonstrations.

911-921-931-941 Cooperative Education - Electronics (1-4) CSU

Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ENGINEERING, GENERAL (ENG GEN)**101 Introduction to Science, Engineering and Technology (2) UC:CSU**

Prerequisite: None.

Lecture, 2 hours.

The course will introduce students to the many activities and rewards offered in the engineering and technical professions through the presentation of pertinent information and practical problems.

131 Engineering Statics (3) UC:CSU

Prerequisite: Physics 37 with a grade of C or better.

Lecture, 3 hours.

This course will study mechanics, vector force systems and equilibrium conditions with emphasis on engineering problems involving structures, distributed forces, internal forces, and friction. Basic concepts and methods for calculating centroids and area moments of inertia for various cross sections will be presented, along with an introduction to the principle of virtual work.

151 Materials of Engineering ‡ (3) UC:CSU

Prerequisite: Chem 101 with a grade of C or better.

Lecture, 3 hours.

An introductory course on the properties of materials; applications to engineering systems; dependency of properties on internal structure; structures and properties of metals and alloys and their response to thermal and mechanical treatments; structures and properties of non-metallic materials. Required of all Engineering majors.

911-921-931-941 Cooperative Education - Engineering, General (1-4) CSU

General Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ENGINEERING, GENERAL TECHNOLOGY (EGT)

100 Introduction to Sustainable Construction Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introductory course in sustainable construction management, with an emphasis on blue print reading, managing budgets, construction industry software usage, safety regulations, environmentally sound materials and methods of construction, and local, state, and federal government agencies that have jurisdiction over construction projects.

103 Code and Zoning Regulations (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An in depth review of California Building Codes, Disabled Access (ADA), as well as governing energy efficiency and sustainability regulations, known as Title 24, and State sponsored LEED program and certification. These regulations are the very basic foundation of every "Smart" design and construction project that is energy efficient and provides a sustainable, safe and friendly environment for its occupants.

104 Cost Analysis and Estimation (3) CSU

Prerequisite: None.

Lecture, 3 hours.

In depth discussion of the Cost Estimation process for buildings in the construction industry with emphasis on obtaining skills to accurately measure areas, volumes and related cost including labor for various materials, interpreting construction documents and specifications, determining labor and material costs based on project location and types of contracts, applying unit cost analysis during bidding process, implementing general conditions of the contract for site mobilization and determining percentages of overhead and profit in a project.

211 Elementary Engineering Graphics (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

This course provides an introduction to the basic fundamentals of 2D Mechanical Drafting utilizing Autocad Computer Aided Design (CAD) software tools. The course includes a study of industry standards used for drafting mechanical engineering drawings.

212 Applied Engineering Computer Graphics I (3)

Prerequisite: EGT 211 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

This course provides intermediate training in 2D mechanical detail drafting utilizing Autocad Computer Aided Drafting (CAD) software tools with emphasis on developing skills and proficiency. This course includes the practical application of industry drafting standards for drawing orthographic view projections and Geometric Dimensioning and Tolerancing techniques.

213 Introduction to Autocad (3)

Prerequisite: EGT 212 with a grade of C or better.

Lecture, 2 hours; laboratory, 4 hours.

This course provides advanced training in 3D mechanical parametric modeling utilizing Siemens Unigraphics Solutions (UGS) SolidEdge (CAD) software tools with emphasis on developing skills and proficiency. This course includes the practical application of a feature based parametric 3D master model concept for mechanical engineering design.

911-921-931-941 Cooperative Education - Engineering Technology, General (1-4) CSU

Engineering Technology, General is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

ENGLISH

21 English Fundamentals (3) NDA

Prerequisite: English 33 with a passing grade or the appropriate skill level demonstrated through the placement process.

This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course teaches the fundamentals of English grammar, reading, and effective sentence skills. Students will compose paragraphs and short essays.

28 Intermediate Reading and Composition (3)

Prerequisite: English 21 with a passing grade or appropriate skill level demonstrated through the English placement process. Cannot be taken for P/NP.

Lecture, 3 hours.

This course is designed to prepare students for English 101. English 28 brings literacy abilities up to the college level. This course includes introduction to critical reading of non-fiction prose and practice writing short essays. Students who do not score sufficiently high on the placement test in English are required to take this course before attending English 101.

33 Basic Vocabulary (3) NDA

Prerequisite: None. This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course enlarges and enriches a student's vocabulary through reading and the study of word meanings within the context of the overall meaning and purpose of a text. It develops a student's basic English literacy, including the ability to spell, read aloud, paraphrase, summarize, respond to readings, recognize the organization of texts and the structure of words, and use context clues, as well as dictionaries and other tools for vocabulary building.

67 Writing Laboratory (0.5) NDA

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 1 hour.

Students will improve their writing skills through one-to-one tutoring conferences, writing workshops, and computer instruction with assistance from an instructor and tutors. Students will develop their understanding of purpose, audience, invention, drafting, revision, and editing. Students will also focus on improving punctuation, mechanics, and grammar. This class may be taken by students at any level of English.

68 Reading Laboratory (0.5) NDA

Prerequisite: None.

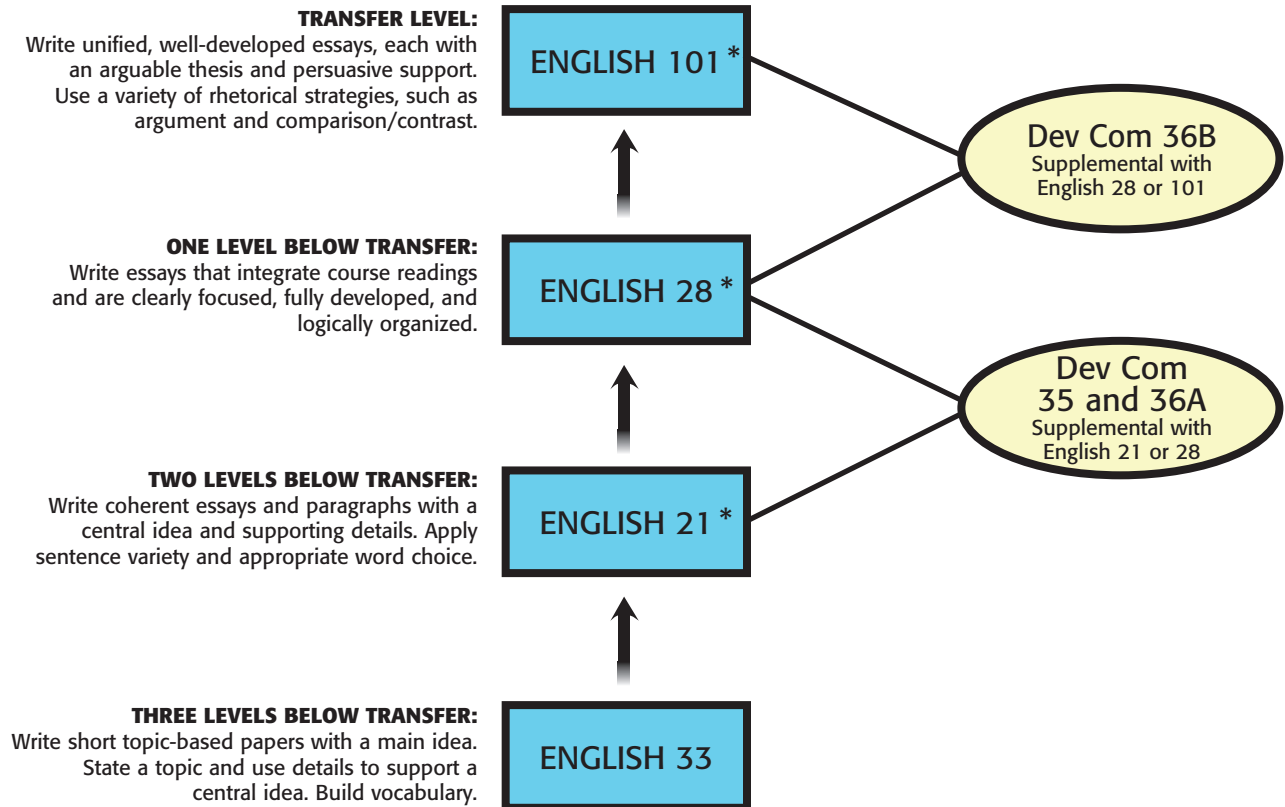
Offered on a Pass/No Pass basis only.

Laboratory, 1 hour.

Students will improve their reading comprehension and develop critical reading skills through individual help from instructor, one-to-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences and summarizing a chosen text. This course can complement any other class that has assigned readings, or it can be taken independently.

English Course Sequence

Writing Outcome Levels defined:



KEY:

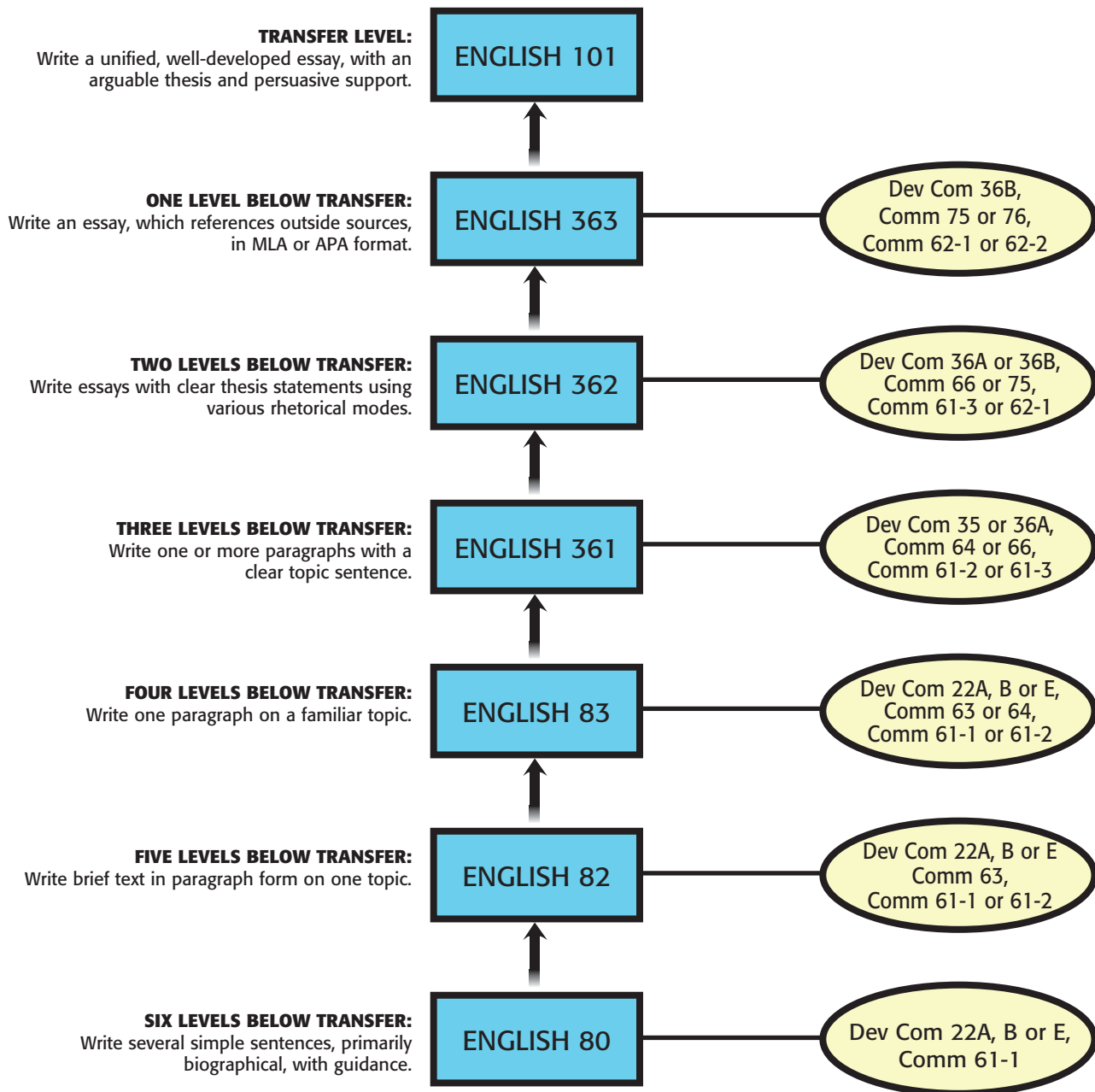
COURSE SEQUENCE Supplemental Courses

* Dev Com 23 or Pers Dev 1 or 20 Study skills. Supplemental for all levels above English 33

NOTE: Assessment is recommended. See course descriptions for placement and prerequisite information.

Credit ESL Course Sequence

Writing Outcome Levels defined:



KEY:

COURSE SEQUENCE Supplemental Courses

*Dev Com 23 or Pers Dev 1 or 20 Study Skills. Supplemental for English 361, 362, 363, and 101

NOTE: Assessment is recommended. See course descriptions for placement and prerequisite information.

69 Writing and Revising on the Computer (1)

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 2 hours.

Individual help by instructor and tutors with using computers to write. Students practice editing, formatting, drafting, researching on the Internet, and developing resumes. Students will learn basic word processing skills as well as general guidelines for navigating the Internet. Complements any class with a writing component or can be taken independently.

75 Methods for Tutoring Writing (1)

Prerequisite: None.

Lecture, 1 hour.

Students preparing to work in a Writing Center will examine pedagogical approaches to peer tutoring in Writing Centers and engage in active sharing of their own writing process. Students will learn how to apply different tutoring styles and strategies for teaching the writing process, organization, grammar and mechanics. Students will also examine writing across the disciplines in various genres and engage in self-reflexive and meta-cognitive thinking about the practice of peer tutoring for writing.

80 Introduction to English as a Second Language: Reading Skills (3) NDA

Prerequisite: None. *This course is offered on a Pass/No Pass basis only.*

Lecture, 3 hours.

This course is intended for students with English as a Second Language. It stresses the development of skills leading to college level reading capacity at a beginning/high-beginning level.

82 Introduction to College English as a Second Language (5) NDA

Prerequisite: None. *This course is offered on a Pass/No Pass basis only.*

Lecture, 5 hours.

This course introduces students to English pronunciation patterns, sentence patterns, basic reading, and communication skills at a high-beginning/low-intermediate level.

83 College Conversational English as a Second Language (3) NDA

Prerequisite: None.

Recommended: Comm 61-1 or 61-2 and Comm 64. *This course is offered on a Pass/No Pass basis only.*

Lecture, 3 hours.

This course is designed for students at an elementary level in listening, speaking, reading, and writing English at a low-intermediate/intermediate level.

98 Intermediate English Fundamentals (5) NDA

Prerequisite: None.

This course is graded on a pass/no pass basis.

Lecture, 5 hours.

This course develops basic vocabulary, reading and composition skills. Building on reading strategies, grammar rules, spelling, punctuation, vocabulary, and sentence skills, students read basic college-level texts and learn to respond to them in clear, written English.

Students may not earn credit for both English 98 and the combination of English 33 & 21.

101 College Reading and Composition I (3) UC:CSU ☼

Prerequisite: English 28 or English 363 with a grade of C or better or appropriate skill level demonstrated through the English placement process.

Cannot be taken for P/NP.

Lecture, 3 hours.

This course teaches students to write college-level essays in response to reading and analyzing college-level texts. The course focuses equally on writing and critical reading, and students will write a substantial research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view to fulfill the 8,700 word writing requirement.

102 College Reading and Composition II (3) UC:CSU ☼ (C-ID: ENGL 120)

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course develops reading, writing, and critical thinking skills beyond the level achieved in English 101 and requires the writing of a minimum of 10,000 words in essays and a research paper throughout the semester. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations of texts reveal the multicultural/global aspects of our society, which include traditional and contemporary forms in fiction, poetry, essays, and drama.

103 Composition and Critical Thinking (3) UC:CSU ☼

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course is designed to help students develop critical thinking, writing and research skills beyond the level achieved in English 101. Students will read and critically evaluate (for meaning, purpose, strategy, and style) expository and argumentative essays from a variety of classical sources and multi-cultural perspectives and then use these essays as rhetorical models for their own writing assignments.

105 Introduction to Language and Linguistics (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is a summary of what is known about human language: an introduction to the scientific study of language, its history and structure; language in its social and cultural setting; language, the learning tool. *Students may not earn credit for both English 105 and Ling 1.*

124 Short Story Writing I ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Students will develop skills in writing the traditional short story. Emphasis is on discussion of students' writing with some discussion of works of major writers. The course deals with marketing and preparing manuscripts for submission to publishers. Students may submit manuscripts to the college literary magazine.

125 Short Story Writing II ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course is a continuation of English 124 with the opportunity to write longer, more complex works of experimental fiction suitable for publication.

127 Creative Writing (3) UC:CSU

Prerequisite: English 102 with a grade of C or better.

Lecture, 3 hours.

This course is a writing workshop for students interested in writing fiction and poetry. Students will present their work to the class for criticism. The course includes lectures, demonstrations, and individual conferences with instructor.

Note: UC allows a maximum of 6 transferable units for this course.

MAXIMUM UC CREDIT IS 6 UNITS.

203 World Literature I ‡ (3)**UC:CSU****(C-ID: ENGL 140)***Prerequisite: English 101 with a grade of C or better.***Lecture, 3 hours.**

This course surveys world literature in translation: representative selections from Asian literature, the Bible, Greek and Latin literature, and European masterpieces of the Middle Ages and Renaissance.

204 World Literature II ‡ (3)**UC:CSU****(C-ID: ENGL 145)***Prerequisite: English 101 with a grade of C or better.***Lecture, 3 hours.**

This course surveys world literature in translation from the Renaissance to the present: selections from representative masterpieces of continental literature - French, German, Scandinavian, Russian, Spanish, and Asia.

205 English Literature I ‡ (3)**UC:CSU ☉****(C-ID: ENGL 160)***Prerequisite: English 102 with a grade of C or better.***Lecture, 3 hours.**

This course surveys British literature from the eighth through the eighteenth century, emphasizing major figures and works.

206 English Literature II ‡ (3)**UC:CSU ☉****(C-ID: ENGL 165)***Prerequisite: English 102 with a grade of C or better.***Lecture, 3 hours.**

This course surveys British Literature from the late eighteenth century to the present, emphasizing major writers and works.

207 American Literature I ‡ (3)**UC:CSU ☉****(C-ID: ENGL 130)***Prerequisite: English 102 with a grade of C or better.***Lecture, 3 hours.**

This course surveys American literature from 1608 to the Civil War, emphasizing major writers and works.

208 American Literature II ‡**(3) UC:CSU ☉****(C-ID: ENGL 135)***Prerequisite: English 102 with a grade of C or better.***Lecture, 3 hours.**

This course surveys American literature from the Civil War to the present, emphasizing major writers and works.

213 Dramatic Literature ‡ (3) UC:CSU*Prerequisite: English 101 with a grade of C or better.***Lecture, 3 hours.**

This course emphasizes critical reading of and writing about plays from classical Greek times to modern drama.

*Students may not earn credit for both English 213 and Theater 125.***252 The English Bible as Literature ‡ (3) UC:CSU***Prerequisite: English 101 with a grade of C or better.***Lecture, 3 hours.**

This course is a study of the Old and New Testaments as literature with the King James version as the basic text.

361 ESL for Academic Purposes I (6) NDA*Prerequisite: English 83 with a grade of C or better appropriate skills level demonstrated through the English placement process.***Lecture, 5 hours; Lab 2 hours.**

This course is for students who are pursuing an academic or professional degree program. Students will read and discuss literature, news and academic texts, and learn how to gather information, give complete responses, and express themselves in complete sentences at an intermediate/high-intermediate level.

362 ESL for Academic Purposes II (6) NDA*Prerequisite: English 361 with a grade of C or better or appropriate skills level demonstrated through of the English placement process***Lecture, 5 hours; Lab, 2 hours.**

This course is for students who are pursuing an academic or professional degree program. Students will read novels and academic texts, conduct research, write essays and be introduced to sources of information at a high-intermediate/low-advanced level.

363 ESL for Academic Purposes III (6) CSU*Prerequisite: English 362 with a grade of C or better or appropriate skills level demonstrated through the English placement process.***Lecture, 5 hours; Lab, 2 hours.**

This course is designed to prepare students for English 101, English 363 brings literacy abilities up to the college level. Students will read novels and academic texts, conduct research, write essays, and be introduced to sources of information.

185 Directed Study - English (1) CSU**285 Directed Study - English (2) CSU****385 Directed Study - English (3) CSU***Prerequisite: None.***Conference, 1 hour per unit.**

This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

ENVIRONMENTAL SCIENCE (ENV SCI)**1 The Human Environment:****Physical Processes (3) UC:CSU ☉***Prerequisite: None.***Lecture, 3 hours.**

This course introduces scientific analysis of real-world challenges and issues related to physical processes in the environment. Topics include environmental systems and cycles, uneven consumption and degradation of global resources, sustainability, climate change, conventional and alternative energy sources, waste treatment, recycling, and the future of food. Practical solutions employing an interdisciplinary approach are emphasized. This course satisfies, in part, the natural science requirement for general education.

7 Introduction to**Environmental Geology (3) UC:CSU***(Same as Geology 10)**Prerequisite: None.***Lecture, 3 hours.**

This course examines how geologic processes and hazards influence society and the environment. The topics covered include geologic hazards such as earthquakes, volcanic eruptions, and tsunamis; mineral resources, groundwater, pollution, and current environmental and regulatory public policy. A field trip is offered for the course. *Students may not earn credit for both Env Sci 7 and Geology 10.*

22 The Human Environment: Physical Processes Lab (2) UC:CSU

Prerequisite: Environmental Science 1 with a grade of C or better or concurrent enrollment.

Lecture, 1 hour, laboratory 2 hours.

This is an introductory lab course in which students will work individually and in teams to investigate the causes and consequences of key environmental issues. Field sampling, laboratory procedures and data analysis skills are emphasized as we explore our natural world. Particular attention is paid to water, energy, consumption, food, sustainability, waste and recycling.

ENVIRONMENTAL STUDIES (ENVSTDS)

101 Introduction to Environmental Studies (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course provides an interdisciplinary overview from a social science perspective of the local and global impacts of humans on the natural environment over human history. 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. This course satisfies the Social and Behavioral Sciences requirement for General Education.

FINANCE

2 Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an introduction to analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market are also studied.

8 Personal Finance and Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an introduction to the concepts and tools necessary for the responsible allocation of personal resources. Emphasis is on the significant financial decisions facing each household during its life cycle, including budgeting, record keeping, consumer purchases, credit, home ownership, insurance, investing, retirement and estate planning.

911-921-931-941 Cooperative Education - Finance (1-4) CSU

Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

FIRE TECHNOLOGY (FIRETEK)

27 Wildland Firefighter (4) CSU

Prerequisite: None.

Lecture, 4 hours; Laboratory, 0.5 hours.

This course prepares the student for entry level jobs in Wildland Firefighting. It combines classroom instruction with hands-on training. A certificate of completion is awarded.

96 Emergency Medical Technician (8) CSU

Prerequisite: Students must present to the instructor either a BLS for the Healthcare Provider from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross prior to the beginning of the class or no later than the first examination.

Lecture, 6 hours; Laboratory, 4 hours.

This course is designed to provide a basis for gaining Emergency Medical Technician [EMT] certification. The student will be given the opportunity to develop the necessary knowledge, skills and abilities required to successfully complete the 180 hours of instruction and will then qualify them to take the National Registry EMT certification examination which certifies students as EMT's for a period of two years. Upon successful completion of the National Registry EMT certification examination, an EMT may gain employment with an ambulance service, in a hospital emergency room or work in a clinical setting as well as being a prerequisite for firefighting or paramedic careers.

201 Fire Protection Organization ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to the fire service and fire protection; careers in fire departments and related fields. History of fire protection, fire loss causes, public and private protection services. Fire department organization, fire fighting tactics, fire prevention, tools, equipment, apparatus, alarm systems and water systems. This course includes field trips.

202 Fire Prevention (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces the concepts for making effective, complete and legal inspections by knowing fire prevention concepts. These concepts include history, organization, law, fire causes, procedures, techniques, enforcement and records. Hazards by occupancy, fire protection equipment, fire investigation, public education and special problems will be studied.

203 Fire Protection Equipment and Systems ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is a study of portable fire extinguishing equipment and permanent systems such as sprinklers, CO₂, dry chemical and halon. Detection and alarm systems, explosion prevention, computer protection and special hazards will be covered. The installation, testing, maintenance and fire department use of these systems will be emphasized.

204 Building Construction for Fire Protection ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course will cover the fundamentals of building construction as they relate to fire prevention and suppression and the classification of building by type of construction and use. In the course an emphasis will be placed on fire protection features. This course is accepted as a lower division requirement toward a degree in Fire Protection Administration at CSULA.

205 Fire Behavior and Combustion (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers theory and fundamentals of how and why fires start, spread and are controlled; and in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

206 Hazardous Materials ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the identification and study of dangerous chemicals; organization for hazardous materials mitigation; and the company and incident commanders role in providing life safety for the public and the firefighter.

208 Fire Hydraulics ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

This course provides a foundation of theoretical knowledge to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

209 Fire Tactics and Strategy ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the use of manpower, equipment and apparatus on the fire ground. Methods of pre-fire plan, rescue, fire attack, control, salvage and overhaul. The application of these methods to structural, watershed, waterfront, oil, aircraft, and other types of fires. This course will include command functions. Field exercises will be held when possible.

213 Fire Investigation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will differentiate between methods of determining point of origin, path of fire travel and fire causes. Students will recognize and preserve evidence, interview witnesses, understand arson laws, types of arson fires, be familiar with court testimony, reports and records.

185 Directed Study - Fire Technology ‡ (1) CSU**285 Directed Study - Fire Technology ‡ (2) CSU****385 Directed Study - Fire Technology ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Fire Technology on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Fire Technology (1-4) CSU

Fire Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

FRENCH**1 Elementary French I (5) UC:CSU**

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic French grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis and communication in cultural settings. It introduces the student to the characteristics of diverse French and Francophone cultures. This is a web-enhanced course, requiring students to access and perform online coursework.

Students may not earn credit for both French 1 and the French 21/22 combination.

2 Elementary French II (5) UC:CSU

Prerequisite: French 1 or French 22 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple French. The readings consist of selections dealing with France and diverse Francophone cultures. Students will continue the study of French civilization and modern developments in the French-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

3 Intermediate French I (5) UC:CSU ✪

Prerequisite: French 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course provides a more intensive study of the French language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic expressions and irregular structures. Emphasis is placed on developing fluency in oral expression and facility in writing. Students will read and discuss cultural and literary texts in French, and advance their knowledge of French and Francophone cultures and modern developments in the French-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

4 Intermediate French II ‡ (5)

UC:CSU ✪

Prerequisite: French 3 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This is the second half of Intermediate French, providing a more intensive study of the French language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic expressions and irregular structures. Students will further develop their writing and communication skills in French through the study of representative French and Francophone literary and cultural texts. This is a web-enhanced course, requiring students to access and perform online coursework.

5 Advanced French I ‡ (5) UC:CSU ✪

Prerequisite: French 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the study of representative literary and cultural texts of different genres with emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of French and Francophone literature and civilization. Basic computer skills required for accessing and performing online activities.

6 Advanced French II ‡ (5) UC:CSU

Prerequisite: French 5 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the study of French and Francophone literature, with readings from representative authors of different genres. Emphasis on improving oral expression, comprehension, reading and writing. Advanced composition, stylistics, and grammar. Oral and written reports within the context of literary and cultural analysis. Basic computer skills required for accessing and performing online activities.

8 Conversational French ‡ (2) UC:CSU

Prerequisite: French 2 with a grade of C or better or equivalent skill level.

Lecture, 2 hours.

This course focuses on the development and improvement of oral communication skills in French based on discussions of everyday experiences, current events, cinema, cultural topics, and readings. Emphasis on vocabulary-building and the learning of idiomatic expressions, along with pronunciation practice. This is a web-enhanced class, requiring students to access coursework online. Not recommended for native speakers of French.

10 French Civilization ‡ (3) UC:CSU

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

This course surveys the origins, growth, and development of French civilization in its many forms, with special emphasis on modern France and Francophonie. It offers an overview of the history and geography of France and diverse Francophone countries, and of their contributions to the Western world. This is a web-enhanced course, and computer skills are necessary for accessing and performing coursework online.

21 Fundamentals of French I (3)

Prerequisite: None

Lecture, 3 hours.

This course covers the first half of French 1 and is designed for absolute beginners. It provides an introduction to the fundamentals of French pronunciation, grammar, vocabulary, sentence structure, and use of idiomatic expressions. It stresses the ability to understand, read, write, and speak simple French, and gives the student cultural insights into French and Francophone worlds. Basic computer knowledge is required for online activities. French 21 and 22 together are equivalent to French 1.

Students may not earn credit for both French 1 and French 21/22 combination.

22 Fundamentals of French II (3)

Prerequisite: French 21

Lecture, 3 hours.

This course covers the second half of French 1 and completes Elementary French I. Students continue the study of the fundamentals of French pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions. It stresses the ability to understand, read, write, and speak simple French, as well as introduces the student to cultural insights into French and Francophone worlds. Basic computer use required for online activities. French 21 and French 22 together are equivalent to French 1. This course is also recommended for those wishing to review before taking French 2.

Students may not earn credit for both French 1 and the French 21/22 combination.

185 Directed Study - French (1) CSU**285 Directed Study - French (2) CSU****385 Directed Study - French (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

GEOGRAPHY (GEOG)**1 Physical Geography (3) UC:CSU ☼**

Prerequisite: None.

Lecture, 3 hours.

An introduction to the physical geography of the global environment and the interactions between atmosphere, oceans, land and life using the scientific method. Topics include earth-sun relations, weather and climate, soils, biogeography, landforms, plate tectonics, weathering, mass wasting and the transformation of the earth by human activities. The basics of maps, Geographic Information Systems, and other tools of geographic analysis are introduced. Optional field trips are offered.

UC CREDIT FOR EITHER GEOGRAPHY 1 AND 15 OR FOR 17.

2 Cultural Elements of Geography (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introduction to human populations and cultures, and the human imprint upon the land. This course focuses on culture (language, religion, ethnicity, social customs), population and migration, development, political geography, resources, and economics, as well as human-environment interaction. Emphasis is placed on issues of diversity, globalization, ethnic conflict, urbanization, international trade, security and environmental and social change at local, regional and global scales.

3 Introduction to Weather and Climate (3) UC:CSU

(Same as Meteor 3.)

Prerequisite: None.

Lecture, 3 hours.

An introduction to weather, climate and environment employing scientific method and observation. The course examines Earth's atmosphere, processes and phenomena and their impacts on humans and the global environment. Course topics include composition of the atmosphere, weather elements and controls, atmospheric processes, global circulation, storms, air pollution, global climate patterns and climate change, and techniques and tools for weather forecasting.

9 People and the Earth's Ecosystem (3) UC:CSU

Prerequisites: None.

Lecture, 3 hours.

An overview of the global environment and an examination of the diversity of life and environments that make up our world. The course examines the role of humans in environmental transformation at local, regional and global levels including habitat destruction, introduced species, extinctions and climate change. Geographical case studies are explored that examine real world environmental challenges and solutions.

14 Geography of California ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course surveys the physical and cultural landscapes of California with emphasis on human-environment interaction and the natural, socio-political, economic and demographic forces that have shaped the state. The course deals with the history of the state, settlement and land-use patterns, economic activities, resource use, transportation and trade, as well as California's role in the new global economy. The political, economic, environmental and demographic challenges facing the state are also discussed. Optional field trips will be offered.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geog 1 with a grade of C or better or concurrent enrollment.

Not open to students who have completed Geography 17.

Lecture, 1 hour; laboratory, 2 hours.

This laboratory course serves as an introduction to the scientific study of the physical environment including the tools of geography (maps, GIS/GPS, remote sensing and air photos). Topics include Earth-Sun relationships, elements of weather and climate, topographic map reading and imagery interpretation, biogeography, soils, and landform evolution by tectonic, erosional and depositional forces. Field trip options are provided.

UC CREDIT FOR EITHER GEOGRAPHY 1 AND 15 OR FOR 17.

17 Physical Geography and Laboratory (5) UC:CSU

Prerequisite: None.

Lecture, 4 hours; laboratory, 2 hours.

This combined lecture-laboratory course introduces physical geography as a scientific discipline focused on the Earth system and human impacts on the natural environment. Topics include earth-sun relations, weather, climate, biogeography, maps and projections, plate tectonics, weathering, mass wasting and the action of water, ice and wind on landforms. Students are provided with opportunities to use geographic tools and instruments to capture, record, analyze and map data. Field trips are offered.

Note: Students may not earn credit in both Geography 1 and Geography 17.

UC CREDIT FOR EITHER GEOGRAPHY 1 AND 15 OR FOR 17.

30 Managing Natural Resources ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course focuses on natural resources and the critical analysis of the conflicting demands to use, conserve or preserve them. The course includes an exploration of where resources are located, the impacts of their extraction, as well as issues of supply and demand. The course examines sustainable resource management policies and practices, and the role of diverse stakeholders, including public, private and non-profit agencies in determining how resources are used and who has access. Topics include human impacts on natural processes and environments, public policy, environmental justice, urban sprawl, habitat destruction and sustainable development. Strong critical thinking and writing skills are recommended.

31 Introduction to Geographic Information Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to fundamentals of Geographic Information Systems (GIS) with hands-on computer practicum. Students are introduced to the basics of spatial analysis and cartographic principles (scales, coordinate systems, projections, cartographic design) through online exercises. Topics include best practices for mapping, acquisition and evaluation of data, spatial analysis techniques and applications of GIS/GPS technology in science, community, government, environment and business.

45 Food and Culture (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A geographical overview of the role of food in culture and the development of civilization from a cultural perspective. The ecological, economic, social and political aspects of food production are discussed. The formation of regional cuisine is considered as well as food security, globalization of food production, over-fishing, food safety and other current issues. Optional field trips are included.

185 Directed Study - Geography (1) CSU**285 Directed Study - Geography (2) CSU****385 Directed Study - Geography (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

GEOLOGY**1 Physical Geology (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

Physical Geology is the study of the internal and external processes which shape the earth. Topics covered include plate tectonics, volcanism, earthquakes, mountain building, geologic structures, origin of rocks and minerals, and water and energy resources. A field trip is offered for this course.

6 Physical Geology Laboratory (2) UC:CSU

Prerequisite: Geology 1 with a grade of C or better or concurrent enrollment.

Lecture, 1 hour; laboratory, 2 hours.

The Physical Geology Laboratory provides practical experience in identifying common rocks, minerals, landforms, geologic structures, and reading and interpreting geologic and topographic maps. Field trips to local areas of geologic interest are offered.

10 Introduction to Environmental Geology (3) UC:CSU

(Same as Env Sci 7)

Prerequisite: None.

Lecture, 3 hours.

This course examines how geologic processes and hazards influence human activities and the environment. The topics covered include geologic hazards such as earthquakes, volcanic eruptions, and tsunamis; mineral resources, groundwater, pollution, and current environmental and regulatory public policy planning. A field trip is offered for the course.

Students may not earn credit in both Geology 10 and Env Sci 7.

GERMAN**1 Elementary German I (5) UC:CSU**

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic German grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis on communication in cultural settings. It introduces the student to the characteristics of diverse German-speaking cultures. This is a web-enhanced course, requiring students to access and perform online coursework.

2 Elementary German II (5) UC:CSU ☉

Prerequisite: German 1 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple German. The readings consist of selections dealing with German, Swiss and Austrian contributions in the arts, sciences and literature. Students will continue the study of German civilization and modern developments in Germany. This is a web-enhanced course, requiring students to access and perform online coursework.

3 Intermediate German I ‡ (5) UC:CSU ☉

Prerequisite: German 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course provides an introduction to everyday life in German-speaking countries through authentic cultural texts, biographical profiles, short stories, and poetry in German. The course integrates grammar review, vocabulary building, and the use of idiomatic expressions, with an emphasis on discussions in German of various topics of interest. This is a web-enhanced course requiring students to access course work online.

4 Intermediate German II ‡ (5) UC:CSU ☉

Prerequisite: German 3 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This is the second half of Intermediate German, providing a more intensive study of the German language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic expressions and irregular structures. Students will further develop their writing and communication skills in German through the study of representative German, Austrian, and Swiss texts on culture, literature, and history. Special emphasis is given to oral discussions based on the readings. This is a web-enhanced course, requiring students to access and perform online coursework.

5 Advanced German I ‡ (5) UC:CSU ☉

Prerequisite: German 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

This course is structured around current affairs that emerge in contemporary society in Germany, Austria, Switzerland, Luxemburg, and Liechtenstein ranging from cultural texts, news articles, audio, and video blogs, with an emphasis on speaking and writing proficiency. This is a web-enhanced course requiring students to access coursework online.

8 Conversational German ‡ (2) UC:CSU

Prerequisite: German 2 with a grade of C or better, or equivalent skill level.

Lecture, 2 hours.

This course focuses on the development and improvement of oral communication skills in German based on discussions of everyday experiences, current events, cinema, cultural topics, and readings. The emphasis is on vocabulary-building and the learning of idiomatic expressions, along with pronunciation practice. This is a web-enhanced class, requiring students to access coursework online. It is not recommended for native speakers of German.

185 Directed Study - German (1) CSU**285 Directed Study - German (2) CSU****385 Directed Study - German (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows the students to pursue Directed Study in German on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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HEALTH**3 Cardiopulmonary Resuscitation (1) CSU**

Prerequisite: None

Lecture and directed practice, 1 hours, 5 weeks.

This course will teach students the steps to follow in a life-threatening emergency situation (i.e. no pulse, not breathing) using the American Red Cross Community CPR skills for the adult, child and infant.

11 Principles of Healthful Living (3) UC:CSU

(Credit given for only one of Health 9, 10 or 11.)

Prerequisite: None.

Recommended for Physical Education and Elementary Education majors.

Lecture, 3 hours.

This course will address today's health care crisis and how our society's health needs have changed over time. An emphasis will be placed on prevention strategies and lifestyle behavior change techniques. Health topics will include family health, stress management, mental health, fitness, nutrition, and weight management, drug prevention, sexuality, epidemiology, and environmental health issues.

185 Directed Study - Health (1) CSU**285 Directed Study - Health (2) CSU****385 Directed Study - Health (3) CSU**

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Health Education on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

HEBREW**1 Elementary Hebrew I ‡ (5) UC:CSU**

(Same as Jewish Studies 11)

Prerequisite: None.

Lecture, 5 hours.

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to read, write and speak simple Hebrew. Emphasis is on the spoken language. Use of the language laboratory is required.

2 Elementary Hebrew II ‡ (5) UC:CSU

(Same as Jewish Studies 12)

Prerequisite: Hebrew 1 or Jewish 11 with a grade of C or better.

Lecture, 5 hours.

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

10 Hebrew Civilization II ‡ (3) UC:CSU*(Same as Jewish Studies 10)**Prerequisite: None.**(Taught in English)***Lecture, 3 hours.**

Studies in specific problems and trends in the Jewish Heritage during the European and Modern Periods, Mysticism, Hasidism, Haskalah, Emancipation, Religious Movements, Zionism; the Holocaust and the state of Israel; educational, moral, and theological issues; Diaspora Jewry and non-Jewish relations; Ashkenazim and Sepharadim; the thought and manners of the time in an historical context.

185 Directed Study - Hebrew (1) CSU**285 Directed Study - Hebrew (2) CSU****385 Directed Study - Hebrew (3) CSU***Prerequisite: None.***Conference, 1 hour per unit.**

Allow students to pursue Directed Study in Hebrew on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

HISTORY

(For History, see also African-American Studies 4, 5; Chicano Studies 7, 8, 44.)

Note: State law imposes on all California State Universities certain graduation requirements in the areas of U.S. History, U.S. Constitution, and state and local government. Courses meeting these requirements for the state universities are listed in the TRANSFER REQUIREMENTS sections of the college catalog.

1 Introduction to Western Civilization I (3) UC:CSU ☼*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

This course is a panoramic survey which traces the development of a distinctive European culture from its roots in the hunting societies of prehistoric human through the increasingly elaborate worlds of the Sumerians, the Egyptian pharaohs, and the Biblical peoples of the Middle East; the philosophers, artists and warriors of classical Greece and Rome; and ends in the 14th century Europe- the world of saints and heretics, knights and peasants, philosophers and kings. This course emphasizes the significance of this historical background to contemporary American culture.

2 Introduction to Western Civilization II (3) UC:CSU ☼*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

This course is a continuation of History 1 from 1400 to the present. It traces the growth of Modern Europe, its 500-year domination of world history and the decline of its world supremacy in the 20th century. Includes the life and times of da Vinci and Luther; of Elizabeth I of England and Peter the Great of Russia; of the philosophers and revolutionaries of the 18th century; of the socialists and scientists of the 19th century; and of the dictators and reformers of the 20th century. This course emphasizes the influence of Western Civilization on American culture.

5 History of the Americas I (3) UC:CSU ☼*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

History of the Americas from the European intrusion on the native cultures through the development of the colonial life patterns to the achievements of independence of Latin America and the United States. Emphasis is placed on development and structure of the United States Constitution. This course fulfills the graduation requirement in U.S. History and the U.S. Constitution.

6 History of the Americas II (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

The course covers the history of the Americas from the Latin American wars of independence to the present, stressing Latin American development, inter-American relations and constitutional patterns. Emphasis is placed on California constitutional and political processes in relation to the U.S. Constitution.

7 The Worlds Great Religions (3) UC:CSU ☼*Prerequisite: None.***Lecture, 3 hours.**

The historical development of the worlds great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religion and religion as a discipline of study.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, OR 48, IS TWO COURSES.

11 Political and Social History of the United States I (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

A survey of the development of the United States from its discovery, placing emphasis upon the Colonial Experience, the American Revolution, the Constitution and the new government, the Civil War and Reconstruction. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 11, 17, OR 32 COMBINED IS ONE COURSE.

12 Political and Social History of the United States II (3) UC:CSU ☼*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

A survey of the development of the United States from the Reconstruction period to the present, placing emphasis upon the emergence of modern industrial America and upon the relationship between the nation and the world. This course fulfills the state graduation requirement in US History and California state and local government.

MAXIMUM UC CREDIT FOR HISTORY 12 AND 13 IS ONE COURSE.

18 American Civilization II (3)**UC:CSU** ☉*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course is a survey of the cultural development of American society from 1865 to the present with particular emphasis on social, intellectual and artistic trends.

20 History of California and the Pacific Coast (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

History of California and the Pacific Coast from 1542 to the present with emphasis on Native, Spanish, and American cultures; political, economic and social developments; and California's constitution, history and role in the American system. This course fulfills the state graduation requirement in state and local government.

49 Religion in America ‡ (3) UC:CSU ☉*Prerequisite:* None.**Lecture, 3 hours.**

Surveys the variety of religious expression since the colonial period, from Native American to New Age.

86 Introduction to World Civilization I (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course traces the development and relationships of major world civilizations, their traditions and contributions from earliest times to the era of European expansion in the sixteenth century.

385 Directed Study - History (3)*Prerequisite:* None**Lecture, 3 hours.**

Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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HUMANITIES (HUMAN)**1 Cultural Patterns of Western Civilization (3) UC:CSU** ☉*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course is an introduction to the general concepts of Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of cultural heritage, values, and perspectives as revealed in the arts.

2 Studies in Selected Cultures ‡ (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

A study in some depth of a particular period or tradition, such as Imperial China, the Middle Ages, Renaissance, Victorian England, the Age of Reason and others. Historical background, key personalities, contribution and significance within the various arts and sciences are emphasized.

3 The Arts of Contemporary Society ‡ (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

A cultural survey which includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 18th, 19th and early 20th centuries in western Europe and North America, in terms of the ideas and basic needs which stimulated the artists and thinkers and the contributions of their work toward the development of contemporary society.

6 Great People, Great Ages ‡ (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course includes a cultural survey of the lives and contributions of selected individuals such as St. Augustine, Martin Luther, Louis XIV and others whose impact helped shape the eras in which they lived. The course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 6 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

8 Great Women in the Humanities ‡ (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This class is a cultural survey of the lives and contributions of selected individuals such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf and others whose impact helped to shape the eras in which they lived. This course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

30 The Beginnings of Civilization (3) UC:CSU ☉*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course is a survey of man's cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria and Egypt. Emphasis is placed on the arts, literature, religion, cultural traditions and contributions made by these civilizations to man's historical and cultural heritage.

90 The Hero and Heroine Through Film Over the Ages (3) UC:CSU*Prerequisite:* None.**Lecture, 3 hours.**

This course is a cultural survey of heroes and heroines through the use of film. A collection of movies depicting the Ancient World, the Middle Ages, the Renaissance, and the Modern Era will be shown and critiqued through the semester. Themes of the movies will reflect real or imaginary people who have made an impact on history. The course will give an appreciation through films of various eras and how film and subject matter have changed culture over time.

385 Directed Study - Humanities (3)*Prerequisite:* None**Lecture, 3 hours.**

This course allows students to pursue Directed Study in Humanities on a contract basis under the direction of a supervising instructor.

INTERNATIONAL BUSINESS (INTBUS)

1 International Trade (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course surveys the operation of an import and export business, including organization, marking, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

ITALIAN

1 Elementary Italian I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic Italian grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis on communication in cultural settings. It introduces the student to basic traits of Italian geography, customs, and culture. This is a web-enhanced course requiring students to perform online coursework.

2 Elementary Italian II (5) UC:CSU

Prerequisite: Italian 1 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple Italian. Students will continue the study of Italian civilization and modern developments in Italy. This is a web-enhanced course, requiring students to access and perform online coursework.

3 Intermediate Italian I ‡ (5)

UC:CSU ☉

Prerequisite: Italian 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course provides a more intensive study of the Italian language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic construction and expressions. Emphasis is placed on developing fluency in oral expression and facility in writing. Oral discussions and conversation are based on selected readings from contemporary Italian writing. This is a web-enhanced course, requiring students to access and perform online coursework.

4 Intermediate Italian II ‡ (5)

UC:CSU ☉

Prerequisite: Italian 3 with grade of C or better or equivalent skill level.

Lecture, 5 hours.

Stresses the reading and oral discussion of modern Italian short stories. Special emphasis is given to oral discussions based on the readings. Further study in grammar with the use of current idiomatic expressions.

5 Advanced Italian I ‡ (5) UC:CSU ☉

Prerequisite: Italian 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Introduces the student to some of the important movements of Italian literature. Includes readings in prose and poetry from representative authors of Italian literature. Continues the study of grammar, writing, and oral expression through oral and written reports in Italian.

185 Directed Study - Italian (1) CSU

285 Directed Study - Italian (2) CSU

385 Directed Study - Italian (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Italian on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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JEWISH STUDIES (JEWISH)

(For Jewish Studies see also Hebrew)

1 The Jew in America ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A historical analysis of the Jews in the United States which discusses the essentially social and psychological problems of Jewish group identity. Much of the course concerns itself with the contemporary scene; the Jewish religious minority in America and its revival, the reasons for it, and the extent to which it expresses religious and spiritual impulses as well as social needs. The contribution of the successive waves of Jewish immigration to this country and western civilization in general is evaluated.

2 The Jewish Religious Heritage ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Comprises an exploration of the major teachings of Judaism. A brief historical background dealing with the development of Judaism is related to an exposition of its central affirmations. The goal is to familiarize the student with what the Jewish religious tradition regards to be its essential genius and also to provide an opportunity for an appreciation of the similarities and differences between Judaism and the other major religious groups of American culture. Among the topics to be discussed are the following: (A) The shape of faith: God, man, rites of passage, Jewish festivals, community; (B) The dynamics of faith: religious commitment and social problems, contemporary values, the present state of Jewish belief.

4 Israel: The Theory and Practice of Zionism ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of a general survey of the historical development of the area with an emphasis upon the social and political development of the state of Israel. The social and political institutions of the state of Israel will be analyzed along with a general study of the geographic, economic, ethnic and religious composition of the land of Israel. A general study will be made of the ideological and historical background of the Zionist movement as well as a general survey of the origins of the Palestinian national movement.

10 Hebrew Civilization II ‡ (3) UC:CSU*(Same as Hebrew 10)**Prerequisite: None.***Lecture, 3 hours.**

Studies in specific problems and trends in the Jewish Heritage during the European and Modern Periods, Mysticism, Hasidism, Haskalah, Emancipation, Religious Movements, Zionism; the Holocaust and the state of Israel; educational, moral, and theological issues; Diaspora Jewry and non-Jewish relations; Ashkenazim and Sepharadim; the thought and manners of the time in an historical context.

11 Elementary Hebrew I ‡ (5) UC:CSU*(Same as Hebrew 1)**Prerequisite: None.***Lecture, 5 hours.**

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to read, write and speak simple Hebrew. Emphasis is on the spoken language. Use of the language laboratory is required.

12 Elementary Hebrew II ‡ (5) UC:CSU*(Same as Hebrew 2)**Prerequisite: Jewish 11 or Hebrew 1 with a grade of C or better or equivalent skill level.***Lecture, 5 hours.**

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

25 The History of the Jewish People ‡ (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

Traces the development of the Jews from their origins in Mesopotamia to the present day. It follows and describes the experiences of the Jewish people in all parts of the world and in all important countries. It analyzes their outlook and philosophy, their habits and customs, their values and ideals.

27 Holocaust: A Prototype of Genocide ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

The course describes pre-World War II Europe, emphasizes the nature of Hitler's Nazi-movement in Germany, reviews the war years and program of genocide against the Jewish people of Nazi-occupied Europe, and considers reasons for the Holocaust, roles of the perpetrators and victims, and results.

35 Judaism, Christianity, and Islam ‡ (3) UC:CSU*(Same as Philosophy 35)**Prerequisite: None.***Lecture, 3 hours.**

A scholarly study of religion that explains the basic structure of religious belief and practice. It examines the cultural history and social aspects which influenced and shaped the growth and development of the western religions in order to encourage a desire to understand as a means of overcoming the destructive exchanges that frequently accompany religious discussion.

JOURNALISM (JOURNAL)**101 Collecting and Writing News (3) CSU***Prerequisite: None.**Required of all newspaper and photo-journalism majors. Journalism 101 or 106 required of all magazine journalism majors.***Lecture, 3 hours.**

This introductory course stresses instruction in the gathering of information and in its presentation. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information, and in the recognition of propaganda appeals and libel. Newspaper, radio, and television news are surveyed. Adherence to writing style and standards of the profession are emphasized.

105 Mass Communications (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

This introductory course examines the major aspects of the electronic and print media. Students will survey newspapers, magazines, film, radio and television. New media such as the world wide web will also be discussed. A historical perspective is taken showing the chronological development of each of these media. Their sociological and psychological impact on society at different periods of time from their origin to the present also is analyzed.

106 Mechanics of Expression (3) CSU*Prerequisite: None.**Required of all newspaper journalism majors.**Journalism 101 or 106 required of all magazine journalism majors.***Lecture, 3 hours.**

Provides thorough instruction in grammar, punctuation, capitalization and word usage. Concentrates on critical analysis and application of the interaction and relationship of words, phrases, and clauses in the correct and effective expression and transference of thoughts in written English. Emphasizes journalistic style and copy editing techniques.

108 Article Writing (3) CSU*Prerequisite: None.**Required of all magazine journalism majors.***Lecture, 3 hours.**

A course for journalism majors, freelance writers and anyone who wants to learn to write materials for magazines. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

202 Advanced Newswriting (3) CSU*Prerequisite: Journalism 101 with grade of C or better.**Required of all newspaper journalism majors.***Lecture, 3 hours.**

This course provides the student with advanced principles and practice in writing specialized types of newspaper stories and increases the mastery of fundamental reporting techniques. Interpretive writing skills, editorial writing and feature writing techniques are included.

218 Practical Editing (3) CSU*Prerequisite: Journal 202 with grade of C or better.**Required of all newspaper journalism majors.***Lecture, 1 hour; laboratory, 6 hours.**

Students receive practical instruction and practice in producing the campus newspaper, 'The Valley Star'. Editions are critiqued and evaluated in regularly scheduled class meetings.

218-1 Practical Editing I (3) CSU*Prerequisite: Journalism 202 with a grade of C or better.***Lecture, 1 hour; Laboratory, 6 hours.**

Students receive practical instruction and practice in producing the campus newspaper, The Valley Star. Editions are critiqued and evaluated in regularly scheduled class meetings.

218-2 Practical Editing II (3) CSU

Prerequisite: Journal 218-1 with a grade of C or better.

Lecture, 1 hour; laboratory, 6 hours.

Students learn intermediate news editing and focus on eliminating errors in spelling, grammar and style, while producing the campus newspaper, The Valley Star. Students will practice newsroom management and strive to make the newspaper error free. Print editions are evaluated and critiqued following publication.

220 Magazine Production ‡ (3) CSU

Prerequisite: Journal 101 or 108 with a grade of C or better.

Required of all magazine journalism majors.

Lecture, 2 hours; laboratory, 3 hours.

Students receive practical instruction and practice for writing and producing the campus magazine 'The Crown'. Magazine design and layout technique are stressed. Writing and editing of copy, page design, preparing photographs, illustrations and other materials for publishing are practiced.

185 Directed Study - Journalism (1) CSU**285 Directed Study - Journalism (2) CSU****385 Directed Study - Journalism (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Journalism (1-4) CSU

Journalism is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

KINESIOLOGY (KIN)

Formerly Physical Education (Phys Ed)

Some courses in Kinesiology are in the Kinesiology Family group and have enrollment limitations. The code appears under the course title. See page 173 for more information.

Qualified disabled students possessing the required talents, skills and health conditions are allowed and encouraged to participate in all physical education activities.

8 Special Studies in Kinesiology Skills (1) UC:CSU

(Kinesiology Family K05)

(Formerly Phys Ed 95)

Prerequisite: None.

Lecture, 0.5 hours; activity 1.5 hours.

Allows the student to pursue directed study in physical education activity at times flexible to his/her program on a contract basis under the supervising instructor.

9 Kinesiology - Combined Skills (1) UC:CSU

(Kinesiology Family K05)

(Formerly Phys Ed 96)

Prerequisite: None.

Lecture, 0.5 hours; activity, 1.5 hours.

A course designed for the individual interested in using variety of combined fitness activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning, increase muscle strength/endurance, flexibility and improve body composition.

45 Adapted Fitness (1) UC:CSU

(Kinesiology Family K02)

Prerequisite: None.

Lecture, 0.5 hour; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements of physical fitness and training principles. Students with disabilities must provide a physician's prescription for exercises.

46 Adapted Strength Training (1) UC:CSU

(Kinesiology Family K02)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physician's prescription for exercises.

47 Adapted Swimming and Hydroexercise (1) UC:CSU

(Kinesiology Family K03)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs focus on basic swimming and water safety skills. Hydro-exercise programs emphasize physical fitness, buoyancy, and hydrodynamic resistance principles.

49 Adapted Cardiovascular Fitness (1) UC:CSU

(Kinesiology Family K02)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers, treadmills, hand cranks, will be the major class focus. Students with disabilities must provide physician prescription for exercises.

50 Adapted Exercise for Back Disorders (1) UC:CSU

(Kinesiology Family K02)

(Formerly Phys Ed 648)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician.

205 Water Polo Skills ‡ (1) UC:CSU*(Kinesiology Family K03)**(Formerly Phys Ed 121)**Prerequisite: None.***Lecture, 0.5 hour; activity, 1.5 hours.**

This course introduces the student to the sport of Water Polo. Topics will begin with basic swimming and ball handling skills and advance to the specifics of game strategy, shooting, defense, offense, counter attack, and game management.

206 Diving Skills ‡ (1) UC:CSU*(Kinesiology Family K01)**(Formerly Phys Ed 105)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

Fundamental, intermediate and advanced principles/theories of basic Springboard Diving Skills are taught. Course instruction includes demonstration and practice of basic forward, backward, inward, reverse and twisting dive skills.

217-1 Self Defence Skills I (1)UC:CSU*(Kinesiology Family K07)**Prerequisite: None***Lecture, 0.5 hours; activity, 1.5 hours.**

This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at an introductory level. The course includes discussion of safety precautions and the promotion of mental and physical well-being.

217-2 Self Defence Skills II (1) CSU*(Kinesiology Family K07)**Prerequisite: Kinesiology 217 or 217-1 with a grade of C or better.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course instructs the student in self-defense and personal safety skills for men and women against deadly dangerous and other physical attacks at a beginning karate and martial arts skills level. The course includes discussion of safe defense and protection strategies and the promotion of mental and physical well-being.

229 Body Conditioning Skills ‡ (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 228)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course will expose students to a variety of cardiovascular, strength, endurance and flexibility exercises using a mix of equipment and environment to improve students fitness and health. Students will learn how to create a balanced fitness program based on current research to reach their goals. Fitness assessments will be conducted to provide students with feedback and recommendations for progressive improvement.

251 Yoga Skills (1) UC:CSU*(Kinesiology Family K08)**(Formerly Phys Ed 225)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a "way of life". There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

268-1 Golf Skills I (1) UC:CSU*(Kinesiology Family K06)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course introduces introductory principles/theories of the sport of golf. The course includes the basic fundamental skills required for the grip, stance, swing and posture required for golf. This course will be held on and at a off campus location. Students will be required to pay a fee at the driving range. This course is open to all ability levels.

269-1 Gymnastics Skills 1 (1) UC:CSU*(Kinesiology Family K01)**Prerequisite: None.***Lecture, 0.5 hour; activity, 1.5 hours.**

This course introduces introductory principles/theories of basic gymnastics skills on all Olympic events. Instruction, demonstration and practice of introductory gymnastics skills, such as a forward roll, frog stand, bar snap or 'L' support. Students will learn basic individual skills.

269-2 Gymnastics Skills 2 (1) CSU*(Kinesiology Family K01)**Prerequisite: KIN 269-1 with a grade of C or better.***Lecture, 0.5 hour; activity, 1.5 hours.**

This course introduces beginning principles/theories of basic gymnastics skills on all Olympic events. Review of introductory (level 1) gymnastics skills. Instruction, demonstration and practice of beginning gymnastics skills, such as a cartwheel, pull-over, squat vault or back hip circle. This includes combining and increasing the performance level of skills learned in introductory gymnastics (KIN 269-1). Students will learn to combine basic gymnastics skills into a sequence.

273 Tumbling Skills ‡ (1) UC:CSU*(Kinesiology Family K01)**(Formerly Phys Ed 250)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course introduces the student to, fundamental, intermediate and advanced principles/theories of basic tumbling skills. The course includes, instruction, demonstration and practice of basic tumbling skills and routines.

286 Baseball Skills (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 301)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This is a baseball skills course. Skills taught in the class will be throwing, fielding, hitting, base running, and baseball strategy.

287 Basketball Skills (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 304)**Prerequisite: None.***Activity, 2 hours.**

This course is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

301 Swimming (1) UC:CSU*(Kinesiology Family K03)**(Formerly Phys Ed 695)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course is designed to teach the skills of swimming: crawl stroke, backstroke, breast-stroke, butterfly, flip turns, starts and finishes. The course will introduce the principles and strategies of endurance and interval training. Upon completion of this course the student 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.

301-1 Swimming I (1) CSU*(Kinesiology Family K03)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This introductory swimming course is designed to expose students to the fundamentals of swimming. They will learn introductory swimming skills such as: breathing, face in water bobbing with controlled breathing, prone float, jellyfish float, supine float, flutter kicking, survival float, bobbing with control underwater, treading water, crawl stroke arm motion, elementary back stroke. Upon completion of this course the student will be able to perform the basic introductory strokes, know the rules that govern the different strokes, understand injury prevention strategies for swimming.

303-1 Aqua Aerobics-1 (1) UC:CSU*(Kinesiology Family K03)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

This is an introductory water aerobics exercise and conditioning class that promotes fitness using basic water resistance exercises.

307 Swim and Run ‡ (1) UC:CSU*(Kinesiology Family K10)**(Formerly Phys Ed 628)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course will develop students cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running technique with practice drills and feedback. The emphasis will be to provide safe and effective training progressions to improve health and skill acquisition. This class promotes the appreciation of outdoor fitness and all abilities are welcomed.

315-1 Judo I (1) UC:CSU*(Kinesiology Family K07)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

This is an introductory Judo course. Self-Defense techniques taught include introductory concepts, throws, pins, strangles, falls and submission holds.

315-2 Judo II (1) CSU*(Kinesiology Family K07)**Prerequisite: KIN 315-1 with a grade of C or better.***Lecture, 0.5 hour; activity, 2.5 hours.**

This is a fundamental beginning (Level 2) Judo course. Beginning level Judo techniques build upon the introductory level falls, throws, pins and strangles, introduced in Level 1. This beginning course covers additional throws and introduces submission holds, escapes and counter attacks.

326-1 Aerobic Super Circuit Laboratory I (1) UC:CSU*(Kinesiology Family K02)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

In this introductory class the student rotates through a series of weight training and cardiovascular exercises/machines at short, timed intervals for a challenging form of conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness. Exercise physiology concepts will be discussed.

329 Body Conditioning (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 666)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course will direct students to a variety of cardiovascular, strength, endurance and flexibility exercises using a mix of equipment and environment to improve students fitness and health. Students will learn how to create a balanced fitness program based on current research to reach their goals. Fitness assessments will be conducted to provide students with feedback and recommendations for progressive improvement.

329-1 Body Conditioning 1 (1) UC:CSU*(Kinesiology Family K02)**Prerequisite: None.***Lecture 0.5 hours; activity, 2.5 hours.**

This course introduces the student to cardiovascular endurance conditioning, muscular strength, muscular endurance, flexibility and body conditioning. Students will be introduced to step aerobics, kick boxing, high/low aerobics, circuit training, free weights, resistance tubings, medicine balls, jump ropes and running/walking around campus. The emphasis of this class is cardiovascular conditioning and weight management for the introductory student.

334 Fitness Walking (1) UC:CSU*(Kinesiology Family K10)**(Formerly Phys Ed 170)**Prerequisite: None.***Lecture, 0.5 hours; activity 2.5 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.

350-1 Weight Training I (1) UC:CSU*(Kinesiology Family K02)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This introductory weight training course introduces students to the specific types of physical activity that relates to weight training, cardiovascular exercise, and nutrition. Students will be introduced to and practice the skills and knowledge of each activity covered.

350-2 Weight Training 2 (1) CSU*(Kinesiology Family K02)**Prerequisite: KIN 350 or KIN 350-1 with a grade of C or better.***Lecture, 0.5 hours; activity, 2.5 hours.**

This is a beginning weight training course that offers instruction and practice in the proper techniques of the development of muscular strength, endurance, and flexibility. Emphasis is placed on beginning applications of scientific principles and methods used to build, improve, and maintain proper muscular and cardiovascular fitness. Body composition and nutrition for health and overall fitness at a beginning level is discussed.

364-1 Archery I (1) UC:CSU*(Kinesiology Family K06)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

This course is designed to provide the student with the introductory skills of target archery. The course emphasizes safety procedures and injury prevention while performing basic shooting techniques at various distances.

364-2 Archery II (1) CSU*(Kinesiology Family K06)**Prerequisite: KIN 364-1 with a grade of C or better.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course is designed to provide the student with the beginning skills of target archery. The course will continue to emphasize safety procedures and injury prevention. Finer skill techniques with more refined archery equipment will be presented. Students will shoot at the 20 and 30 yard lines and be introduced to varying target faces used in organized competition. Students will be presented with methods to change the draw weight of their equipment to enhance shooting results at further distances.

369-1 Gymnastics I (1) CSU*(Kinesiology Family K01)**Prerequisite: None***Lecture, 0.5 hours; activity 2.5 hours.**

This course introduces introductory principles/theories of basic gymnastics skills on all Olympic events. Instruction, demonstration and practice of introductory gymnastics skills, such as a forward roll, frog stand, bar snap or 'L' support. . Students will learn basic individual skills.

369-2 Gymnastics II (1) CSU*(Kinesiology Family K01)**Prerequisite: KIN 369-1 or KIN 269-1 with a grade of C or better***Lecture, 0.5 hours; activity 2.5 hours**

This course introduces beginning principles/theories of basic gymnastics skills on all Olympic events. Review of introductory (level 1) gymnastics skills. Instruction, demonstration and practice of beginning gymnastics skills, such as a cartwheel, pull-over, squat vault or back hip circle. This includes combining and increasing the performance level of skills learned in introductory gymnastics (KIN 369-1). Students will learn to combine basic gymnastics skills into a sequence.

370-1 Table Tennis I (1) UC:CSU*(Kinesiology Family K04)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

Introductory principles of the basic skills, strategy and etiquette of table tennis are taught in this course. It includes introductory techniques for singles and doubles play. Skills and strategy will be developed through drills and game conditions.

371-1 Tennis I (1) UC:CSU*(Kinesiology Family K04)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

This is an introductory course introducing the basic tennis skills of the forehand and serve. This course will also introduce the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

371-2 Tennis II (1) CSU*(Kinesiology Family K04)**Prerequisite: KIN 371-1 or KIN 371 with a grade of C or better.***Lecture, 0.5 hour; activity, 2.5 hours.**

This course will cover basic tennis skills of the forehand and serve at the beginning level. This course will also introduce the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness. Additional skills will include learning a volley at the beginning level.

371-3 Tennis III (1) CSU*(Kinesiology Family K04)**Prerequisite: KIN 371-2 with a grade of C or better.***Lecture, 0.5 hour; activity, 2.5 hours.**

This course will cover tennis skills of the forehand, serve, and volley at the intermediate level. This course will also introduce the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness. Additional skill will include learning a lob at the intermediate level.

374-1 Rock Climbing for Fitness I (1) CSU*(Kinesiology Family K06)**Prerequisite: None.***Lecture 0.5 hours; activity, 2.5 hours.**

This course course introduces introductory principles/theories of rock climbing. Instruction, demonstration and practice of introductory rock climbing skills, including equipment needs, safety guidelines, knots, climbing techniques and activity restrictions are covered. This class is designed to accommodate first time climbers. The five components of fitness (cardiovascular endurance, muscle endurance, muscular strength, flexibility & body composition) are addressed through introductory rock climbing activity. The class places an emphasis on skill development, safety and progression, which develops kinesthetic awareness, confidence and self-esteem.

387-1 Basketball I (1) UC:CSU*(Kinesiology Family K09)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

This course is designed to teach an introduction of the basic basketball skills of passing, dribbling, shooting, and rebounding. The course will also introduce rules, proper etiquette, terminology, and the components of fitness.

387-2 Basketball II (1) CSU*(Kinesiology Family K09)**Prerequisite: KIN 387-1 or KIN 387 with a grade of C or better.***Lecture, 0.5 hour; activity, 2.5 hours.**

This course will cover basic basketball skills of passing, dribbling, shooting, and rebounding at a beginning level. The course will cover rules, proper etiquette, terminology, and the components of fitness at a beginning level. Additional skills will include learning a proper lay up at the beginning level.

387-3 Basketball III (1) CSU*(Kinesiology Family K09)**Prerequisite: KIN 387-2 with a grade of C or better.***Lecture, 0.5 hour; activity, 2.5 hours.**

This course will cover basketball skills of passing, dribbling, shooting, and rebounding at an intermediate level. The course will cover rules, proper etiquette, terminology, and the components of fitness at an intermediate level. Additional skill will include learning a proper jump stop.

389 Soccer (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 677)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feed back.

389-1 Soccer I (1) UC:CSU*(Kinesiology Family K09)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

Students learn basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback.

390 Softball (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 678)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course gives instruction on advanced softball skills, techniques, rules and game strategies. This course is designed for prospective intercollegiate softball players.

391-1 Volleyball I (1) UC:CSU*(Kinesiology Family K04)**Prerequisite: None.***Lecture, 0.5 hour; activity, 2.5 hours.**

This introductory volleyball class exposes students to the fundamentals of the subject matter and teaches students to analyze and evaluate the activity. This introductory class serves as a gateway to the progression of this volleyball activity and the layers of knowledge and the building blocks of the volleyball motor skills.

185 Directed Study - Kinesiology (1) CSU**285 Directed Study - Kinesiology (2) CSU****385 Directed Study - Kinesiology (3) CSU***(Kinesiology family K05)**(Formerly Phys Ed 185, 285, 385)**Prerequisite: None.***Lecture 1 hour per unit.**

This course allows students to pursue directed studies in Physical Education on a contract basis, under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

KINESIOLOGY ATHLETICS (KIN ATH)

Formerly Physical Education (Phys Ed)

503 Intercollegiate Athletics - Baseball ‡ (3) UC:CSU RPT2*Prerequisite: None.*

Enrollment is limited to those students judged most qualified based on past performance and/ or tryouts.

Activity, 10 hours.

This is an Intercollegiate Athletic competitive baseball team course. The skills perfected in this course will include throwing, fielding, hitting, base running, and baseball game strategies.

504 Intercollegiate Athletics - Basketball ‡ (3) UC:CSU RPT2*Prerequisite: None.*

Enrollment is limited to those students judged most qualified based on past performance and/ or tryouts.

Activity, 10 hours.

This course includes instruction in the fundamental, intermediate and advance principles/theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting, rebounding, individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required.

506 Intercollegiate Athletics - Cross Country ‡ (3) UC:CSU RPT2*Prerequisite: None.*

Enrollment is limited to those students judged most qualified based on past performance and/ or tryouts.

Activity, 10 hours.

This is the Intercollegiate Athletic competitive cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the Cross country team.

508 Intercollegiate Athletics - Football ‡ (3) UC:CSU RPT2*Prerequisite: None.*

Enrollment is limited to those students judged most qualified based on past performance and/ or tryouts.

Activity, 10 hours.

This course is the intercollegiate athletic competitive football team. It includes advanced football skills for blocking, tackling, kicking, ball carrying (offense & defense). The course includes components of fitness requiring running, cardiovascular endurance, agility, strength training and balance. Specific handling of the football requiring catching and throwing skills are also taught. The class will include the study of football strategies for offense, defense and special teams including video study of technique and opponent strategies.

511 Intercollegiate Athletics - Soccer ‡ (3) UC:CSU RPT2*Prerequisite: None.*

Enrollment is limited to those students judged most qualified based on past performance and/ or tryouts.

Activity, 10 hours.

Fundamental, intermediate and advance principles/theories and skills of Soccer. Instruction, demonstration and practice of basic soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense/defense and soccer intercollegiate competition.

512 Intercollegiate Athletics - Softball ‡ (3) UC:CSU RPT2*Prerequisite: None.*

Enrollment is limited to those students judged most qualified based on past performance and/ or tryouts.

Activity, 10 hours.

Fundamental, intermediate and advanced principles/theories and skills of Softball. Instruction, demonstration and practice of basic softball skills, including throwing, fielding, hitting, base running, and intercollegiate competition.

513 Intercollegiate Athletics – Swimming and Diving ‡ (3) UC:CSU RPT 2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course is designed for the intercollegiate athlete in competitive swimming and diving. The course includes instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, and interval training. This course requires intercollegiate competition. Tryouts are required for participation in this course.

515 Intercollegiate Athletics – Track and Field ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This is a intercollegiate athletic competitive Track and Field team course. It requires active participation on the college track & field team. The course covers fundamental and advanced principles/theories of track and field techniques. Course content includes, demonstration and practice of sprinting, hurdling, throwing, jumping (vertical and horizontal), pole vaulting, middle and long distance skills. Try outs may be required.

517 Intercollegiate Athletics – Water Polo ‡ (3) UC:CSU RPT 2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course is designed for the competitive intercollegiate Water Polo team. The course covers fundamental and advanced principles/theories of water polo techniques, including instruction, demonstration and practice of swimming, eggbeater kick, offense, defense, counter attack, man up and man down situations.

549 Intercollegiate Cheer/Yell Leaders ‡ (3) UC:CSU RPT3

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course covers fundamental and advanced principles/theories of basic drill patterns, yell, dance, stunt and cheerleading routines. Instruction, demonstration and practice of yell, dance, stunt and cheerleading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

552 Intercollegiate Sports-Conditioning & Skills Training ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed for the student athlete. The following areas are emphasized: the analysis/development of athletic skills, the analysis/practice of offensive and defensive systems, muscular strength, muscular endurance, cardiovascular endurance, flexibility and body composition.

**KINESIOLOGY MAJOR
(KIN MAJ)**

Formerly Physical Education (P.E.)

100 Introduction to Kinesiology ‡ (3) UC:CSU

(Formerly P.E. 712)

This class does not meet the credit for Physical Education activity.

Required for Physical Education and Recreation majors.

Prerequisite: None.

Lecture, 3 hours.

Kinesiology is the study of the art and science of human movement throughout our lifespan. Students will be introduced to the evidence-based research supporting the therapeutic effects of exercise in improving health and society in our communities, schools, work place and clinical settings. Kinesiology provides areas of study in health and fitness promotion, clinical exercise physiology, biomechanics, motor learning and development, athletic training, dance, adapted physical education, pedagogy, sports psychology, sports nutrition, sports management, exercise equipment design and testing and wellness coaching as well as pre-professional training for cardiac rehabilitation, gerokinesiology, physical therapy, public health and policy, medicine and research.

103 Introduction to Coaching Athletics ‡ (3) UC:CSU

(Formerly P.E. 713)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 3 hours.

This course delineates the responsibilities of coaching an athletic team. The course is designed to enlighten the student to the scope of issues encountered in athletic coaching, including (but not limited to) facilities, budgets, managing participants, parents, spectators, the press, coaching techniques, philosophies and administration.

104 Officiating Competitive Sports I (2) UC:CSU

(Formerly P.E. 710)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

The course presents the theory, practice and techniques of officiating Spring Sports, such as baseball, swimming, diving, track and field and other athletic activities.

126 Fundamentals of Athletic Training ‡ (3) UC:CSU

(Formerly P.E. 718)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and any one else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

127 Advanced Athletic Training ‡ (3) UC:CSU

(Formerly P.E. 719)

This class does not meet the credit for Physical Education activity.

Prerequisite: KIN MAJ 126 with a grade of C or better.

Lecture, 2 hours; laboratory, 3 hours.

This course will build on the knowledge and skills introduced in Athletic Training 718. The student will acquire more hands on experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries.

LAW

1 Business Law I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This is an introductory course in law as it relates to business, including an overview of court systems and procedures, U.S. Constitution, intentional torts, negligence, products liability, crimes, and intellectual property. Emphasis in this course is on contracts: formation, interpretation, performance, remedies for breach, and safeguards.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF LAW 1 OR LAW 2 IS ONE COURSE.

2 Business Law II (3) UC:CSU

(Law 2 may be taken before Law 1)

Prerequisite: None.

Lecture, 3 hours.

This course covers the essentials of the law of agency, partnerships, corporations, property, bailments, and commercial paper. Case study method is used. Offered in Spring semester only.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF LAW 1 OR LAW 2 IS ONE COURSE.

3 Civil Rights and the Law (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This is an introduction to Constitutional Law and related legal issues concerning civil rights, due process of law, freedom of expression, freedom of religion, racial equality and democratic processes with emphasis on recent US Supreme Court decisions.

911-921-931-941 Cooperative Education - Law (1-4) CSU

Law is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

LEARNING SKILLS (LRNSKIL)

1A Reading (3) NDA

Prerequisite: None.

This course is offered on a Pass/No Pass basis only.

Laboratory, 9 hours.

Students receive group and individualized instruction in reading comprehension including searching for main ideas, minor ideas and central themes. Basic dictionary skills and word retention are covered. Root words and context clues, synonyms, homonyms, and homophones are learned. Students evaluate forms of language such as figurative, fiction and poetry. This course is offered in three 1-unit modules.

2A English Fundamentals (3) NDA

Prerequisite: None.

This course is offered on a Pass/No Pass basis only.

Laboratory, 9 hours.

Students receive group and individualized English instruction with emphasis on grammar, punctuation, sentences, paragraphs, and essays. Areas to be covered include, word order, verb tense, and paragraph and essay structure. This course is offered in three 1-unit modules.

10ABC Mathematics Fundamentals (3) NDA

Prerequisite: None.

This course is offered on a Pass/No Pass basis only.

Lecture, 1 hour; Laboratory, 4 hours.

Students receive specialized instruction in math fundamentals including, addition, subtraction, multiplication, division of whole numbers; addition, subtraction, multiplication, and division of fractions, decimals, and percents; conversion of measurements in both English and Metric systems; area, perimeter, and volume; word problems, and a preview of Algebra and Geometry. This course is offered in three-1 unit modules.

13 Learning Skills in English as a Second Language (1) NDA

Prerequisite: None.

Laboratory, 3 hours.

Students receive group and individualized instruction in English with an emphasis on reading, vocabulary, grammar, punctuation, listening and speaking skills. This course is offered on a Pass/No Pass basis only.

40 Introduction to Learning Disabilities (1) NDA

Prerequisite: None.

Students should obtain add cards from the Services for Students with Disabilities Office. Pass/No Pass only.

Lecture, 1 hour; Laboratory, 2 hours.

Individualized diagnostic assessment procedures are administered. Students with learning disabilities identify strengths and weaknesses in abilities and achievement/learning skills. Individual recommendations are made regarding study skills, strategies, and use of possible accommodations.

41 Study Strategies for the Learning Disabled (3) NDA

Prerequisite: None.

Class is designed for students with disabilities.

Lecture, 3 hours.

Students with identified learning disabilities are taught skills and compensatory strategies for successful completion of educational goals. This course will help students with identified learning disabilities to develop strategies to cope with the demands of the classroom environment. Such strategies include time management, note taking, listening and reading comprehension skills, and how to conduct academic research.

LIBRARY SCIENCE (LIB SCI)

101 Library Research Methods (1) UC:CSU ☼

Prerequisite: None.

Lecture, 1 hour.

This course teaches research skills essential to identifying, locating, evaluating, and referencing library resources useful in undertaking a college-level research project. Students will learn how to access, evaluate and reference (citation) research resources in both electronic and print format.

LINGUISTICS (LING)

1 Introduction to Language and Linguistics ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Introduction to the linguistic diversity of the world and to the main subfields of linguistics such as phonetics and phonology (the study of sound production and patterning), morphology (word formation) and syntax (sentence formation). Other topics covered include the structural characteristics of world languages, first and second language acquisition, methods of classifying languages into families, how context shapes meaning and language use, and language use in social context. Students will not receive credit for both Linguistics 1 and English 105.

MACHINE SHOP-CNC (MSCNC)

114 Print Interpretation and Sketching (Blueprint I) (3)

Prerequisite: None.

Lecture, 3 hours.

A course in understanding the fundamental principles and practices of blueprint reading which includes a study of standard symbols and their applications with emphasis on interpreting a variety of mechanical drawings in the major technical fields.

124 Print Interpretation and Inspection (Blueprint II) (3)

Prerequisite: None.

Lecture, 3 hours.

Multi-view, assembly and detail prints are studied in this course. Advanced terminology including geometric dimensioning and tolerancing and true position is stressed. Basic Inspection processes are covered.

MANAGEMENT (MGMT)

1 Principles of Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is an introductory course on the principles of management. The course provides a detailed analysis of management functions: planning, including business environment, strategies, objectives, policies, methods, and procedures; organizing, including authority, responsibility, and organizational structure; directing, including leadership, motivation, communication, and team dynamics; and, controlling, including performance measurement, standards, operations, and action implementation.

NO UC CREDIT FOR MGMT 1 AFTER SUMMER 1995.

13 Small Business Entrepreneurship (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides a systematic approach to developing and operating a successful small business. The areas of study include: personal qualifications for starting and managing a small business, determining the market opportunity, legal procedures, planning and marketing the business, location factors, capital requirements, protective factors to provide for risk, and personnel management. Students gain experience through the development of a business plan.

31 Human Relations for Employees (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the practical application of psychological and sociological principles to the study of human relations in business and industry. The course emphasizes case studies and teamwork. Topics covered include communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

48 Management Systems and Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course presents an introduction to systems and procedures aspects of modern management, particularly to more efficient paperwork; relation to organization and management; barriers to procedure improvement, systems and procedure analysis, charting, work simplification, forms design and control, work measurement, project evaluation and review techniques, and computer systems, selling and installing a system.

911-921-931-941 Cooperative Education - Management (1-4) CSU

Management is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

MARKETING (MARKET)

1 Principles of Selling ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing the sale are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, videotapes and case studies are used.

11 Fundamentals of Advertising ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces the student to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of media, such as television, radio, newspapers, magazines, the internet are integrated into the advertising campaign.

21 Principles of Marketing ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides an extensive study of concepts and strategies on which the field of marketing is based. Emphasis will be on product, place, promotion and pricing decisions. Additional topics are sales forecasting, domestic and international markets; personal selling, marketing legislation and the environmental factors that impact marketing.

31 Retail Merchandising ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides a systematic approach to the principles and procedures of retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and the retail communication mix.

185 Directed Study - Marketing (1) CSU**285 Directed Study - Marketing (2) CSU****385 Directed Study - Marketing (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Directed Study allows selected students to pursue specific projects (departmentally approved) under the direction of a supervising instructor. The student will be examining topics related specifically to that individuals training, education and interest.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Marketing (1-4) CSU

Marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

MATHEMATICS (MATH)**MATHEMATICS PLACEMENT TEST:**

Every student planning to enroll in a mathematics course for the first time at Valley College is expected to take the Mathematics Assessment. Upon completing the assessment students are advised of their recommended placement and are then allowed to enroll in that course. Contact the Assessment Center for hours (818) 947-2587.

NOTE: Students are advised to consult counselors or the mathematics faculty if in doubt about prerequisites.

100 Mathematics Workshop (1)

Prerequisite: None.

Activity, 2 hours.

This course offers directed practice to mathematics students of varying skill levels.

105 Arithmetic (3) NDA

Prerequisite: None.

Lecture, 3 hours.

The course covers the fundamentals of arithmetic that are essential to continuing in any field. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions.

110 Introduction to Algebraic Concepts (5) NDA

Prerequisite: None.

Lecture, 5 hours.

The course covers the fundamentals of arithmetic through beginning algebra skills that are essential for Elementary Algebra. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions; and simple algebraic expressions and equations. Basic word problems that embody these concepts are included throughout the course.

Students may not earn credit for both Math 110 and the combination of Math 105 and Math 112.

112 Prealgebra (3) NDA

Prerequisite: None.

Recommended: A grade of C or better in Math 105, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

A review of the fundamentals of arithmetic. The course covers the beginning algebra skills that are essential for Elementary Algebra. Topics covered include Integers, Simple Algebraic Expressions and Equations, Basic Geometry, Fractions, Decimals, Order of Operations, Ratio, Proportion, and Percent. Basic word problems that embody these concepts are included throughout the course. Negative numbers are used throughout the course.

113 Elementary Algebra A (3)

Prerequisite: Math 112 or Math 110 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

The first half of Math 115. The course covers integer exponents, polynomials, solving linear equations and inequalities, and factoring. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment in Math 113 and 114 is not permitted.

114 Elementary Algebra B (3)

Prerequisite: Math 113 with a grade of C or better.

Lecture, 3 hours.

The second half of Math 115. The course reviews factoring, and covers rational expressions, introduction to graphing linear equations in two variables, solving systems of linear equations, roots and index 2 radicals, and methods of solving quadratic equations. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment is Math 113 and 114 is not permitted.

115 Elementary Algebra (5)

Prerequisite: Math 112 or Math 110 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

The course covers the real numbers and their properties; evaluating and simplifying algebraic expressions; rules of positive integer exponents; fundamental operations on polynomial, rational, and radical (index 2) expressions; polynomial factoring; solving linear, quadratic, and special polynomial equations; solving rational and radical equations; graphing a linear equation in two variables; solving a system of two linear equations in two variables; setting up and solving a variety of word problems.

120 Plane Geometry (5)

Prerequisite: Math 113 and Math 114 with grades of C or better, or Math 115 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

The course covers properties of points, lines, angles, triangles, quadrilaterals, circles, and other polygons. Emphasizes is placed on logical reasoning and methods of proof, especially deductive reasoning.

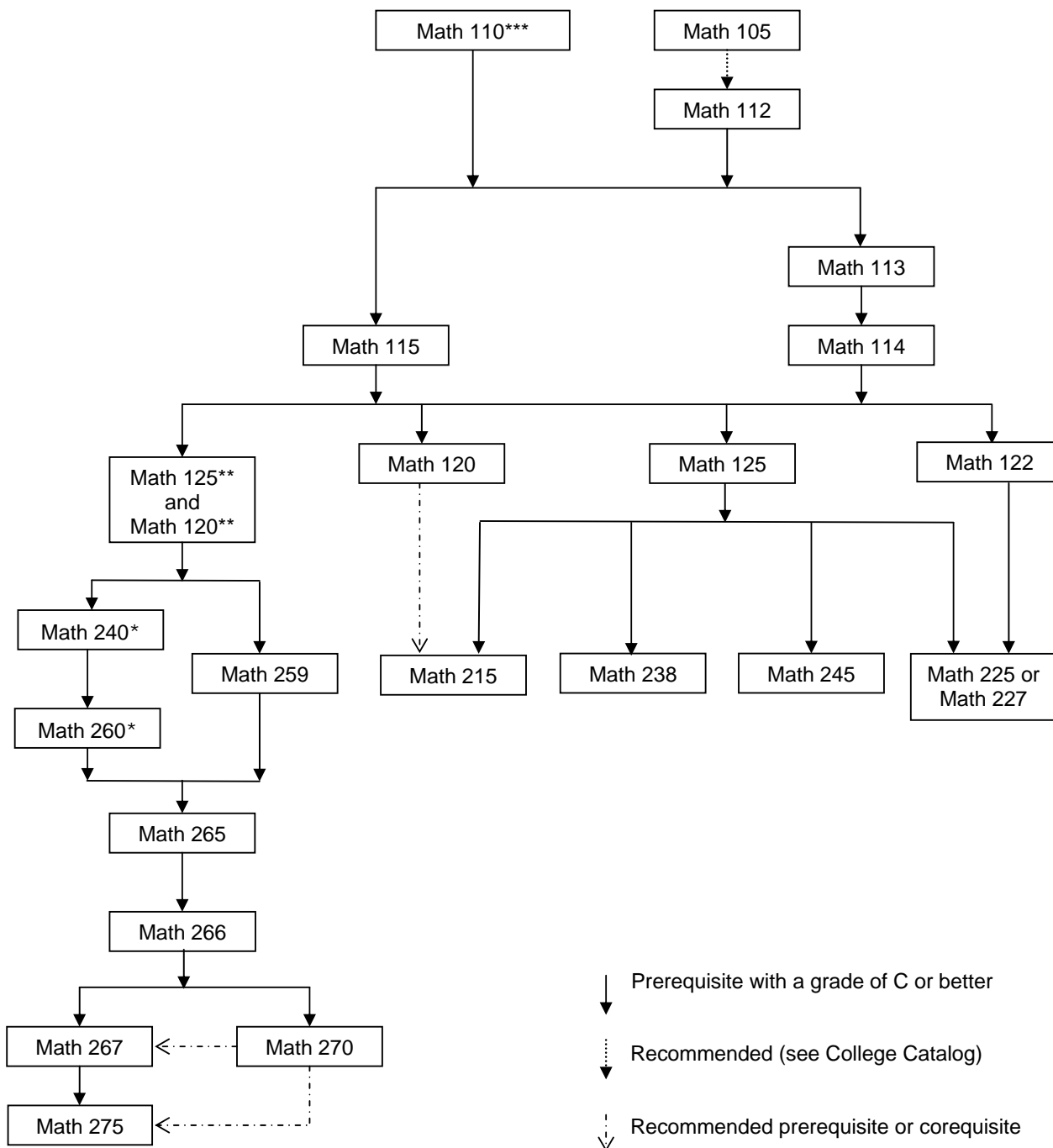
122 Intermediate Algebra for Statistics (5)

Prerequisite: Math 115, or Math 113 and 114 with grades of C or better, or appropriate skill level demonstrated through the Math placement process.

Lecture, 5 hours.

This course is designed as a prerequisite solely for Math 227. Students will not get math competency credit as stated in E-79 for taking this course. If students wish to proceed to another course other than Math 227, they would need to go back and take Math 125. The course reviews concepts learned in Math 115 and applies them to more complicated problems; also covers inequalities, absolute values, relations and functions, exponential and logarithmic functions, sequences, series, Binomial Theorem, permutation & combination, sets and probability.

Math Course Sequence



* Math 240 may be taken concurrently with Math 260

** Math 120 and Math 125 do not need to be taken in the same semester

*** Students successfully completing Math 110 are strongly encouraged to enroll in Math 115

125 Intermediate Algebra (5)

Prerequisite: Math 113 and Math 114 with grades of C or better, or Math 115 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

This course reviews concepts learned in Math 115 and applies them to more complicated problems; also covers inequalities, absolute values, relations and functions, conic sections, exponential and logarithmic functions.

215 Principles of Mathematics I (3) UC:CSU

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Recommended: Math 120.

Lecture, 3 hours.

This is a course designed primarily for students who plan to teach in elementary school. This course covers the language of sets, elementary logic, systems of numeration, nature of numbers, fundamental operations, relations and functions, integers, rational and real numbers, and various algorithms used in calculations.

UC CREDIT FOR MATH 215 EFFECTIVE FALL 1994.

227 Statistics (4) UC:CSU

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 4 hours.

This course uses technology to analyze data. Topics include measures of central tendency, measures of dispersion, graphical techniques, measures of relative position, probability, hypothesis testing, sampling, estimation, correlation, prediction, linear regression, collection and analysis of data and how inferences about a population are made from samples. Additional topics include identifying and understanding the strengths and weaknesses of different experiment designs and the important characteristics of a controlled experiment.

MATH 225, 227 STAT 1, 101 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

238 Calculus for Business and Social Science I (5) UC:CSU

Prerequisite: Math 125 with a grade of C or better or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

This one semester course in calculus is for business, management, and social science transfer majors. Topics in this course include: techniques of differentiating; maximum-minimum problems; curve sketching; derivatives and applications of exponential and logarithmic functions; techniques of integration; linear approximations; the calculus of functions of several variables, including Lagrange multipliers and multiple integration.

240 Trigonometry (3) CSU

Prerequisite: Math 120 and Math 125 with grades of C, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

This course covers trigonometric and inverse trigonometric functions, solving triangles, proving trigonometric identities, solving trigonometric equations, complex numbers including De Moivre's theorem and polar coordinates.

245 College Algebra (3) UC:CSU

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

The course covers: simplification of calculus-type expressions; graphs of polynomial and rational functions; root finding; types and graphs of basic functions including piecewise defined functions; graphing techniques involving translations, reflections, shrinking/stretching; modeling of calculus-type word problems; exponential and logarithmic functions; sequences and series; and the binomial theorem.

MATH 245 COMBINED WITH MATH 260, MAXIMUM UC CREDIT IS 4 UNITS.

259 Precalculus with Trigonometry (6) UC:CSU

Prerequisite: Math 120 and Math 125 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 6 hours.

This precalculus course covers college algebra, trigonometry, analytic geometry, functions, theory of equations, mathematical induction, sequences and series, binomial theorem, inequalities, matrices, polar coordinates, exponential, logarithmic, and trigonometric functions, and graphing polynomial, rational, and transcendental functions and conic sections.

260 Precalculus (5) UC:CSU

Prerequisite: Math 240 with a grade of C or better, or concurrent enrollment; or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

This precalculus course covers algebra, analytic geometry, functions, theory of equations, mathematical induction, sequences and series, binomial theorem, inequalities, matrices, polar coordinates, exponential, logarithmic, and trigonometric functions, and graphing polynomial, rational, and transcendental functions and conic sections.

Note: UC allows a maximum of 4 transferable units for this course.

MATH 245 COMBINED WITH MATH 260, MAXIMUM UC CREDIT IS 4 UNITS.

265 Calculus with Analytic Geometry I (5) UC:CSU

Prerequisite: Math 259, or Math 240/260 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

This course begins a three-semester, unified treatment of analytic geometry and calculus. It includes both theory and applications of functions and their graphs, limits, continuity, derivatives, rates of change, maxima and minima, mean value theorem, approximations, antiderivatives, and definite integrals.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

266 Calculus with Analytic Geometry II (5) UC:CSU

Prerequisite: Math 265 with a grade of C or better.

Lecture, 5 hours.

This is the second course in a three-semester, unified treatment of analytic geometry and calculus. It includes derivatives and integrals of inverse trigonometric, logarithmic, exponential and hyperbolic functions, methods of integration, improper integrals, numerical methods, conic sections, polar coordinates, Taylor formulas, indeterminate forms, infinite series, and power series.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

267 Calculus with Analytic Geometry III (5) UC:CSU

Prerequisite: Math 266 with a grade of C or better.

Recommended: Math 270 or concurrent enrollment.

Lecture, 5 hours.

This is the final course in a three-semester, unified treatment of calculus and analytic geometry. It includes quadric surfaces, vector and parametric equations in two and three space, curvature, cylindrical and spherical coordinates, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integration, surface integrals, line integrals, Green's Theorem, Divergence Theorem, and Stoke's Theorem.

270 Linear Algebra (3) UC:CSU

Prerequisite: Math 266 with a grade of C or better.

Lecture, 3 hours.

Matrix and determinant theory and application to linear systems; vector and inner product spaces; linear transformations; eigenvalue-eigenvector theory; and diagonalization.

275 Ordinary Differential Equations (3) UC:CSU

Prerequisite: Math 267 with a grade of C or better.

Recommended: Math 270.

Lecture, 3 hours.

A study of first order and linear differential equations. Special methods for the solutions of these equations developed and applied. Laplace transforms and inverse Laplace transforms are developed and applied. Power series solutions and linear systems of differential equations are included.

185 Directed Study - Mathematics ‡ (1) CSU**285 Directed Study - Mathematics ‡ (2) CSU****385 Directed Study - Mathematics ‡ (3) CSU**

Prerequisite: Math 265 with a grade of C or better.

Conference, 1 hour per unit.

Direct study allows students to pursue selected topics in mathematics beyond the normal curriculum under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

MEDIA ARTS (MEDIART)**100 Introduction to Media Arts (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

Introductory, interdisciplinary survey of the entertainment industry; showcasing the creative process from start to finish: from development and pre-production (idea to script through budgeting and preparation) to production (casting, story-boarding, shooting), post production (editing, visual effects, sound/music) and distribution (marketing and exhibition). Changes in the media owing to new technology and various other forms of production, including but not limited to, video games and Internet direct projects will be covered.

101 Introduction to Digital Film/Video Production (3) CSU

Prerequisite: Mediart 100 or Cinema 107 with a grade of C or better or concurrent enrollment in either course.

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its applications via exams, demonstrations, and hands-on digital media exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

103 Digital Imaging and Motion Graphics for Film and Television ‡ (3) UC:CSU

Prerequisite: Mediart 120, or Mediart 104 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate level course dealing with motion graphics for film and television using digital imaging and animation software, with an emphasis on programs such as Photoshop and After Effects, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

104 Photoshop for Motion Pictures and Television (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This is a beginning level course dealing with graphics for Motion Pictures and Television using digital imaging software, with an emphasis on programs such as Adobe Photoshop, including layers, masks, filters, text, blend modes, editing tools, animation techniques and output to video applications, via demonstrations, practicums, and exercises.

110 Digital Film/Video Audio ‡ (3) CSU

Prerequisite: Mediart 101 or Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course dealing with all aspects of film/video sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

113 Low Budget Filmmaking ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an overview of the creative and business aspects of producing low-cost motion pictures from budgeting, financing, development and pre-production to production to post-production, distribution and marketing. Students will prepare an actual film proposal for a slate of movies.

115 Digital Film/Video Cinematography ‡ (3) CSU

Prerequisite: Mediart 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course dealing with all aspects of cinematography from theory to application, centering on learning the basic parts and function of intermediate film/video cameras, lenses, lighting equipment, accessories as well as cinematography techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

118 Directing ‡ (3) CSU

Prerequisite: Mediar 100 or Cinema 107 with a grade of C or better.

Lecture, 3 hours.

This course presents an introduction to the art and craft of film directing, with emphasis on the role of the director as a storyteller, the visualization of the script, directing the actors, and the creative interaction with above and below the line personnel. Visual presentations, discussions and exercises will illustrate the director's process during pre-production, production and post-production as well as the beginning steps toward a directing career.

120 Digital Film/Video Editing ‡ (3) CSU

Prerequisite: Mediar 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course covering all aspects of digital film/video editing theory, techniques and aesthetics. A variety of professional applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

129 Mythology, Spirituality, and the Art of Story ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Analytical and critical overview of storytelling, examining the historical and modern role of mythology spirituality, legends and parables, and how they have shaped and formed stories found in today's motion picture and television writings.

130 Advanced Screenwriting ‡ (3) CSU

Prerequisite: Brdcstg 25 with a grade of C or better.

Lecture, 3 hours.

An advanced screenwriting workshop emphasizing the skill and understanding of structure, character and story. Students write an original screenplay or teleplay in a workshop setting, developing an effective and marketable sample of work.

911-921-931-941 Cooperative Education – Media Arts (1-4) CSU

Media Arts is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

METEOROLOGY (METEOR)**3 Introduction to Weather and Climate (3) UC:CSU**

(Same as Geog 3.)

Prerequisite: None.

Lecture, 3 hours.

An introduction to weather, climate and environment employing scientific method and observation. The course examines Earth's atmosphere, processes and phenomena and their impacts on humans and the global environment. Course topics include composition of the atmosphere, weather elements and controls, atmospheric processes, global circulation, storms, air pollution, global climate patterns and climate change, and techniques and tools for weather forecasting.

MICROBIOLOGY (MICRO)**20 General Microbiology (4) UC:CSU**

Prerequisite: Chem 51 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

This class is an introduction to principles of microbiology, with emphasis on clinical microbiology for the allied health sciences, including the chemistry, biology, taxonomy, and genetics of pathogenic microorganisms. Principles of pathology and interactions of pathogenic microorganisms with the host are presented by examining infectious diseases of major organ systems. Laboratory exercises develop skills and strategies employed in the clinical microbiology laboratory.

MICRO 1 COMBINED WITH MICRO 20, MAXIMUM UC CREDIT IS ONE COURSE.

MUSIC

A list of required and recommended classes for the Music Major is available in either the Counseling office or the Music Department.

Some courses in Music are part of the Music Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

101 Fundamentals of Music (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Introductory course in reading and writing music. Covers notation, keys, scales, intervals, chords. Includes experience in rhythmic drills, sight singing and ear training.

111 Music Appreciation I (3)

UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

An introductory survey course designed to develop an understanding of the literature of Western art music from the Middle Ages through the present day. Emphasis is given to music heard in concert, motion pictures, radio and television and to techniques of perceptive listening.

121 Music History and Literature I ‡ (3) UC:CSU

Prerequisite: Music 201 with a grade of C or better.

Lecture, 3 hours.

Designed for Music Majors, but open to the general student. Traces the evolution of musical thought and practice in the Western world from ancient Greece through the Medieval, Renaissance and Baroque periods, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

122 Music History and Literature II ‡ (3) UC:CSU

Prerequisite: Music 201 with a grade of C or better.

Lecture, 3 hours.

Designed for music majors, but open to the general student. Traces the evolution of musical thought and practice in the Western world from the Classic period through the present day, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

136 Music in American Culture ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A comparative and integrative study of the multi-cultural music styles of the United States. Emphasis is given to the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of these various musical traditions from their historical roots to their influence on contemporary American music.

137 Music as a Business (3)

Prerequisite: None.

Lecture, 3 hours.

A study of the business aspects of the music industry. Students will examine the varied aspects of handling and packaging their own musical talents, and how to acquire and deal with agents and managers, how to read contracts, and keep records. Unions, marketing and taxation are also covered.

141 Jazz Appreciation (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the elements of jazz as well as tracing the development and evolution of styles and structure. Listening skills will be developed to recognize the many differences in individual solo as well as jazz ensemble interpretations. A discussion of composing and arranging music in a jazz style will be incorporated.

152 Current Musical Events (1) CSU

Prerequisite: None.

Lab/performance, 2 hours.

This course enriches the student's musical experiences through the presentation of live performances in a variety of concerts and recitals throughout Los Angeles. The events offered include concerts by the various departmental musical organizations, student soloists, faculty recitals and guest artists.

161 Introduction to Electronic Music (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This introductory course explores the history and use of electronic equipment, synthesizers, computers and recording equipment in the making of music. Topics include computer hardware and software, modern sequencing techniques, MIDI (Musical Instrument Digital Interface), and basic digital audio, using the Macintosh platform.

165 Introduction to Recording Arts (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

Introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principles and usage; recording styles; recording studio equipment; multi-track recording procedures.

180 Applied Music Laboratory (1.5) CSU

Prerequisite: None. Pass/No Pass only.

Corequisite: Music 181 or 182 or 183 or 184, and 250.

Laboratory, 5 hours.

This course allows students to improve their technical skills on their own instrument or voice as assigned by applied music faculty or performance workshop faculty. Basic repertoire and historical performance practices are emphasized.

181 Applied Music I ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

182 Applied Music II ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

183 Applied Music III ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

184 Applied Music IV ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

190 Music Laboratory for Practicing (0.5)

Prerequisite: None. Pass/No Pass only.

Laboratory, 1.5 hours.

This course allows students to improve their technical skills on their own instrument or voice and work on the performance assignments from their theory, instrumental, vocal and musicianship instruction courses.

191 Music Laboratory for Listening (0.5)

Prerequisite: None. Pass/No Pass only.

Laboratory, 1.5 hours.

This course allows students to develop listening skills and complete listening assignments from music classes through the use of listening library equipment and audio media.

192 Music Software Laboratory (0.5)

Prerequisite: None. Pass/No Pass only.

Laboratory, 1.5 hours.

Students gain rudimentary skills in using the computer software associated with music. Students work at their own pace on projects in computer music notation, sequencing, musicianship and part writing.

200 Introduction to Music Theory (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; lab/performance, 2 hours.

This is the entry-level course for Music Majors. It is an accelerated course in music theory including: musical notation, basic rhythms, major and minor scales, keys, intervals, chords, beginning sight singing and ear training.

201 Harmony I (3) UC:CSU

Prerequisite: Music 200 with a grade of C or better.

Corequisite: Music 211.

Lecture, 3 hours.

A course in beginning diatonic harmony. Topics include: primary and secondary triads; dominant seventh chords; non-chord tones; harmonic analysis; figured bass realization; harmonization of given and original melodies.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201 with a grade of C or better.

Corequisite: Music 212.

Lecture, 3 hours.

A course in diatonic and beginning chromatic harmony. Topics include: secondary functions; modulations; harmonic and melodic sequences; binary and ternary forms; intermediate harmonic analysis and part writing.

203 Harmony III ‡ (3) UC:CSU

Prerequisite: Music 202 with a grade of C or better.

Corequisite: Music 213.

Lecture, 3 hours.

A course in chromatic harmony and introduction to contemporary techniques. Topics include: Neapolitan chord; augmented sixth chords; modulation to distantly related keys; dodecaphonic music; survey of contemporary techniques.

205 Commercial Harmony I ‡ (3) CSU

Prerequisite: Music 101 or Music 200 with a grade of C or better.

Lecture, 3 hours.

This course introduces students to commercial harmony. Terminology, notation, chord structure and usage are covered, with an emphasis on part writing using open and closed 4ths, major 6th and 7th chords expanding to 9th, 11th and 13th chords, minor 7th chords; major, minor, pentatonic and blue scales, modes, blues and commercial chord progressions.

206 Commercial Harmony II ‡ (3) CSU

Prerequisite: Music 205 with a grade of C or better.

Lecture, 3 hours.

Commercial music terminology, notation, chord and scale structure, modes, blues and pentatonic scales, extended chords, bass line construction, harmonization of melodic lines, chord progressions, basic chord voicing, ear-training and applied piano.

211 Musicianship I (2) UC:CSU

Prerequisite: Music 200 with a grade of C or better.

Corequisite: Music 201.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 201. An advanced beginning course in ear training, the course includes sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony, and a review of fundamentals of music theory.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 with a grade of C or better.

Corequisite: Music 202.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 202. An intermediate course in ear training; sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony. Review of fundamentals of music theory.

213 Musicianship III ‡ (2) UC:CSU

Prerequisite: Music 212 with a grade of C or better.

Corequisite: Music 203.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 203. An advanced intermediate course in ear training; sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony. Review of fundamentals of music theory.

241 Music Notation and Copying I (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Instruction and practical experience in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

242 Music Notation and Copying II (1) CSU

Prerequisite: Music 241 with a grade of C or better.

Lecture, 1 hour.

Continued studies in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

250 Music Performance Workshop (1) CSU

Prerequisite: Music 322, or 412, or 602, or 612, or 622, or 652 with a grade of C or better.

Required of all students in A.A. transfer program and open to others.

Lab/performance, 3 hours.

Students work in a master class environment, rehearsing classical music appropriate to their instrument/voice and skill level. A final public performance is given. Concert attendance is required.

265 Recording Arts Workshop (3) CSU

Prerequisite: Music 165 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This course presents the basic techniques of recording and mixing. Emphasis is placed on multi-track recording. The student will have the opportunity to prepare for and participate in recording sessions.

271 Songwriters Workshop I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The craft of songwriting, using rhythm section, electronics and vocals in a variety of commercial styles.

281 Commercial Music Techniques I (3) CSU

Prerequisite: Music 206 with a grade of C or better.

Lecture, 2 hours; lab/performance, 2 hours.

Emphasis on writing for rhythm section, jazz combo and big band. Development of skills in writing lead sheets, rhythm charts, three horn and big band arrangements. Performance and recording of class projects.

282 Commercial Music Techniques II (3) CSU

Prerequisite: Music 206 and 281 with a grade of C or better.

Lecture, 2 hours; lab/performance, 2 hours.

A continuation of Music 281, focusing on development of writing techniques for film, television and video, live and studio vocalists, as well as small project studio. Emphasis on short musical cues, as well as larger forms, incorporating vocal arranging, synthesizer sweetening, and multi-track recording overdubs, in a variety of contemporary styles. Introduction to scoring cues for film, television and video in a project studio setting.

321 Elementary Piano I (2) UC:CSU

(Music Family M02)

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours.

Beginning repertoire, technique and music reading in five-finger positions; selected scales; melody harmonization.

322 Elementary Piano II (2) UC:CSU

(Music Family M02)

Prerequisite: Music 321 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of Music 321 topics with extended hand positions; transposition; selected exercises.

323 Elementary Piano III (2) UC:CSU*(Music Family M02)**Prerequisite: Music 322 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Continuation of Music 322 topics; repertoire on level of Beethoven Sonatina in G; Bach Minuet in G.**324 Elementary Piano IV (2) UC:CSU***(Music Family M02)**Prerequisite: Music 323 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Continuation of Music 323 topics; repertoire on level of Chopin Prelude in E minor; Bach Prelude 1.**411 Elementary Voice I (2) UC:CSU***(Music Family M07)**Prerequisite: None.***Lecture, 1 hour; lab/performance, 2 hours.** Basic techniques of vocal production are introduced. The student is directed toward proper stance and breathing techniques, increased vocal freedom, and improvement of articulation and tone. The course introduces standard solo literature and offers performing experience.**412 Elementary Voice II (2) UC:CSU***(Music Family M07)**Prerequisite: Music 411 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Continuation of basic vocal technique, further practice and performance experience. Basic Italian repertoire is introduced.**413 Elementary Voice III (2) UC:CSU***(Music Family M07)**Prerequisite: Music 412 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Continued voice building, looking toward the possibilities of increasing range, richness, and expressiveness. A song repertoire of moderate difficulty, including art songs in English, Italian, and German, or French is memorized and performed in class.**414 Elementary Voice IV (2) UC:CSU***(Music Family M07)**Prerequisite: Music 413 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Further experience with technique, repertoire and performance.**453 Musical Theater Repertoire for Singers ‡ (1) UC:CSU***Prerequisite: Music 411 with a grade of C or better. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.***Lab/performance, 3 hours.**

This course is designed to teach fundamental vocal techniques as utilized in a Broadway musical. Instruction includes basic body movement, acting technique, interpretation of Broadway song literature and the skill of auditioning. Students are required to prepare a final project excerpted from a standard work. All performances are evaluated.

501 College Choir (1) UC:CSU RPT3*Prerequisite: None.***Lab/performance, 3 hours.**

Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements such as blend, intonation, diction, and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

531 Philharmonic Choir (1) UC:CSU RPT3*Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.***Lab/performance, 3 hours.**

The Philharmonic Choir studies and performs major choral works such as oratorios, cantatas and masses with orchestra, as well as motets, chansons, madrigals, popular music, multicultural and vocal ensemble music from all periods of music.

563 Chamber Singers (1.5) UC:CSU RPT3*Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.***Lab/performance, 5 hours.**

The Chamber Singers is a carefully selected group that prepares and performs representative repertoire including motets, chanson, madrigals, popular music, jazz standards and multicultural music from a variety of periods in music history.

650 Beginning Guitar (2) UC:CSU*(Music Family M01)**Prerequisite: None.***Lecture, 1 hour; lab/performance, 2 hours.**

Learning the basics of guitar: chords, strums, notes. Easy songs to give the student a firm grasp of the instrument. Student must possess guitar.

651 Classical Guitar I (2) UC:CSU*(Music Family M01)**Prerequisite: None.***Lecture, 1 hour; lab/performance, 2 hours.** Classical techniques of right and left hand development, beginning repertoire; note reading, preparation for solo and ensemble performance. Student must possess nylon string guitar.**652 Classical Guitar II (2) UC:CSU***(Music Family M01)**Prerequisite: Music 651 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Intermediate classical techniques of right and left hand development, intermediate repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.**653 Classical Guitar III (2) UC:CSU***(Music Family M01)**Prerequisite: Music 652 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Continuation of Music 652. More advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.**654 Classical Guitar IV (2) UC:CSU***(Music Family M01)**Prerequisite: Music 653 with a grade of C or better.***Lecture, 1 hour; lab/performance, 2 hours.** Continuation of Music 653. Advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.**721 Orchestra (1) UC:CSU RPT3***Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.***Lab/performance, 4 hours.**

Emphasis on performance. Opportunity to expand repertoire and reading of standard symphonic literature through rehearsal and concert performance of that literature. Participation in a symphonic season of no less than four programs a year.

751 Wind Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Preparation for performances of concert band repertoire. Development of individual technical and artistic abilities through experience with a wide range of band literature.

771 Guitar Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

This course consists of study and performance of standard guitar ensemble literature with emphasis on intonation, rhythmic alignment, balance, style and the requirements of effective ensemble playing.

780 Jazz Combo Workshop (1) CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Students will organize musical pieces, rehearse and perform in a variety of small combo settings. Emphasis is on presentation, live performance and interaction with student arrangers.

185 Directed Study - Music (1) CSU**285 Directed Study - Music (2) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Music on a contract basis under the direction of a supervising instructor. Student projects must be non-performance based.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Music (1-4) CSU

Music is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

NUMERICAL CONTROL (NUM CON)

(Automated and Computer Controlled Machining)

21 Advanced Manual CNC Lathe Programming & Introduction to CAM (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Students will study Numerical Control part program preparation that began in Numerical Control 1 (CNC-1) and develop the techniques of planning for efficient operation sequencing. Compares NC, CNC and DNC; including examination of these systems in relation to CAD/CAM. Introduces computer-assisted NC part programming languages. Emphasizes writing and running CNC Lathe programs machining metal parts.

22 Advanced Manual CNC Mill and Microcomputer Assisted Programming (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Acquaints the advanced student with three and four axis CNC applications involving manufacturing planning, tooling design, tooling specification, CNC mill programs employing full 3-axis positioning and implementation of programs using HAAS mill equipment in the CNC lab. Students will learn and practice microcomputer assisted part programming of CNC mill using Fanuc, Haas and Yasnac controls.

23 Computer Aided Manufacturing Programming of CNC Equipment (3)

Prerequisite: None.

Lecture, 2 hours; laboratory 4 hours.

Advanced programming with MasterCAM. Computer Numerical Control (CNC) programming with Computer Aided Manufacturing (CAM) software. Students will learn to create part geometry and to generate tool paths on PC based equipment.

911-921-931-941 Cooperative Education - Numerical Control (1-4)

Numerical Control is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

NURSING**911-921-931-941 Cooperative Education - Nursing (1-4) CSU**

Nursing is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

NURSING SCIENCE (NRSCE)**101 Introduction to Nursing (3.5) CSU**

Prerequisites: English 101, Physio 1, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1 hour; laboratory, 7.5 hours.

This course is an introduction to the philosophy of nursing, nursing history, Maslow's Hierarchy of needs, and legal and ethical issues in nursing. Concurrent with the theory, the nursing student will have basic client care experience in the skills lab and hospital setting. This course is designed to introduce the student to nursing care concepts. Implementing nursing care concepts to meet the client's physiological, emotional, cognitive, developmental, social, cultural and spiritual needs are discussed.

102 Fundamentals of Nursing (3.5) CSU

Prerequisites: NRSCE 101, and NRSCE 103 with grades of C or better.

Lecture, 1 hour; laboratory, 7.5 hours.

This entry-level medical/surgical nursing course integrates theory, clinical and skills lab components that focuses on nursing care of medical-surgical adult clients in acute and long-term care settings. Emphasis will be placed on assessment of risk factors affecting clients' health and wellness. Students will begin to utilize the nursing process and begin to integrate Maslow's Hierarchy of Human Needs concepts to manage the client's condition for the following diseases/disorders: pain, neurologic, respiratory, immunologic, oncologic, musculo-skeletal, cardio-vascular, gastro-intestinal, renal and endocrine. The related fluid-electrolyte and acid-base imbalances will also be addressed. The course will expand concepts introduced in NS101; client advocacy, spiritual-cultural diversity, effective communication and professional collaboration with members of the health care team. The responsibilities and ethical/legal issues of the registered nurse's role in health care is discussed.

103 Nursing Process (1) CSU

Prerequisites: English 101, Physio 1, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Math 115, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1 hour.

This course introduces the student to the components of the nursing process: assessment, nursing diagnosis, planning, implementation and evaluation. Course concepts include Maslow's Hierarchy of Human Needs and the utilization of critical thinking to enable the student to apply the nursing process to develop a plan of care.

104 Nursing Communication (1) CSU

Prerequisites: NRSCE 101 and NRSCE 103 with grades of C or better.

Lecture, 1 hour.

This course introduces the student to the elements of the communication process and how communication between the nurse, health care team and client/family may be affected by culture, gender and developmental level. Content includes: therapeutic and non-therapeutic communication.

105 Nursing Pharmacology (2) CSU

Prerequisites: English 101, Physio 1, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Math 115, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1.5 hours; laboratory, 1.5 hours.

This course introduces the student to concepts related to pharmacological therapy and its effects on the human body. Pharmacological principles of drug therapy, nursing implications and guidelines for safe medication administration are emphasized. The nursing process and client teaching principles of medication administration are discussed.

106 Medical-Surgical Nursing I (5.5) CSU

Prerequisites: NRSCE 102, NRSCE 104, and NRSCE 105 with grades of C or better.

Lecture, 3 hours; laboratory, 7.5 hours.

This beginning level medical/surgical-nursing course integrates theory, clinical and skills lab components that focuses on nursing care of clients with chronic illness and needs within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting clients' health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess and manage the client's condition for the following diseases/disorders: pain, neurologic, respiratory, hematologic, immunologic, oncologic, cardio-vascular, gastro-intestinal, renal, endocrine and related fluid, electrolyte, and acid-base imbalances. Pharmacological principles specific to chronically-ill clients are discussed. The course will also cover issues regarding client advocacy, spiritual- cultural diversity, and effective communication. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse's role in health care are examined.

107 Medical-Surgical Nursing II (5.5) CSU

Prerequisites: NRSCE 106, NRSCE 109, and NRSCE 110 with grades of C or better.

Lecture, 3 hours; laboratory, 7.5 hours.

This intermediate level medical/surgical-nursing course integrates theory, clinical and skills lab components that focuses on the nursing care of multiple adult clients with acute illness and needs within a variety of health-care settings. Emphasis will be placed on assessment of risk factors affecting clients' health and wellness. Students will implement the Nursing Process and integrate Maslow's Hierarchy of Human Needs concepts to assess and manage the client's condition for the following diseases/disorders: pain, neurologic, respiratory, hematologic, immunologic, oncologic, musculo-skeletal, cardio-vascular, gastro-intestinal, renal, endocrine and related fluid-electrolyte and acid- base imbalances. Pharmacological principles specific to critically-ill clients are discussed. This course will also cover issues regarding client advocacy, spiritual- cultural diversity, and effective communication. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse's role in health care are examined and analyzed.

108 Medical-Surgical Nursing III (3.5) CSU

Prerequisites: NRSCE 107 and NRSCE 111 with grades of C or better.

Lecture, 1.5 hours; laboratory, 6 hours.

This advanced level medical/surgical-nursing course integrates theory, clinical and skills lab components that focuses on the nursing care of adult clients with complex needs within a variety of health-care settings. Emphasis will be placed on assessment of risk factors affecting clients' health and wellness. Students will implement the Nursing Process and integrate Maslow's Hierarchy of Human Needs concepts to assess and manage the client's condition for the following diseases/disorders: pain, neurologic, respiratory, immunologic, oncologic, musculo-skeletal, cardio-vascular, gastro-intestinal, renal, endocrine, fluid-electrolyte and acid-base imbalances. Pharmacological principles specific to complex clients are discussed. This course will also cover issues regarding client advocacy, spiritual- cultural diversity, and effective communication. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse's role in health care are examined and analyzed.

109 Gerontology and Community Based Nursing (2.25) CSU

Prerequisites: NRSCE 105, NRSCE 102, and NRSCE 104 with grades of C or better.

Lecture, 1 hour; laboratory, 3.75 hours.

This course integrates theory, clinical and skills lab components that focuses on nursing care of the older adult client within acute and community based health care settings. Emphasis will be placed on risk factors affecting older clients health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess and manage care for the older adult with normal age related changes and common age-related disorders. Concepts and issues examined include: impact of cultural beliefs and ethnic diversity of the older adult, legal, ethical, social issues, theories of aging, functional consequences of age-related changes, common chronic illnesses and end of life care/issues. Pharmacological principles specific related to older adult clients are discussed. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse's role in health care are examined.

110 Psychiatric-Mental Health Nursing (3.25) CSU

Prerequisites: NRSCE 102, NRSCE 104, and NRSCE 105 with grades of C or better.

Lecture, 1.5 hours; laboratory, 5.25 hours.

This course integrates theory, clinical and skills lab components that focuses on care of the client with Mental Health needs and disorders within acute and community based mental health settings. Emphasis will be placed on the assessment of risk factors affecting clients with psychiatric disorders. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs Concepts to assess and manage client care. Basic Mental Health concepts and issues include: therapeutic nurse-client relationships, self-awareness, neuro-bio-psychosocial theories/therapies and common mental health needs/disorders. Pharmacological principles specific to clients with mental health disorders are discussed. The course will also cover issues regarding client advocacy, spiritual-cultural diversity and effective communication. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse role in health care are examined.

111 Reproductive Nursing and Women's Health (4) CSU

Prerequisites: NRSCE 106, NRSCE 109 and NRSCE 110 with grades of C or better.

Lecture, 2 hours; laboratory, 6 hours.

This course integrates theory, clinical and skills lab components that focuses on the nursing care of clients in women's and reproductive health care. Emphasis will be placed on assessment of risk factors affecting clients/families health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to manage the client's condition. Content includes client's needs during the ante-natal, intra-partum, and post-partum, reproductive and non-reproductive healthcare cycles. This course will also include newborn care. Pharmacological principles specific to woman's health clients discussed. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse role in health care are examined and analyzed.

112 Care of Children and Family (4) CSU

Prerequisites: NRSCE 107 and NRSCE 111 with grades of C or better.

Lecture, 2 hours; laboratory, 6 hours.

This course integrates theory, clinical and skills lab components that focuses on the nursing care of children and families in acute and community based settings. Emphasis will be placed on assessment of risk factors affecting client's health and wellness. Students will implement the nursing process and integrate Maslow's Hierarchy of Human Needs concepts to assess and manage the neonatal, infant, toddler, preschooler, school age and adolescent client. This course content includes the human needs of children and families. This course also examines the various developmental stages of children. Pharmacological principles specific to pediatric clients are discussed. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse's role in health care are examined and analyzed.

114 Nursing Leadership and Management (3) CSU

Prerequisites: NRSCE 108 and NRSCE 112 with grades of C or better.

Lecture, 0.5 hours; laboratory, 7.5 hours.

This culminating course integrates theory and preceptorship components that focuses on the transitional role of the graduating nursing student into entry-level nursing. Concepts related to leadership and management, advocacy, spiritual-cultural diversity, and effective communication are included. Students provide care for a group of clients under direct supervision of a registered nurse preceptor. Professional collaboration with members of the health care team, leadership responsibilities and ethical/legal issues of the registered nurse's role in health care are examined and analyzed.

200 Health Science Learning Center and Skills Laboratory (1)

Prerequisite: None.

Laboratory, 3 hours.

Enrollment is offered to students currently or previously enrolled in course work from the Health Science Department, Nursing. This course allows students to practice simulated nursing care and/or health-client care in a simulated hospital setting. This course consists of a variety of computer and/or video programs to assist the learner to improve comprehension, synthesis, and/or critical thinking skills, including improving clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a 'Pass/No Pass' basis.

200-1 Health Science Learning Center and Skills Laboratory - 1 (1)

Prerequisite: None.

Laboratory, 3 hours.

This course allows first semester students to practice simulated nursing care and/or health-client care in a simulated hospital setting. This course consists of a variety of computer and/or video programs as well as organized workshops to assist the learner to introduce/assess comprehension, synthesis and/or critical thinking skills, including improving clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a "Pass/No Pass" basis.

200-2 Health Science Learning and Skills Laboratory -2 (1)

Prerequisite: NRSCE 106 or NRSCE 109 or NRSCE 110.

This course allows second semester students to practice simulated nursing care and/or health-client care in a simulated hospital setting. This course consists of a variety of computer and/or video programs as well as organized workshops to assist the learner to improve comprehension, synthesis and/or critical thinking skills, including improving clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a "Pass/No Pass" basis.

200-3 Health Science Learning Center and Skills Laboratory -3 (1)

Prerequisite: NRSCE 107 or NRSCE 111

Laboratory, 3 hours.

This course allows third semester students to practice simulated nursing care and/or health-client care in a simulated hospital setting. This course consists of a variety of computer and/or video programs as well as organized workshops to assist the learner to improve comprehension, synthesis and/or critical thinking skills, including improving clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a "Pass/No Pass" basis.

200-4 Health Science Learning and Skills Laboratory -4 (1)

Prerequisite: NRSCE 108 or NRSCE 112 or NRSCE 114

Laboratory, 3 hours.

This course allows fourth semester students to practice simulated nursing care and/or health-client care in a simulated hospital setting. This course consists of a variety of computer and/or video programs as well as organized workshops to assist the learner to improve comprehension, synthesis and/or critical thinking skills, including improving clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a "Pass/No Pass" basis.

911-921 Cooperative Education - Nursing Science (1-2) CSU

Nursing is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

OCEANOGRAPHY (OCEANO)**1 Introduction to Oceanography (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

This course provides an introduction to the geological, chemical, physical, and biological characteristics of the ocean. Topics covered include seafloor topography, waves, currents, the global ocean/atmosphere system, estuaries and wetlands, ocean resources, pollution, and the marine ecosystems. A field trip is offered for this course.

10 Physical Oceanography Laboratory (2) UC:CSU

Prerequisite: Oceano 1 with a grade of C or better or concurrent enrollment.

Lecture, 1 hour; laboratory, 2 hours.

This laboratory course accompanies the Oceanography 1 lecture course. The course emphasizes the flow and transformations of water and energy into and out of the ocean, the physical and chemical properties of seawater, ocean circulation, interactions between the ocean and the other components of the Earth system, and the oceans' role in global climate change. A field trip is offered for this course.

PERSONAL DEVELOPMENT (PERSDEV)**1 Introduction to College (1) CSU**

Prerequisite: None.

This course is offered on a Pass/No Pass basis only.

Lecture, 1 hour.

This course provides students with important information about the college and its resources, introduces them to the requisite skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

20 Post-Secondary Education: Scope of Career Planning (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces students to the role of higher education in society and to their role as students. Students explore personal attributes needed for college success, critical thinking and effective study strategies, relating to others in a diverse world, the career planning and decision making process, and transfer and educational planning. This course will also provide students with an overview of campus resources and policies.

PHILOSOPHY (PHILOS)**1 Introduction to Philosophy (3) UC:CSU ☼**

(C-ID: PHIL 100)

Prerequisite: None

Lecture, 3 hours.

Philosophy 1 is a survey of the fundamentals of philosophy, Western or Eastern, with selected philosophers or topics in the history of philosophy, theory of knowledge, metaphysics, ethics, philosophy of religion, and philosophy of science. Subjects covered vary with instructor.

6 Logic in Practice (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is intended to introduce fundamental issues of logic, epistemology, rationality, argument, persuasion, and critical thinking, with examples of sound and unsound thinking, for analysis and debate. Topics will range from current public discourse to perennial political and philosophical issues.

9 Symbolic Logic I (3) UC:CSU

(C-ID: PHIL 210)

Prerequisite: None.

Lecture, 3 hours.

Philosophy 9 is an introduction to the basic concepts of symbolic logic. This introduction will include the origin and use of formal and symbolic logic, truth functional connectives and validity, truth tables, formal deductive proofs, and natural deduction proofs in predicate logic.

12 History of Greek Philosophy ‡ (3) UC:CSU ☼

(C-ID: PHIL 130)

Prerequisite: None.

Lecture, 3 hours.

A survey of the history of Greek Philosophy, including the Presocratics, Sophists, Socrates, Plato, and Aristotle.

14 History of Modern European Philosophy ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction and survey to modern Western or European Philosophy, beginning with the inception of Modern Science with Copernicus and Galileo, the inception of modern philosophy proper with Rene Descartes, through the Rationalists and Empiricists, German Idealism, Positivism, Marxism, Linguistic and Analytic Philosophy, Phenomenology, Philosophy of Science, Existentialism, Feminism, Deconstruction, and other recent trends.

20 Ethics (3) UC:CSU

(C-ID: PHIL 120)

Prerequisite: None.

Lecture, 3 hours.

Survey of ethics, covering moral dilemmas, the justification and nature of moral value, i.e. metaethics, different historical ethical doctrines with representative philosophers, theories about the good life, or the meaning and value of life, and a selection of contemporary moral issues, which may be of a personal nature (e.g. abortion) or involve political (race, gender), economic (class, corporations), or religious issues.

28 Environmental Ethics (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A philosophical examination of the relationship between human beings and their relationship with their environment. This study will include an analysis of traditional normative theories of ethics, morality, and rights, as applied to issues involving the environment, food, and animals. In addition, it will require a consideration of the value and moral status of the environment and the human relationship to it through social processes of food production and consumption, production and the use of resources, and technological development.

30 Asian Philosophy ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Philosophy in the traditions of India and China, including countries of South, East, and Southeast Asia influenced by Indian and Chinese civilization. This covers philosophical schools such as Vedanta, Sankhya, Yoga, Confucianism, Taoism, and, in Buddhism, Zen, Tendai, and Tantrism.

35 Judaism, Christianity, and Islam (3) UC:CSU

(Same as Jewish Studies 35)

Prerequisite: None.

Lecture, 3 hours.

A scholarly study of religion that explains the basic structure of religious belief and practice. It examines the cultural history and social aspects which influenced and shaped the growth and development of the western religions in order to encourage a desire to understand as a means of overcoming the destructive exchanges that frequently accompany religious discussion.

45 Philosophy of Labor (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction and survey of the basic philosophical theories and developments that have shaped our modern understanding of labor and its role in society. Topics will include, but will not be limited to: normative ethical theory, economic theory, marxist theory of value and alienation, critical theory, and philosophy of social movements.

PHOTOGRAPHY (PHOTO)**9 Introduction to Cameras & Composition (3) CSU**

Prerequisite: None.

Recommended for communication students interested in camera techniques and photo composition.

Lecture, 3 hours.

This course provides an introduction to color photography, including basic information on cameras, lenses, film and exposure designed to aid in an awareness of camera techniques and photo composition. Color slide assignments are given for analysis in class. Note: A 35mm single lens reflex camera is required.

10 Beginning Photography (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This is a basic course in the use of the camera to produce a photographic image through study of light, shadow, exposure and composition. This course in black and white photography recognizes that total artistic and creative control of the image comes not only through taking the photo but also through processing film and print making and gives instruction and practice in these skills. Presents the history of photography and its place as an art in our society. Note: A 35mm single lens reflex camera and various lab supplies are required.

11 Advanced Photography (4) CSU

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 2 hours; laboratory, 6 hours.

This course provides theory and practice of advanced photography techniques. Students will receive instruction in both traditional photography and digital imaging techniques with an emphasis on idea development, preparation and execution. Studio procedures, creative thinking and computer assisted image processing will also be emphasized.

20 Beginning Photojournalism (4) CSU

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 2 hours; laboratory, 6 hours.

This course provides photography instruction for those interested in learning the skills necessary for making photographs for publication. Students will learn techniques for high impact digital capture, dynamic story telling as well as how to use their camera as a tool for social change. Emphasis is placed on digitally preparing photographs for both the Internet and print media. Note: a digital single lens reflex camera is required.

21 News Photography (4) CSU

Prerequisite: Photography 20 with a grade of C or better.

Lecture, 2 hours, laboratory, 6 hours.

Students receive instruction in advanced photojournalism techniques and digital preparation of photographs for publication. Students work in a real-world environment where they are able to make photographs of sports events, news events, and photo essays with meaningful sociological impact. Emphasis is placed on portfolio development and the use of digital technology.

101 Beginning Digital Photography (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This is a basic course in the use of the digital single lens reflex camera to produce a photographic image through study of light, shadow, exposure and composition. This course in digital photography recognizes that total artistic and creative control of the image comes not only through digital capture, but also through image processing and print making using Adobe Photoshop and gives instruction and practice in these skills. Presents the history of photography and its place as an art in our society. Note: A digital single lens reflex (DSLR) camera and various supplies are required.

911-921-931-941 Cooperative Education - Photography (1-4) CSU

Photography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

**PHYSICAL EDUCATION
(P.E. OR PHYS ED)**

(See Kinesiology, Kinesiology Athletics, and Kinesiology Major)

**PHYSICAL SCIENCE
(PHYS SC)****1 Physical Science I (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

NO UC CREDIT FOR PHY SCI 1 IF TAKEN AFTER A TRANSFERABLE COURSE IN ASTRONOMY, CHEMISTRY, GEOLOGY, OR PHYSICS.

14 Physical Science Laboratory (1) UC:CSU

Prerequisite: Physical Science 1 with a grade of C or better, or concurrent enrollment.

Laboratory, 2 hours.

Designed for the non-science major, this course will provide an introduction to the laboratory methods and skills used in physics, chemistry, astronomy, and geology. Through experiment, students will visualize and apply basic concepts in physics, chemistry, astronomy, and geology.

PHYSICS**5 Allied Health Physics ‡ (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

A specialized course designed to integrate selected physical facts, principles, and concepts as an essential part of the working knowledge of health care personnel. In addition, the specific relationship of physics to contemporary patient care equipment will be defined. Throughout the course, emphasis will be placed on the utilization of the scientific method in health care situations.

6 General Physics I ‡ (4) UC:CSU

Prerequisite: Math 240 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 3 hours.

The first semester of a two-semester, trigonometry-level sequence in general physics designed for Premedical, Pre dental, Preoptometry, Prepharmacy, Physical Therapy, Medical Technology, Chiropractic, Biology, Geology, Biomedical Physics and Architecture majors. Physics 6 includes topics in mechanics, heat and sound. Problem solving is an integral part of the course. Students majoring in Physics, Engineering or Chemistry should take Physics 37-38-39.

7 General Physics II ‡ (4) UC:CSU

Prerequisite: Physics 6 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 3 hours.

The second semester of a two-semester trigonometry-level sequence in general physics. Physics 7 includes topics in electricity and magnetism, optics, and modern physics. Problem solving is an integral part of the course.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

37 Physics for Engineers and Scientists I (5) UC:CSU (C-ID: PHYS 205)

Prerequisite: Math 265 with a grade of C or better.

Lecture, 4 hours; laboratory, 3 hours.

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors, Physics 37 is the first semester of a three semester calculus-level sequence in introductory college Physics. Topics include kinematics, dynamics, laws of motion, and conservation laws for particles and systems of particles in both translation and rotation.

38 Physics for Engineers and Scientists II ‡ (5) UC:CSU (C-ID: PHYS 210)

Prerequisite: Physics 37 and Math 266 with grades of C or better.

Recommended: Math 267.

Lecture, 4 hours; laboratory, 3 hours.

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors, Physics 38 is the second semester of a three semester calculus-level sequence in introductory college Physics. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

39 Physics for Engineers and Scientists III ‡ (5) UC:CSU (C-ID: PHYS 215)

Prerequisite: Physics 37 and Math 266 with grades of C or better.

Recommended: Math 267.

Lecture, 4 hours; laboratory, 3 hours.

Designed for Physics, Astronomy, Chemistry, & Engineering majors, Physics 39 is the third semester of a three semester calculus-level sequence in introductory college Physics. Topics include oscillations, wave motion, sound, thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory and models of the atom.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

66 Physics for Life Science Majors I (4) CSU

Prerequisite: Math 260 with a grade of C or better.

Corequisite: Math 265.

Lecture, 3 hours; laboratory, 6 hours.

Designed for life science majors, Physics 66 is the first semester of a two semester calculus-level sequence in introductory college Physics. Topics include classical mechanics, energy and energy transfer, momentum, rotational motion, oscillatory motion, mechanical waves and thermodynamics. Lab sessions include quantitative and qualitative experiments and structured problems solving strategies through tutorials and conceptual activities.

67 Physics for Life Science Majors II (4) CSU

Prerequisite: Math 265 and Physics 66 with grades of C or better.

Lecture, 3 hours; laboratory, 6 hours.

Designed for life science majors, Physics 67 is the second semester of a two semester calculus-level sequence in introductory college Physics. Topics include electricity and magnetism, electromagnetic waves, geometric optics, wave optics, relativity, quantum physics, atomic physics and nuclear physics. Lab sessions include quantitative and qualitative experiments and structured problems solving strategies through tutorials and conceptual activities.

PHYSIOLOGY (PHYSIOL)**1 Introduction to Human Physiology (4) UC:CSU**

Note: Not open for credit to students who have had Physiology 6.

Prerequisite: Anatomy 1, Chem 51, or 60, or 68 and Biology 3 or 6 with grades of C or better.

Recommended: English 28 or 363 and Math 115.

Lecture, 3 hours; laboratory, 3 hours.

This course examines the function of cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic/immune, and reproductive. Laboratory activities explore major physiological principles.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY 1, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

POLITICAL SCIENCE (POL SCI)

Note: State law imposes on all California State Universities certain graduation requirements in the areas of U.S. History, U.S. Constitution, and state and local government. Courses meeting these requirements for the state universities are listed in the TRANSFER REQUIREMENTS section.

If you took a Political Science course outside of California, see a counselor to make certain you meet the California state and local government graduation requirements.

1 The Government of the United States (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This is an introductory course about the U.S. political system. The course incorporates the theory, structure, and functions of the national, state, and local governments. The course emphasizes political parties, interest groups, and the roles and functions of state and national institutions. This course fulfills the state graduation requirement in the U.S. Constitution and state and local governments.

2 Modern World Governments (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A comparative study of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed on the governments of Great Britain, France and Germany.

5 The History of Western Political Thought ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28 and 363, or placement into English 101.

Lecture, 3 hours.

This course offers an introduction to the most important political theories and ideas from the time of the ancient Greeks to the present day. The course explores the various relationships and connections that exist between political theory and political practice.

7 Contemporary World Affairs (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course studies the relationships among nation-states, emphasizing the nation-state system, international diplomacy, international law, and international organizations. 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.

PSYCHOLOGY (PSYCH)

1 General Psychology I (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is an introduction to the scientific study of behavior and mental processes, psychological perspectives, theories, concepts, and research. The main topics include: history of psychology, physiological psychology, sensation and perception, consciousness, life span development, learning, memory, cognition, social psychology, motivation and emotion, health psychology, personality, psychological disorders and therapy, gender and sexuality.

2 Biological Psychology (3) UC:CSU ☼

Prerequisite: Psych 1 with a C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course presents a detailed study of the physiology and anatomy of the biological systems fundamental to behavior and experience. The course will cover the central and peripheral nervous system and response systems from various perspectives. Students will examine the relationship of biological mechanisms as they relate to the psychological processes of sensation, perception, consciousness, attention, sleep, motivation, sexuality, emotion, learning and memory, intelligence, and psychological disorders.

3 Personality and Social Development (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course focuses on the psychology of personality, human identity, self-awareness, and personal growth in contemporary society. The course provides an applied understanding of our impressions of and presentations to others based on personality theory and social and psychological processes. Students acquire new knowledge and skills through selected readings, class discussion, demonstrations and group exercises.

11 Child Psychology (3) UC:CSU ☼

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

The focus of this course is on the psychological development of the child from prenatal through adolescence, within the physical, cognitive, and psychosocial domains. This course covers principles derived from recent research and major theories. It covers the implications of hereditary, prenatal, family, peer and educational influences. Maternal and infant health, attachment theory, language development, and learning are explored. There is additional focus on various research techniques and group and individual comparisons.

12 Adolescent Psychology ‡ (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Offered Spring semester only.

Lecture, 3 hours.

This course covers physical, social, emotional and cognitive development of adolescents including male/female roles and stereotypes, cross cultural differences in adolescence, and psychological needs of the period and how they may be met. Lectures introduce major theories and research strategies in adolescent development and integrates applied aspects such as parent-adolescent conflict and adolescent substance use.

13 Social Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines how individuals are influenced by the behavior and presence of others. Topics include: liking and loving; forming impressions; aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

14 Abnormal Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. The course examines disorders related to anxiety, stress, mood, schizophrenia, eating, substance abuse, memory and organic dysfunctions, and personality. Social, cultural, legal and ethical issues of psychopathology are included.

17 The Exceptional Child ‡ (3) CSU

Prerequisite: Psych 1 with a grade of C or better. Offered Fall semester only.

Lecture, 3 hours.

This course offers students an opportunity to study children who do not follow the normal developmental process - autistic, mentally retarded, gifted, educationally handicapped, neurologically impaired, emotionally disturbed, and children with other learning and emotional disorders. Includes different theoretical orientations and discussion of practical applications.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course covers individual psychological development from conception to death, including physical, cognitive and psychosocial aspects. Major theories and research methodologies are introduced. Family, peer, education and social influences on intelligence, gender, personality and relationships are explored. Practical applications are emphasized.

60 Stress Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course examines how stress influences our lives. Course topics include stress reduction, relaxation techniques, time management, stress management, psychophysiological factors, the roles of health, exercise and nutrition, and occupational, personal, and age-related stress issues.

READING

(See Developmental Communication)

REAL ESTATE (REAL ES)**1 Real Estate Principles (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

The basic real estate course covering fundamental principles of real estate. Provides background and terminology necessary for advanced study in specialized courses. Course must be completed prior to taking Real Estate Salesman's Licensing Test. Applies toward the mandatory educational requirements for the sales license.

3 Real Estate Practices (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course deals with the day-to-day operations in real estate brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward mandatory requirement for the brokers license.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of real estate law including rights incident to property ownership and management, agency contracts; application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosures; recent legislation governing real estate transactions. Meets mandatory educational requirements for California real estate broker examination.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Es 1 or 3 with a grade of C or better.

Lecture, 3 hours.

This course covers the analysis of real estate financing, including lending policies and problems in financing residential, apartment, commercial and special purchase properties. Methods and sources of financing emphasized. Applies toward the mandatory education requirement for the real estate brokers examination.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Es 1 with a grade of C or better.

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 on residential and single unit property. This course applies toward the mandatory educational requirements for the real estate brokers examination.

14 Property Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is a course in the management of income producing properties, including residential, retail, offices, and industrial. The various kinds of income properties are analyzed, along with their management requirements including leasing, collections, tenant selection, record keeping, financial statements, fair housing laws, evictions, maintenance, liability issues, and the economics of selecting a particular type of property for investment. An emphasis is also placed on sustainable environmental policies that may be put into place by management.

21 Real Estate Economics (3) CSU

Prerequisite: Real Es 1 or 7 with a grade of C or better.

Lecture, 3 hours.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics include urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory and problems of sub-division. Also studied is the government's role in the economy and its influence upon the real estate market including the federal reserve system, taxation and land use controls including zoning, planning and fair housing legislation.

911-921-931-941 Cooperative Education - Real Estate (1-4) CSU

Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

RECREATION (RECR)**81 Field Work I ‡ (4) CSU**

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

This course requires internship in recreation agency or related activity while under the supervision of qualified personnel.

82 Field Work II ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

This course requires internship in a recreation agency or related activity with responsibility to plan, conduct and evaluate activities, while under the supervision of qualified personnel.

83 Field Work III ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

This course requires internship in a recreation agency or related activity with responsibility to supervise recreation aides and/or group leaders, while under the direction of qualified personnel.

RESPIRATORY THERAPY (RESP TH)

Enrollment in all classes listed below except Respiratory Therapy 1 and Respiratory Therapy 2 limited to students enrolled in the Respiratory Therapy Phase II program. All transcripts outside of LACCD must be submitted by November 1st to validate corequisites in Resp Th 2 to be considered for the acceptance pool. In the event that there are more applicants than clinical space available, enrollment into the clinical internship will be determined by active application date to LAVC.

(Students must be formally admitted to Phase II, the clinical phase of the Respiratory Therapy program which includes Respiratory Therapy 3, 4, 5, 6, 7, 8, 11, and 15. Consult the Health Science Department for details.) For more information on the RT Program Application Process and Phase II requirements see pages 77-79.

1 Introduction to Respiratory Therapy ‡ (1)

Prerequisite: None.

(Offered in Fall and Spring Semesters)

Lecture, 1 hour.

Students will be introduced to the profession of respiratory therapy with emphasis on the duties, responsibilities, and qualifications of a respiratory therapist. This includes an introduction of current respiratory therapies and equipment used for patient treatment and assessment.

2 Fundamentals of Respiratory Therapy ‡ (4)

Corequisites: Anatomy 1 and Physiol 1; Chem 51; Micro 20; Physics 5 and Resp Th 1.

Lecture, 3 hours; laboratory, 3 hours.

This course covers the fundamentals of respiratory therapy theory, application, and equipment. This final phase 1 respiratory course includes lecture presentations and laboratory experiments using typical respiratory equipment. This lecture and laboratory experiments will include using applied physics theories such as gas laws and fluidics to explain and demonstrate the principles of operation and therapeutic objectives of the typical respiratory equipment. While enrolled in RT 2 students will submit applications to Phase 2 of the Respiratory Therapy program.

3 Applications of Respiratory Therapy & Clinical Experience I ‡ (5)

Prerequisite: Resp Th 6 and Resp Th 15 with grades of C or better.

Offered only in the Summer semester.

Lecture, 1 hour; laboratory, 12 hours.

This course includes lecture, laboratory and clinical instruction in current respiratory therapies. This is the 2nd clinical rotation to the hospital with an emphasis on routine treatments. The students will be evaluated for competency in the application of respiratory therapies including airway clearance, Lung expansion, pharmacology, and airway management in the laboratory and clinical setting. The acute treatment and clinical assessment of the respiratory patient are explained in detail and case presentations are discussed.

4 Applications of Respiratory Therapy & Clinical Experience II ‡ (5)

Prerequisite: Resp Th 3 and Resp Th 6 with grades of C or better.

Corequisite: Resp Th 7 and 8.

Offered only in the Fall semester.

Laboratory, 15 hours.

This course includes laboratory and clinical instruction in mechanical ventilation management and assessment. This is the 4rd clinical rotation with an emphasis on critical care and ventilator patients. The students will be evaluated for competency in applying current ventilator management and assessment skills in the laboratory and clinical setting. Invasive and noninvasive ventilation indications, parameters, strategies, weaning techniques, and hazards are presented. The acute treatment and clinical assessment of critical care ventilator patients are explained in detail and case presentations are discussed.

5 Application of Respiratory Therapy & Clinical Experience III ‡ (5)

Prerequisites: Resp Th 4, 7 and 8 with grades of C or better.

Offered only in the Spring semester.

Laboratory, 15 hours.

This course includes laboratory and clinical instruction in neonatal respiratory care. This is the 4th clinical rotation with an emphasis on critical care and an introduction to NICU's. Students will be evaluated for competency in neonatal respiratory management and assessment in the laboratory and clinical setting. Course material includes neonatal assessment, ventilator and airway management, ECMO, Nitric oxide and surfactant therapies. This course also includes certification in Neonatal Resuscitation. The acute treatment and clinical assessment of the critical care neonatal and pediatric are explained in detail and case presentations are discussed.

6 Respiratory Physiology ‡ (4)

Prerequisites: Resp Th 1 and 2 with grades of C or better.

Corequisites: Resp Th 15.

Offered only in the Spring semester.

Lecture, 3 hours; laboratory, 3 hours.

Cardiopulmonary physiology is presented in detail. The material covered includes perfusion, ventilation, diffusion, anatomy, cardiopulmonary circulation, transport of blood gases and their determination, and acid-base balance. These topics will be presented and discussed in lecture and laboratory and include case study presentations.

7 Applied Medicine and Pathology ‡ (3)

Prerequisite: Resp Th 3 and 6 with grades of C or better.

Corequisites: Resp Th 4 and 8.

Offered only in the Fall semester.

Lecture, 2 hours; laboratory, 3 hours.

This course covers the advanced physiology and pathology necessary to the understanding of the assessment and treatment of the typical cardiopulmonary diseases and patients. The causes, assessments and treatments of the common cancer, lung injury, obstructive, restrictive, cardiovascular, pediatric, and communicable respiratory diseases are presented and explained in detail in lecture and laboratory and include case study presentations and discussions.

8 Administrative Procedures of Respiratory Therapy ‡ (1)

Prerequisite: Resp Th 3 and 6 with grades of C or better.

Corequisites: Resp Th 4 and 7.

Offered only in the Fall semester.

Lecture, 1 hour.

This class acquaints the student with the principles and practices involved in the supervision of a respiratory therapy department.

11 Application of Respiratory Therapy & Clinical Experience IV ‡ (5)

Prerequisite: Resp Th 4, 7, and 8 with grades of C or better.

Offered only in the Spring semester.

Laboratory, 15 hours.

This course includes laboratory and clinical instruction in the total assessment and treatment of the respiratory patient. This is the 5th and final clinical rotation. Students will be evaluated for competency in applying comprehensive respiratory patient assessment, education, and management in the laboratory and clinical setting. This course also presents pulmonary function, EKG's, arterial blood gas laboratory testing as well as patient education, Pulmonary Rehabilitation and home care. The acute treatments and clinical assessments of the critical care, rehabilitation and home care respiratory patients are explained in detail and case presentations are discussed.

15 Introduction to Clinical Experience ‡ (4)

Prerequisite: Resp Th 1 and 2 and Psych 1 all with grades of C or better.

Corequisite: Resp Th 6.

Offered only in the Spring semester.

Laboratory, 12 hours.

This first Phase 2 respiratory course provides laboratory and clinical instruction and experience to introduce the student to the actual duties & responsibilities of a respiratory therapist. This 1st clinical rotation will introduce the students to the hospital environment. Students will be evaluated for competency in application and assessment of infection control, and oxygen therapy in the laboratory and clinical setting. Medical ethics, patient rights, sterilizations methods, medical gas and aerosol therapies are explained in detail and case presentations are discussed.

23 Advanced Respiratory Pathophysiology (1) CSU

Prerequisite: Resp Th 3 and 6 with grades of C or better.

Corequisite: Resp Th 4, 7, and 8.

Lecture, 1 hour.

The advanced pathology, diagnosis, and treatment of the common diseases and disorders of the cardiovascular and neuromuscular systems are presented in detail. Techniques of laboratory evaluation and specific monitoring methods using case studies and clinical simulations are presented and discussed.

911-921-931-941 Cooperative Education - Respiratory Therapy (1-4) CSU

Respiratory Therapy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

SOCIOLOGY (SOC)**1 Introduction to Sociology (3) UC:CSU ☼**

(C-ID: SOC I 110)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This introductory course provides a set of concepts and theories to describe and explain the social behavior of human beings and organization of society. Students examine subjects such as culture, deviance, sexuality, media, social stratification, and the institutions of the family, religion, education, politics, and the economy.

2 American Social Problems (3) UC:CSU ☼

(C-ID: SOCI 115)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Sociological concepts and theories are used to describe and explain a range of social problems that exist in the United States, such as issues of prejudice, discrimination, suicide, drugs, crime, wealth and poverty, political radicalism and weapons of mass destruction. We will also analyze the effectiveness of attempted and potential solutions to these social problems.

3 Crime and Delinquency (3) UC:CSU ☼

(C-ID: SOCI 160)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines the nature of crime and delinquency including theories of causation, types of adult and juvenile offenses, and efforts by society to cope with law violations. We will also analyze programs for crime prevention, correction, and rehabilitation within the justice system.

4 Sociological Analysis (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course considers the logic of the scientific analysis of society and social institutions. We will analyze the various methodological tools utilized in social science research and clarify basic social science issues. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

11 Race and Ethnic Relations (3)

UC:CSU

(C-ID: SOCI 150)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines the definitions, history, and experiences of ethnic and racial groups in this country. Attention is given to Black, Latino, Native American, Asian American, Arab Americans, and white ethnic groups. Discussion includes the social, economic, and political factors affect racial/ethnic group relations; the sources of discrimination and prejudice; and whether social equality between different groups is possible.

12 Marriage and Family Life (3)

UC:CSU

(C-ID: SOCI 130)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course deals with the family as a social institution, its structure and functions, including historical changes, emerging patterns, and the influence of contemporary society and social forces that shape the family such as race, class, gender and sexuality.

17 Introduction to Counseling (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an introduction to methods, major theories and techniques of counseling. We will consider a variety of representative problems covering a wide range of settings and multicultural perspectives. Topics include dysfunctional families, domestic violence, incest, crisis intervention, suicide prevention, drug and alcohol abuse, sociopathic personalities, school bullying, trauma, death and dying, serial killers, and the nature of neuroses and psychoses. Career planning issues are also considered.

19 Introduction to Social Services (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course covers the history and development of social and human services. A particular emphasis is placed on social work, case work, and urban generalists. We will explore institutions such as the welfare system, community organizations, health care and Medicare. Social service work as a career, including social work, urban generalists, counseling, addiction specialists, and their qualifications are also covered.

20 Directed Practice in Social Welfare (3)

Prerequisite: None

Recommended: English 28, 363, or Placement into English 101.

Lecture, 3 hours.

This course provides a basic understanding of the concepts, theories and practical experience for working in the Human Services field. Students will complete a 40-60 hour field placement at a community service agency outside of the class. Students will be assessed on their participation in these field placements (e.g., child abuse prevention, sexual assault, elderly services, primary and secondary education, homelessness, suicide prevention) and the application of course material as it relates to their field work.

21 Human Sexuality (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This interdisciplinary course presents a sociological and psychological introduction to human sexuality and human sexual behavior. Topics include physiology, sex, gender, and sexual orientation, physical and emotional response, sexual behavior, cultural and behavioral issues, myths, misconceptions, dysfunction, and sexual coercion.

25 Drugs and Culture ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is a cross cultural study of mind-altering drugs including alcohol, marijuana, hallucinogens, ecstasy, methamphetamines, cocaine, inhalants, and others. The

social, psychological, and biological effects of drug use are analyzed within a cultural and political context and we will also consider the effects of drugs on the population for the user and non-user. Cultural aspects of drug use are examined using class, race, and gender as mediating factors, as well as the values and norms placed upon their use. Societal systems are examined to understand why substances are labeled as drugs. The economic, legal, and judicial systems and their relations to the concepts of drug usage are looked at in several societies. Emphasis is placed upon methods of treatment and penalties attached to the violation of the norms on drug usage.

31 Sociology of Gender (3) UC:CSU (C-ID: SOCI 140)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course focuses on gender, including the development of the individual, the scripts that are learned in our culture, the comparative information from other cultures and other times in our history, how people use gender in interpersonal relationships, and how gender structures society. A particular emphasis is placed on the political, social and economic status of women and men. Topics include the social forces that help to shape the experience of women and men such as race, class, the social construction of gender and sexuality.

35 The Labor Movement (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course presents an overview and history of the labor movement in the U.S. beginning with slavery and moving on to the rise of labor unions and the middle class. The sociological perspective on labor includes major figures in the labor movement, prominent theories, and analysis of the impact on labor of the Industrial Revolution and wars.

84 SIMSOC: Simulated Society (1)

Prerequisite: None.

Lecture, 1 hours.

Students simulate a society, actively learning sociological concepts such as status, role, primary group, power, and hierarchy. The game takes approximately 14 hours to play and students have great fun learning about the working of society and how societal structure emerges from group dynamics and the exchange of resources.

185 Directed Study - Sociology (1) CSU**285 Directed Study - Sociology (2) CSU****385 Directed Study - Sociology (3) CSU**

Prerequisite: None.

Recommended: English 101.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor. See current schedule of classes for details.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

SPANISH

1 Elementary Spanish I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic Spanish grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis on communication in cultural settings. It introduces the student to basic traits of Hispanic cultures in the U.S. and in Spanish-speaking countries. This is a web-enhanced course requiring students to perform online coursework.

2 Elementary Spanish II (5) UC:CSU

Prerequisite: Spanish 1 or 22 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple Spanish. Students will continue the study of diverse Spanish and Hispanic cultures and modern developments in the Spanish-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

Credit given for either Spanish 35 or Spanish 2, but not both.

3 Intermediate Spanish I (5) UC:CSU

Prerequisite: Spanish 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course provides a more intensive study of the Spanish language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic expressions and irregular structures. Emphasis is placed on developing fluency in oral expression and facility in writing. Students will read and discuss cultural and literary texts in Spanish, and advance their knowledge of Spanish and Hispanic cultures and modern developments in the Spanish-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

Credit given for either Spanish 36 or Spanish 3, but not both.

4 Intermediate Spanish II (5)

UC:CSU ☉

Prerequisite: Spanish 3 with grade of C or better or equivalent skill level.

Lecture, 5 hours.

Students will further develop their writing and communication skills in Spanish through the study of representative Spanish and Latin American literary and cultural works. The course focuses on analysis and discussion. It provides a sustained study of grammar and vocabulary with emphasis on complex structures, stylistics, and the use of idiomatic expressions. This course may be offered as a web-enhanced or hybrid course. Computer skills are required for accessing and performing online course materials and activities.

Credit given for either Spanish 37 or Spanish 4, but not both.

5 Advanced Spanish I ‡ (5) UC:CSU ☉

Prerequisite: Spanish 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

This course surveys Latin American literature and introduces the student to its major literary movements through the study of prose, poetry and drama from representative authors. The students will learn to analyze the way the formal elements of literature contribute to its meaning, to analyze literature as a human experience, and to read through diverse the historical and cultural lenses of Latin America. It stresses literary analysis and discussion, as well as the writing of interpretive and analytical essays within the context of the literature and civilization of Latin America. Computer skills are necessary for accessing and performing coursework online. The course is conducted in Spanish.

6 Advanced Spanish II ‡ (5) UC:CSU ☉

Prerequisite: Spanish 5 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

This course surveys Spanish literature and introduces the student to its major literary movements through the study of prose, poetry and drama from representative authors. The students will learn to analyze the way the formal elements of literature contribute to its meaning, to analyze literature as a human experience, and to read through diverse the historical and cultural lenses of Spain. It stresses literary analysis and discussion, as well as the writing of interpretive and analytical essays within the context of the literature and civilization of Spain. Computer skills are necessary for accessing and performing coursework online. The course is conducted in Spanish.

8 Conversational Spanish ‡ (2)

UC:CSU

Prerequisite: Spanish 2 with a grade of C or better or equivalent skill level. (Not open to native speakers of Spanish)

Lecture, 2 hours.

This course focuses on the development and improvement of oral communication skills based on discussions of everyday experiences, current events, cinema, cultural topics, and readings. Emphasis on vocabulary-building and the learning of idiomatic expressions, along with pronunciation practice. This is a web-enhanced class, requiring students to access coursework online. Not recommended for native speakers of Spanish.

9 Hispanic Civilization ‡ (3) UC:CSU

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

This course surveys the culture and civilization of Spain from its origins to the present. It examines and analyzes contemporary Spanish society, traditions, popular culture, and way of life and offers an overview of Spain's history, geography, arts, and contributions to the Western world. Computer skills are necessary to access coursework online. This course is taught in English.

12 Contemporary Mexican Literature ‡ (3) UC:CSU ☉

Prerequisite: None.

(Same as Chicano Studies 42)

Lecture, 3 hours.

This course provides an introduction to the major historical events and literary movements in Mexico, with a focus on 20th-century Mexican literature read in translation. The lectures, readings and discussions are in English.

16 Mexican Civilization ‡ (3) UC:CSU

(Same as Chicano Studies 44)

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

Considers the significant elements of pre-Columbian Mexican civilization, the impact of the Spanish domination upon the indigenous population and its influence upon the mores, art, and industry. Studies in the history, literature, art, music of Mexico as they evolved from colonial times to the present. The impact of the Mexican Revolution upon all the Americas is considered. Examines the present-day culture of Mexican-Americans as influenced by their Mexican heritage and life in the United States.

35 Spanish for Spanish Speakers I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course is designed to address the needs of the fluent, Spanish-speaking student. It provides an introduction to written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment and spelling. While it addresses all four skills in Spanish (speaking, listening, reading, writing), it focuses on reading and writing. Readings include texts on geography, customs and culture of Spain and Latin America. The course is taught in Spanish. Credit given for either Spanish 35 or Spanish 2, but not both.

36 Spanish for Spanish Speakers II (5) UC:CSU

Prerequisite: Spanish 35 or Spanish 1 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

This is an intermediate Spanish course designed to meet the needs of the fluent, Spanish-speaking student. It advances the study of grammar and complex vocabulary. While it addresses all four skills in Spanish (speaking, listening, reading, writing), it focuses on the development of reading and writing skills. It provides further study of Spanish and Latin American cultures and civilizations. The course is conducted in Spanish.

Credit given for either Spanish 36 or Spanish 3, but not both.

37 Composition and Conversation for Spanish Speakers (5)

Prerequisite: Spanish 36 with a grade of C or better.

Lecture, 5 hours.

This course further develops reading, writing, and communication skills through the study of representative topics, texts, and literary works from Spain and Latin America. It is intended for heritage speakers of Spanish who wish to increase their oral and writing skills in the context of themes, topics, and the literary and cultural production of the US Hispanic population. It focuses on text analysis, general academic writing, the honing of formal presentation skills, and the sustained study of grammar and vocabulary with emphasis on complex structures. This course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational mode and various rhetorical modes of writing, such as description, narration, exposition, and argumentation. It also prepares heritage speakers for the Advanced level in the AA degree and for upper-division major courses at four-year universities. Basic computer skills required for accessing online activities.

Credit given for either Spanish 37 or Spanish 4, but not both.

185 Directed Study - Spanish (1) CSU**285 Directed Study - Spanish (2) CSU****385 Directed Study - Spanish (3) CSU**

Prerequisite: Approval of project.

Conference, 1 hour per unit.

This course allows the student to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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SPEECH

(See Communications Studies)

STATISTICS (STAT)

(For Statistics see also Math 227)

1 Elementary Statistics I for the Social Sciences (3) UC:CSU ☼

Prerequisite: Math 125 with a grade of C or better or equivalent.

Lecture, 3 hours.

This course introduces the fundamental tools of quantitative methods in research including techniques of data collection, organization, presentation, analysis and interpretation. Special attention is given to such topics as (1) tabulation and graphic presentation of data; (2) measures of central tendency and variability of sample data; (3) the normal curve and its properties; (4) introduction to probability and statistical inference; (5) linear correlation; and (6) research methods.

MATH 225, 227, STAT 1, 101 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

101 Statistics for the Social Sciences (4) UC:CSU (C-ID: SOCI 125)

Prerequisite: Math 125 with a grade of C or better or equivalent.

Lecture, 4 hours.

This course introduces the fundamental tools of quantitative methods in research including techniques of data collection, organization, presentation, analysis, and interpretation using appropriate technologies (e.g., statistical software) in the context of real data sets. Special attention is given to such topics as tabulation and graphic presentation of data; measures of central tendency and variability; the normal curve and its properties; introduction to probability and statistical inference; hypothesis testing; correlation; linear regression; analysis of variance; and research methods.

MATH 225, 227, STAT 1, 101 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

THEATER

Theater majors should take two of the following: Theater 301, 310, 315, 325, 450

Some courses in Theater are part of the Theater Family group and have enrollment limitations. The group code appears under the title. See page 173 for more information.

100 Introduction to the Theater (3) UC:CSU

Prerequisite: None. *Open to all students.*

Lecture, 3 hours.

This survey course will foster a student's appreciation of the historical and cultural aspects of theater and the performing arts. The course examines the duties and responsibilities of the various creative artists such as the director, actor, designers, and playwright and the process of creating live performance.

110 History of the World Theater (3) UC:CSU

Prerequisite: None.

Recommended: English 101.

Required of all theater majors.

Open to all students.

Lecture, 3 hours.

This course studies the history and development of theatre and drama, from the 5th century to the 17th century. From pre-civilization to the present day, theatre has served a variety of functions within different cultures and societies. Throughout history we can see how the theatre changes in response to the changing needs and concerns of a given culture. Our goal for this course is to help you begin to understand and articulate the relationship between theatre and society.

112 History of World Theater II (3) UC:CSU

Prerequisite: None.

Recommended: English 101.

Lecture, 3 hours.

A history of the development of the theater, its playwrights, structures and methods of staging and acting, from English Restoration through the Twentieth Century, including development of Eastern forms of theatre.

130 Playwriting ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Training is given in the fundamentals of effective stage, film, and television writing leading to possible production in the one-act program or film workshop.

225 Beginning Direction (3) UC:CSU

(Theater Family T04)

Prerequisite: None.

Lecture, 3 hours.

A study of the principles of casting, rehearsal scheduling, aims and conducting of rehearsals: Orchestration of all production phases is made through lectures, reading assignments, class projects and the preparation of a complete directors production script.

227 Advanced Direction (3) UC:CSU

(Theater Family T04)

Prerequisite: Theater 225 with a grade of C or better.

Laboratory, 6 hours.

Practical experience in the direction and production of a one act play in the Laboratory Theater or other productions under Faculty supervision.

232 Play Production II (2) UC:CSU

(Theater Family T07)

Prerequisite: None.

Laboratory, 6 hours.

This course provides instruction and supervised student participation in the current play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

233 Play Production III (3) UC:CSU

(Theater Family T07)

Prerequisite: None.

Laboratory, 9 hours.

This course provides instruction and supervised student participation at an advanced level in the current play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

240 Voice and Articulation for the Theater ‡ (3) UC:CSU

(Theater Family T10)

Prerequisite: None.

Designed for performing arts students.

Lecture, 3 hours.

Students are introduced to the fundamentals of effective vocal production and the techniques of voice improvement as applied to the stage and other media of theatrical performance. Through basic vocal exercises and the practice and production of interpretative reading, students investigate the principles of good speech, breathing and posture. A study is made of the physiological, psychological, and acoustical factors determining vocal quality, force, rhythm and pitch.

270 Beginning Acting (3) UC:CSU

(Theater Family T02)

Prerequisite: None.

Required of all theater majors.

Lecture, 3 hours.

Introduction to the art and craft of acting: freeing the actor's voice, body and mind to begin to realize the possibilities for creative expression. Topics of study include: responding to impulse and working as an ensemble (through exercises, theater games, and improvisation); the actor's homework: researching a role, analyzing a text, and breaking down a script from an actor's point of view; monologue work, scene study, audition technique, rehearsal methods, and working with a director.

272 Intermediate Applied Acting (3) UC:CSU

(Theater Family T02)

Prerequisite: Theater 270 with grades of C or better.

Required of all theater acting majors.

Laboratory, 6 hours.

Students will continue to apply the principles introduced in Theater 270: Beginning Acting to texts and roles that are increasingly more demanding and sophisticated. Scene and monologue work will be drawn from realistic contemporary plays as well as from the modern classic repertory.

274 Advanced Applied Acting ‡ (3) UC:CSU

(Theater Family T02)

Prerequisite: Theater 272 with grades of C or better.

Laboratory, 6 hours.

Building on the foundation of Theater 270 and Theater 272, students in Advanced Applied Acting will explore the challenges and joys of working outside the realm of contemporary, realistic drama; scene and monologue work may be drawn from Greek and Roman comedy and tragedy; medieval drama; Shakespeare and other Elizabethan playwrights; Racine, Corneille, Moliere; Restoration and 18th century comedy; high comedy (Oscar Wilde, Noel Coward, George Bernard Shaw); American musical theater; modern and contemporary non-realistic drama.

275 Scene Study ‡ (2) CSU

(Theater Family T02)

Prerequisite: None.

Laboratory, 3 hours.

Students are assigned monologues, improvisations, and scripted scenes intended to strengthen their individual acting skill levels.

276 Actors' Workshop ‡ (3) CSU*(Theater Family T09)**Prerequisite: None.***Laboratory, 6 hours.**

This course is conducted as an acting workshop in which students are assigned dramatic material designed to introduce them to specific performance presentation styles and encourage them to explore various performance trends.

279 Musical Theater ‡ (2) UC:CSU*(Theater Family T06)**Prerequisite: None.***Lecture, 1 hour; laboratory, 2 hours.**

A performance class which integrates the elements of voice, dance and acting as required for performing in musicals.

Emphasis is placed on learning musical theater techniques and preparing successful audition material for musicals.

280 Musical Theater Workshop I (3) UC:CSU*(Theater Family T06)**Prerequisite: None.***Laboratory, 9 hours.**

This course introduces the principles and techniques of acting, singing and movement required for the production of a musical theater performance presented before an audience.

281 Musical Theater Workshop II (3) CSU*Prerequisite: None.***Laboratory, 9 hours.**

This course emphasizes the principles and techniques of acting, singing and movement required for the production of a musical theater performance presented before an audience at an advanced level.

282 Advanced Musical Theater (2) UC:CSU*(Theater Family T06)**Prerequisite: Theater 279 with a grade of C or better.***Lecture, 1 hour; Laboratory, 2 hours.**

This course is an advanced performance class which further integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on expanded repertoire in both vocal and dance performance.

291 Rehearsals and Performances I (1) UC:CSU*(Theater Family T07)**Prerequisite: None.***Laboratory, 3 hours.**

This course provides instruction and supervised student participation in the current rehearsals and performances of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

292 Rehearsals and Performances II (2) UC:CSU*(Theater Family T07)**Prerequisite: None.***Laboratory, 6 hours.**

This course provides instruction and supervised student participation in the current rehearsals and performances of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

293 Rehearsals and Performances III (3) UC:CSU*(Theater Family T07)**Prerequisite: None.***Laboratory, 9 hours.**

This course provides instruction and supervised student participation at an advanced level in the current rehearsals and performances of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

301 Stage Craft (3) UC:CSU*Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

This course is an introduction and laboratory practice of technical theatre, including the creation of scenic elements and solving the practical problems involved in all technical aspects of mounting a stage production. Areas of concentration include painting techniques, set construction, set movement, prop construction, backstage organization, lighting hang and focus, and basic sound set up.

310 Introduction to Theatrical Lighting ‡ (3) UC:CSU*Prerequisite: None.**Recommended: Theater 317.***Lecture, 3 hours.**

This course is an introduction to the study and execution of theatrical stage lighting and sound, with emphasis on equipment, control, and their relationship to design. Practical experience and problem solving in lighting are highlighted.

315 Introduction to Theatrical Scenic Design ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

Introduction to the aspects of stage design, including process, technique, and the collaborative nature of theater production artists; conceptualization of dramatic action, mood, and style through a range of media. Extensive critique of work in progress, exploring media, rendering techniques, and model building for theater design.

317 Color and Design for the Theater (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course acquaints students with the basic principles of design that govern all forms of visual expression emphasizing those used in the theatre. It also provides students with the ability to communicate in visual terms.

325 Stage Management and Advanced Stage Craft ‡ (3) UC:CSU*Prerequisite: None.**Recommended: Theater 301.***Lecture, 2 hours; laboratory, 2 hours.**

Students will be introduced to specialized topics of advanced stagecraft with especial focus on the duties and responsibilities of a production stage manager. Related topics include: the duties and responsibilities of a production manager, company manager and technical director.

342 Technical Stage Production II (2) CSU*Prerequisite: None.***Laboratory, 6 hours.**

This course provides practical experience in the application of production responsibilities in stage management, house management, lighting, sound, special effects, scenic construction, painting, designing, and running crews.

405 Costume Design (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will study costume design for the stage. This course includes a survey of the basic silhouettes and terminology of historical periods and an introduction to shop procedures along with the beginning principles and techniques of design including character analysis, figure drawing and rendering sketches for theatrical productions.

411 Costuming for The Theater (3) UC:CSU

Prerequisite: None

Lecture, 2 hours; Laboratory, 2 hours.

This course surveys theatrical costuming as a craft and design art. It introduces design principles, research methods, pattern and construction techniques, sewing equipment usage and maintenance, and the functions of costume personnel in production work. Lab work may include assignments on current department productions.

450 Beginning Stage Make-Up ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

Techniques and practices of theatrical makeup design and application. Facial analysis, glamour, aging of the face, beards, stylized, and impersonation makeups are performed by the student on their own face. Topics include the use of makeup for film and television.

451 Advanced Stage Make-Up ‡ (3) UC:CSU

Prerequisite: Theater 450 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

A continued study of the art of make-up with emphasis on advanced techniques. Students will engage in practical applications of specialized makeups including researched and detailed 2 dimensional work as well as an introduction to life casting, hair and wig prep, and ventilating.

185 Directed Study - Theater (1) CSU**285 Directed Study - Theater (2) CSU****385 Directed Study - Theater (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Theater on a contract basis under the direction of supervising faculty.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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911-921-931-941 Cooperative Education - Theater (1-4) CSU

Theater is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

TOOL AND MANUFACTURING TECHNOLOGY (T & M)**27 Basic Machine Shop Theory and Practice (4)**

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Concentration on setting up and operation of engine lathes. Includes precision measurement, layout, drilling and milling operations. Prescribed study and projects are designed to give experience with five basic machine tools, Engine Lathes, Vertical Mills, Horizontal Mills, Pedestal Grinders and Surface Grinders. This course is the basis for entry into many trade areas from machinist to numerical control.

30 Machine Shop Practice I (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Concentration on 3 axis Horizontal and Vertical Milling Machines setup and operations. Includes fly-cutting, drilling, gang milling, contour and angular surfacing operations. Emphasis on speeds, feeds, cutter selection and applications. Surface grinding operations maintaining flatness, parallelism and finish to a high degree of accuracy. Heat treatment, case-hardening and hardness testing is included.

31 Machine Shop Practice II (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Continues training to increase knowledge and skills in the operation of machine tools and accessory equipment. Includes use of optical comparator, precision measuring instruments and other high precision layout and inspection equipment. Requires close tolerance work with different types of machines, machine tools and material used in industry.

32 Machine Shop Practice III (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Provides extended training to increase knowledge and skills in the operation of machine tools and accessory equipment. Includes use of precision grinding equipment. Close tolerance work and precision inspection is emphasized.

185 Directed Study Tool and Manufacturing Technology (1)

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Tool and Manufacturing Technology on a contract basis under the direction of supervising faculty.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Tool and Manufacturing Technology (1-4)

Tool and Manufacturing Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 83, for prerequisite, course description and credit limits.

Course Descriptions

(NONCREDIT)

BASIC SKILLS (BSICKL)

80CE Basic Language Arts (0)

Prerequisite: None.

Lecture, 2.25 hours.

The course is designed to provide a review of language arts and test-taking strategies to prepare students for college and career pathways. Topics include instruction in test-taking approaches, essay writing, reading comprehension, and vocabulary and sentence skills.

81CE Basic Math Skills (0)

Prerequisite: None.

Lecture, 2.25 hours.

The course is designed to provide a review of mathematics test-taking strategies to prepare students for college and career pathways. Topics include instruction in test-taking approaches and review of arithmetic, algebraic functions, geometry, and statistics.

ENGLISH AS A SECOND LANGUAGE (ESL NC)

1CE English as a Second Language Beginning I (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to basic communications, housing, food, health, and emergencies.

2CE English as a Second Language Beginning II (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course that is a continuation of ESL 1CE. The emphasis of the course is on listening/speaking and reading/writing skills at a beginning level. Students will learn skills so they may understand and participate in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to transportation, employment, community resources, clothing, and interpersonal communication.

6CE English as a Second Language – 0 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a literacy level. The focus of the course is on basic survival English skills, English sound/symbol correspondence, and reading and writing of simple English sentences.

7CE English as a Second Language – 1 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry, open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning-low level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages and generate and write sentences related to housing, food, health, transportation, employment, and other resources.

8CE English as a Second Language – 2 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a beginning level. The focus of the course is on comprehending and engaging in extended conversations related to familiar contexts, such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write short, clearly organized paragraphs and messages.

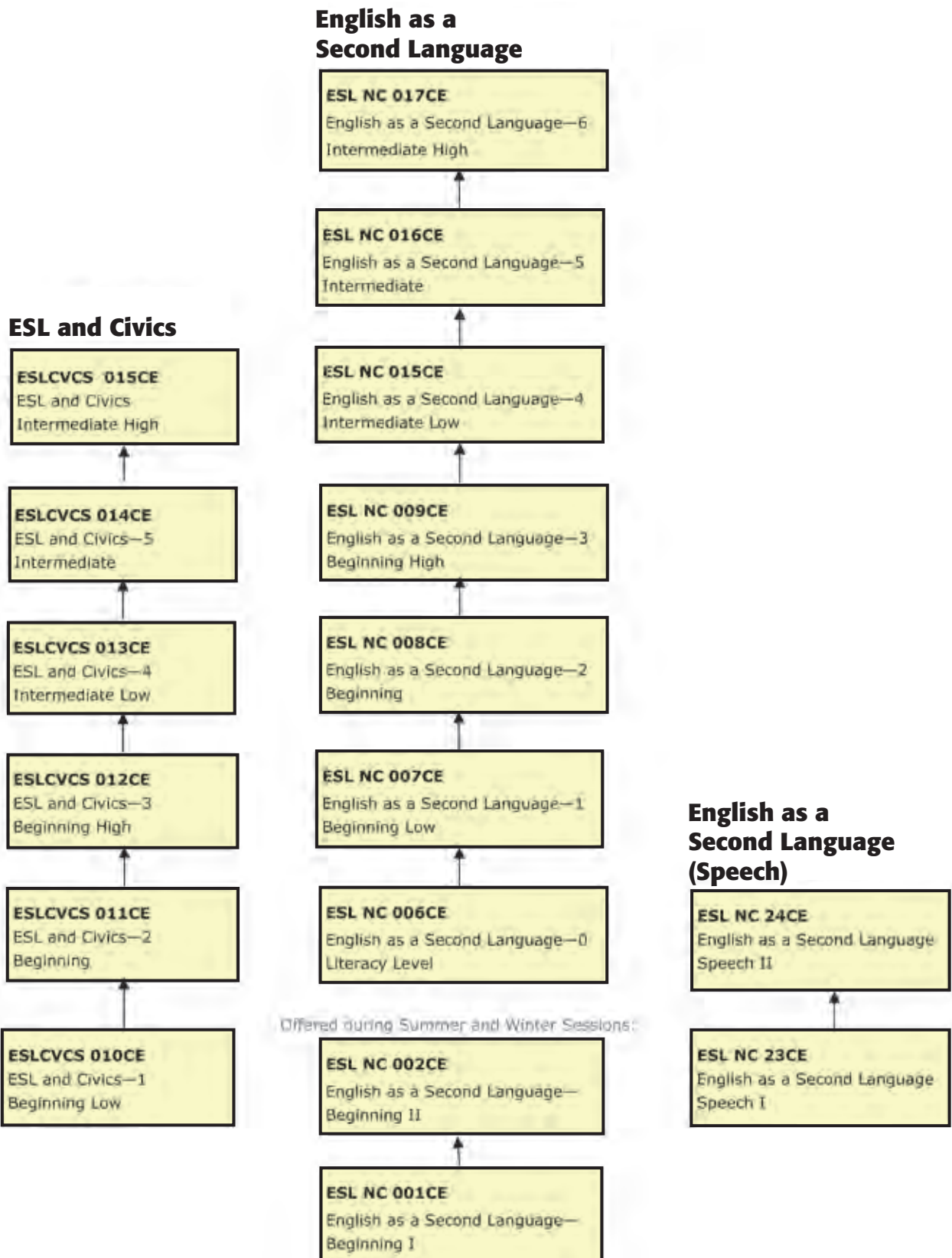
9CE English as a Second Language – 3 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning-high level. The focus of the course is on comprehending and using more complex spoken and written English skills. Students participate in increasingly extended conversations on topics beyond survival needs, such as family responsibilities. Students will develop skills to understand short reading passages and differentiate between fact and opinion with some accuracy as well as write clear and well-organized paragraphs.

Continuing Education Noncredit Course Sequence for ESL



15CE English as a Second Language - 4 (0)*Prerequisite: None.***Lecture, 12 hours.**

This is an open-entry/open-exit course which emphasizes listening/speaking skills and reading/writing skills at an intermediate-low level. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, sentence structure, and the writing process.

16CE English as a Second Language - 5 (0)*Prerequisite: None.***Lecture, 12 hours.**

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at an intermediate level. This class focuses on comprehending and developing listening and speaking skills on increasingly complex social and academic topics. Students read authentic material and identify the main idea, supplementary details, vocabulary development, and inferences. Students also learn to give brief prepared oral presentations. They focus on developing basic patterns for paragraph and essay writing including organization, sentence structure, and the writing process.

17CE English as a Second Language - 6 (0)*Prerequisite: None.***Lecture, 12 hours.**

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at a high-intermediate level. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students read authentic material and identify the main idea, supporting details, vocabulary development, and inferences. They focus on developing organization patterns for compositions and essay writing including organization, sentence structure, and the writing process.

23CE English as a Second Language Speech I (0)*Prerequisite: None.***Lecture, 6 hours.**

This is an open-entry open-exit course that emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate low level. The focus of the course is on comprehending and developing listening and speaking on topics in social and academic environments. Students also learn to give brief prepared oral presentations. Students will focus on practicing pronunciation skills for better oral communication and developing rhythm, stress, and intonation patterns of English conversation

24CE English and a Second Language Speech II (0)*Prerequisite: None.***Lecture, 6 hours.**

This is an open-entry open-exit course that emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate level. The focus of the course is on understanding and engaging in increasingly extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students focus on practicing more complex pronunciation skills for better oral communication as well as developing rhythm, stress, and intonation patterns of English conversation.

ESL CIVICS (ESLCVCS)**10CE ESL and Civics 1 (0)***Prerequisite: None.***Lecture, 1 hour.**

This is an open-entry/open exit course. This course is intended for beginning English speakers at skill level 1, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on living in the United States, housing issues, and U.S. history (Colonies, Bill of Rights, and Founding Fathers).

11CE ESL and Civics 2 (0)*Prerequisite: None.***Lecture, 1 hour.**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 2, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on issues related to employment, job interviewing, and United States history and government (First Government, Constitution, Branches of Government).

12CE ESL and Civics 3 (0)*Prerequisite: None.***Lecture, 1 hour.**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 3, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on city, county, and community services and topics related to United States history (Civil War and Civil Rights Movement).

13CE ESL and Civics 4 (0)*Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 4, as recommended. Intermediate low listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions on education and early United States history (Declaration of Independence, First Four Presidents, Constitution).

14CE ESL and Civics 5 (0)*Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 5, as recommended. Intermediate listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions and written assignments on becoming work ready, workplace safety, and interactions with co-workers, as well as the judicial branch of government and national symbols and holidays.

15CE ESL and Civics 6 (0)*Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 6, as recommended. Intermediate high listening, speaking, reading and writing skills are emphasized. Learners engage in discussions and written assignments. The focus of the course is on the role of state and local governments, the U.S. electoral process, and living and working in the U.S.

PARENTING (PARENT)

20CE Parent-and-Baby (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course for parents and their child that will cover issues concerning bed-time routines, food and nutrition, reading to infants and toddlers, discipline, day to day challenges, holiday stress and young children and diversity. Both parent and baby (birth - 30 months) must attend together.

SUPERVISED LEARNING ASSISTANCE (TUTOR)

1T Supervised Learning Assistance (0)

Prerequisite: None.

Lab, 20 hours.

Upon faculty/counselor referral, student will receive tutoring in designated subject areas in various tutoring labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance 001T will not appear on the student's transcript.

VOCATIONAL EDUCATION (VOC ED)

82CE Certified Nurse Assistant (0)

Prerequisite: None.

Lecture, 2.80 hours, Lab, 12.70 hours.

This course is designed to prepare students for the California State Certified Nursing Assistant Examination. Topics covered include patient rights, communication and interpersonal skills, safe environment, body mechanics, principles of asepsis, weights and measures, resident care skills and procedures, vital signs, nutrition, emergency procedures, long term care resident, rehabilitative/restorative care, observation and charting, and death and dying.

83CE Home Health Aide Program (0)

Prerequisite: VOC ED 82CE

Lecture, 1.16 hours, Lab, 2.16 hours.

This course is designed to prepare students for the California State Certified Home Health Aide License. The program prepares students to appropriately take care of clients in the clients' home. Topics address issues with home safety, nutrition in the home, and working with home health agencies.

96CE Blueprint for Workplace Success (0)

Prerequisite: None.

Lecture, 2 hours.

This class is designed to provide students with the necessary tools and skills to develop an understanding of themselves in the context of the workplace and assist them in the creation of a workplace portfolio (or "blueprint"). Topics covered include self-discovery, time management, job market realities, workplace skills, effective communication, contacting employers, interview preparation, getting hired, and maintaining employment.

98CE 30 Ways to Shine as a New Employee (0)

Prerequisite: None.

Lecture, 0.67 hours.

This course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing positive attitude, and formulating balance between home and work.

114CE Microcomputer Literacy 1 (0)

Prerequisite: None.

Lecture, 0.5 hours; laboratory, 1.5 hours.

This open-entry/open-exit course familiarizes students with computer workplace skills. Students will be exposed to a demonstration of word processing and the Internet.

115CE Microcomputer Literacy 2 (0)

Prerequisite: None.

Lecture, 0.5 hours; laboratory, 1.5 hours.

This open-entry/open-exit course will help to familiarize students with basic spreadsheet and PowerPoint applications. Students will distinguish between basic commands including: saving, deleting rows, and editing. The course will also cover the use of PowerPoint and its basic functions.

301CE Customer Service A: Introduction (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours.

This noncredit open entry/open exit course is designed to provide the student with relevant skills to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention.

302CE Customer Service B: Communicating with People (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours.

This noncredit open entry/open exit course is designed to introduce the student to key elements in communication with people. The student will learn verbal and non-verbal communication, listening skills, and to be a facilitator of communication skills.

303CE Customer Service C: Team Building (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours.

This noncredit open entry/open exit course is designed to provide the student with an understanding of teamwork, common problems teams encounter and how to solve them. The students will learn to recognize various team player personalities and styles, and characteristics of an effective team.

304CE Customer Service D: Attitude in the Workplace (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours.

This noncredit open entry/open exit course is designed to provide the student with key skills in the area of attitude. The student will be introduced to the concepts of "attitude", the three types of attitudes, and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude and turnaround strategies to battle these negative attitudes.

305CE Customer Service E: Values and Ethics (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours.

This noncredit open entry/open exit course is designed to provide the student with understanding of the importance of values and ethics in the workplace. The importance of values and ethics and why people participate in unethical behavior will be emphasized.

306CE Customer Service F: Time Management (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours.

This noncredit open entry/open exit course is designed to provide the student with an introduction to the concept of time management principles and specific techniques that assist in maximum use of time. Basic concepts of prioritizing and delegation will be discussed.

307CE Customer Service G: Stress Management (0)*Prerequisite: None.***Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an introduction to stress management and its effects in the workplace. Included is the recognition of internal and external stresses and stress management tips and techniques.

308CE Customer Service H: Conflict Management (0)*Prerequisite: None.***Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an understanding of what conflict is and one's conflict style. The student will learn skills for resolving interpersonal conflict and strategies to bring out the best of others and self.

309CE Customer Service I: Decisions/Problem Solving (0)*Prerequisite: None.***Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an introduction to decision making and problem solving. The student will learn steps in making decisions, blocks to problem solving, and techniques to solving problems.

310CE Customer Service J: Managing Change (0)*Prerequisite: None.***Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an understanding of change and the influence on individuals. Topics will include understanding change, reasons for resistance to change, paradigms and communicating change.

330CE Principles of Sales (0)*Prerequisite: None.***Lecture, 1.5 hours.**

This course will provide students with how to skillfully diagnose and solve customer problems. Students will adopt an approach that is an extension of the marketing concept—the consultative sales presentation. This approach can be used in the four major “sustainable” employment settings: retail, wholesale, manufacturing, and service selling and can be applied to all areas of “Green Technology”.

331CE Negotiating Buyer Concerns and Overcoming Objections (0)*Prerequisite: None.***Lecture, 1 hour**

This course will provide students with how to skillfully diagnose sales resistance and provide creative methods to overcome objections. Students will adopt a formal negotiation approach that contributes to a “win-win” strategy and continues as an extension of the consultative sales model. This approach can be used in all areas of “sustainability” as well as the areas of retail, wholesale, manufacturing, and service selling and all areas of “Green Technology”.

334CE Introduction to Green Entrepreneurs (0)*Prerequisite: None.***Lecture, 1 hour.**

This course will introduce the concept of Entrepreneurship and provide students with all definitions, include initiative taking and the organizing and reorganizing the social/economic mechanisms to turn resources and situations into practical accounts and profit. Students will be introduced to “Green” aspects of innovation and ways to develop a business with a sustainability focus. Students will maintain the approach to all areas of “sustainability” as well as the areas of “Green Technology”.



Academic Policy

Open Enrollment

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

How to Enroll

1. File an application online and receive an appointment to enroll.
2. See Register for Classes Online on page 11 for instruction on how to enroll online, or by coming to the college in person.
3. If you miss your registration appointment, you may still register for classes anytime AFTER your scheduled appointment.
4. If you have not applied to the college prior to the start of the classes you MUST get an add permit from the instructor and submit a paper application to Admissions and Records.

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college. At the same time, the District has a responsibility, to fulfill public information needs (i.e., information about students participating in athletics, announcements 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 Admissions Office. Copies of the Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

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

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, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the Records Officer.

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

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

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

Units of Work/Study Load

Study Load Limitations

Maximum unit requirements are as follows:

Fall/Spring Semesters

1. The maximum study load is 18 units during a regular semester. The normal class load for students in the Fall or Spring semester is 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students.
2. Students who desire to take 19 or more units must obtain counselor approval after the semester begins by presenting an add card signed by the instructor for each class they wish to add.
3. The maximum study load for a student who has been on academic and progress probation for two consecutive semesters is 6 units. Students who desire to enroll in more than 6 units must obtain counselor approval.

Summer and Winter Sessions:

1. Students are limited to a maximum study load of 8 units per session.
2. To enroll in two courses per session that total more than 8 units but do not exceed 10 units, students must go to the Admissions Office. No other enrollment unit requests will be considered until the session begins.

Students must see a counselor with an add card signed by the instructor for each class they wish to add.

Limitations On Enrollment

Effective Summer 2012, course withdrawal (“W”) will count in ways that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript. The “W” will count as an attempt for that course.
- A course on a student’s transcript which shows a recorded “W” counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as “repeatable,” students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- Where the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances. Using the Course Repetition Petition available in Admissions & Records.

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 “nondegree-applicable basic skills courses.” 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 Services for Students with Disabilities office (formerly DSPS). Also, this limitation does not apply to enrollment in non-credit basic skills courses.

Petitioning the 30-Unit Limit on Basic Skills Courses

Students may petition by submitting a General Petition to the Admissions Office. The petition must include a Student Educational Plan issued by a counselor.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- Communication Studies 61-1, 61-2, 61-3, 62-1, 62-2, 64, and 66
- Developmental Communications 22A, 22B, 22C, 22D, 22E, 23, 35, 36A, and 36B
- English 21, 33, 67, 68, 80, 82, 83, 98, 361, and 362
- Learning Skills 1, 2, 4, 10, 13, 40, and 41
- Math 105, 110 and 112

Program Changes

It is essential that enrollment forms be completed accurately and carefully. While classes may be dropped any time before the end of the 11th week, “Add Permit” forms may be obtained and processed only through the published deadline. The Admissions Office requires a picture I.D. to process any program changes.

Supplemental Instructional Materials

Some of the classes offered may require students to provide those materials which are of continuing value to the student outside of the classroom setting. These materials may be purchased at the campus bookstore.

Attendance

The only students who may attend classes are those who have been admitted to the college and are in approved active status.

Students are expected to attend every meeting of all classes for which they are registered. Violation of this regulation may result in exclusion from class as specified in Administrative Regulation E-13. Provisions of Administrative Regulation E-13 include the following:

1. STUDENTS WHO HAVE PREREGISTERED FOR A CLASS AND WHO DO NOT ATTEND THE FIRST MEETING OF THE CLASS FORFEIT THEIR RIGHT TO A PLACE IN THE CLASS. SPECIAL CIRCUMSTANCES MAY BE CONSIDERED BY THE INSTRUCTOR.
2. Whenever absences in hours exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class.
3. Three cases of tardiness may be considered equivalent to one absence.

- It is the student's responsibility to consult with an instructor regarding any absences that would alter the student's status in the class. Instructors may be reached by calling the department or writing to the instructor at the college address.

Auditing Classes

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

- Payment of a nonrefundable \$15 per unit fee. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the class for credit.
- Permission in the form of a signed "Add Permit" marked "Audit" must be obtained from the instructor.
- The fees are non-refundable and payment is due upon processing the audit form.
- Transferring from "credit" to "Audit" after the deadline to add is not permitted.
- Audit classes are not covered by Financial Aid.**

Adding Classes

- After you submit your on-line application, you will receive an e-mail with directions on how to follow our matriculation process.
- You will be given an appointment to register at the time of application.
- You may enroll in open classes by using the internet registration system.
- To add classes once the semester begins, you must obtain an Add Permit form from the instructor of the class. Bring this Add Permit to the office of Admissions.

Campus Procedure

No semester courses may be added after the normal add period (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

Withdrawing from a Class

New statewide regulations are now in effect that change the way students should think about enrolling in, and then withdrawing from, classes.

Community colleges get their money from state apportionment. Apportionment is a set amount of dollars distributed to the college districts, based on enrollment. Each class you enroll in results in compensation to the college, and that is how the college stays open.

It used to be that a student could withdraw from the same course up to 4 times, and in addition repeat the course up to two times to try to improve a grade of D or F. In other words, you could get a "W" in the same course 4 times and complete the course up to three times until attaining a grade of "C" or better.

From now on, a "W" counts as an attempt, and you only get three attempts at any one course.

After that, the state won't pay the college for you to take the course again.

What this means for LAVC students:

- If you stay in a course past the "no penalty" withdrawal date and then drop it or are excluded, you receive a grade of "W" and you have used up one of your three attempts.
- When you have made three attempts at a class, with any combination of W, D, or F grades, you will not be able to register for the class again. You would have to try to take the class again at a college outside the Los Angeles Community College District.
- You may petition for one more try citing "extenuating circumstances;" however, for the most part the only extenuating circumstances that will work are military deployment or natural disaster.
- If your registration is blocked because of this rule, getting an add permit will not help.

What you should do:

- If you're going to drop, drop before the deadline so you won't get a "W".
- Be sure you're academically ready for classes you enroll in.
- See a counselor to help you make good decisions about your educational plan.

It is the student's responsibility to withdraw officially. Consult the deadline calendar on the inside front cover of the Schedule of Classes.

Dropping Classes

THROUGH THE 2nd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first two weeks of the semester.

THROUGH THE 11TH WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 3rd through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal). Consult the deadline calendar in the Schedule of Classes or contact the office of Admissions.

Enrollment/Schedule Conflicts

Enrollment in more than one section of the same course during a semester is not permitted.

Enrollment in courses which are cross-referenced to each other (i.e., courses designated "same as" in the catalog will be rejected by the computer.

The computer will also reject enrollment in classes scheduled or conducted during overlapping times.

Math and English Competency Requirement

Students entering prior to Fall 2009 must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by achieving a grade of "C" or better in appropriate courses, recommended by the District Academic Senate, and approved by the Chancellor or by achieving a passing score on an examination or examinations recommended by the District Academic Senate and approved by the Chancellor.

Effective for all students entering on or after the Fall 2009 semester, competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in Mathematics 125 (Intermediate Algebra), or another mathematics course at the same level and rigor, or higher, and with elementary algebra or higher as a prerequisite, as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements may also be met by obtaining a satisfactory grade in courses with English and mathematics content (but taught in subjects other than English and mathematics), which require entrance skills at a level equivalent to those necessary for English 101 and Mathematics 125, respectively, and are taught at the same level and with the same rigor. The District Academic Senate shall recommend such courses to the Chancellor for approval.

Credit by Examination

Credit By Examination

Some courses in the college catalog are eligible for credit by examination.

1. Method of obtaining credit by examination:

Satisfactory completion of an examination written, administered and graded by the discipline faculty at the college in lieu of completion of a course listed on the approved list below (Courses Approved for Credit by Examination).

2. Determination of eligibility to take the examination

- A. The student must be currently registered in the college and in good standing with a minimum grade point average of 2.0 in any work attempted at the college.
- B. The student must have completed 12 units within the L.A. Community College District, unless the petition is for a Career Technical Education course with an approved high school articulation agreement.
- C. The course for which credit is requested must be listed on the approved list below (Courses Approved for Credit by Examination).
- D. The student is not currently enrolled in, or has completed a more advanced course in the discipline.

3. Maximum Credit Allowable and Limitations

- A. The maximum number of units that may be earned through Credit by Examination toward the associate degree shall be 15. Credit by examination transferred from other institutions is counted toward this maximum.
- B. Credits acquired by examination are not applicable to the meeting of such unit load requirements as Selective Service deferment, veterans' or Social Security benefits or scholastic honors.
- C. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence.
- D. A student who does not pass the exam for a course may not repeat the exam.

4. Recording of Credit

The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading method of the course, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

5. Filing a Petition

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson. The date and time of the examination are the responsibility of the department chair and/or faculty involved. Further information on this topic may be obtained from the Admissions Office and/or department chairperson of the subject area concerned.

Courses Approved for Credit by Examination

Administration of Justice – All Classes
 Architecture – All Classes
 Business 31
 Computer Applications and Office Technology 7, 31
 Child Development 1, 172
 Electronics 2
 Geography 1, 2
 Geology 1, 2
 Mathematics 115, 120, 125, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275
 Nursing Science 101, 102, 103, 104, 105
 Oceanography 1
 Physics 5, 12
 Physical Science 1
 Photography 10
 Respiratory Therapy 1, 2, 3, 4, 5, 6, 7, 11, 15
 Theatre Arts 100, 110, 301
 Tool & Manufacturing - All Classes

Credit for External Exams

Students may be awarded credit for external exams once enrolled at the college. Each external exam follows distinct policies. Students who take an Advanced Placement (AP) Exam, and International Baccalaureate (IB) Exam or College-Level Examination (CLEP) Exam in the same topic area will receive credit for only one exam. The college will award credit for the exam that most benefits the student.

Advanced Placement (AP) Exam Credit

Course equivalency for Advanced Placement exams, for purposes other than meeting general education and graduation competency requirements for the Associate Degree are described below. To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Valley College during the semester in which credit is to be granted. Advanced Placement exam scores must be 3 or higher in order to receive credit. Students may file a petition for credit by seeing a counselor in the Counseling Department. Official AP score reports must be sent directly to the Admissions Office.

Please refer to page 26 for a chart on how general education credit is earned for the IGETC general education plan requirements. Please refer to pages 30-31 for a chart on how general education credit is earned for CSU general education certification. Please refer to page 38 for a chart on how general education credit is earned for LAVC general education. The amount and type of transferable credit granted towards a university's admission or major requirements are determined by that university's AP policies and not by Valley's policies; a university's policies often differ from Valley's policies. See a counselor for further information. Credit acquired by AP exams is not applicable towards meeting unit load requirement of Veterans Administration benefits, Social Security benefits, or athletic eligibility.

The following is a list of course equivalencies for Advanced Placement exams. This course equivalency information is used for satisfying Associate Degree major or Certificate requirements.

AP EXAM	COURSE EQUIVALENCY
Calculus AB	Math 265
Calculus BC	Math 265
Comparative Government & Politics	Political Science 2
English Language	English 101
English Literature Score of 3 or 4	English 101
Score of 5	English 101 + 102
Environmental Science Science 1	Environmental
European History	History 2
French Language	French 4
French Literature	French 4
German Language	German 4
Human Geography	Geography 2
Music Theory	Music 201
Physics B	Physics 6 & 7
Physics C (Mechanics)	Physics 37
Psychology	Psychology 1
Spanish Language	Spanish 4
Spanish Literature	Spanish 4
Statistics	Math 225 or Statistics 1
U.S. Government & Politics	Political Science 1
U.S. History	History 11

College Level Examination Program (CLEP) Credit

Valley College will grant units towards general education and/or the associate degree. Students must receive a passing score of 50 on most CLEP exams, except Foreign Language level 2 exams which require a higher score as indicated in the catalog. A passing score on any one the following exams fulfills the American Institutions Requirement as required in Board Rule 6201.14: American Government, History of the United State I: Early Colonization to 1877, or History of the united States II: 1865 to present. A passing score on any one of the following exams fulfills the Mathematics Competency Requirement as required in Board Rule 6201.12: Calculus, College Algebra, College Mathematics, or Precalculus.

For information on how the CLEP exams apply toward the CSU Breadth GE, see pages 31-32.

INTERNATIONAL BACCALAUREATE (IB) CREDIT

The International Baccalaureate® (IB) Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. The IB Diploma Program is a comprehensive and challenging pre-university course of study, leading to examinations that demand the best from motivated students and teachers.

Valley College will grant units towards general education and/or the associate degree as describe in the chart on page 40. This chart also indicates the passing score required for each exam. A passing score on any one of the following exams fulfills the Reading and Written Expression Competency Requirement as required in Board Rule 6201.12: IB Language A1 (English) HL or IB Language A2 (English) HL. A passing score on the IB Mathematics HL Exam fulfills the Mathematics Competency Requirement as required in Board Rule 6201.12. Credit is only given for the Higher Level (HL) exams. No credit is given for Standard Level (SL) exams. For information on how IB credit is applied toward the CSU Breadth GE, see page 32.

Credit for Courses Completed at Non-Accredited Institutions

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

The following exceptions may be made to this regulation:

1. Credit for graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

- a. Thirty (30) semester units of credit is granted to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;

- 2) The student has completed at least 12 units of credit at the college to which application is made.
- b. The work of graduates of Diploma Schools of Nursing outside California are recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
- e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

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

For completion of military basic training, students will be granted one unit of Physical Education credit and 6 units of elective credit. Students may also request an evaluation of credit earned at other military service schools and/or occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for Law Enforcement Academy Training

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

- a. Credit is given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- b. A single block of credit will be given and identified as academy credit.
- c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

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

Campus Procedure

The college makes the final judgment regarding the acceptability of courses from non-accredited schools.

Pass/No Pass Courses

The grade of P (Pass) (formerly CR) will be given if the performance in class is equal to a C grade or better. The grade of NP (No Pass) (formerly NC) will be given if the performance in class is equal to a D or F grade. A student who has received credit for a course taken on Pass/No Pass cannot repeat that course. A student must have a C or better average in all work attempted at LAVC.

Students considering taking courses for Pass/No Pass in their major field should see a Counselor or major field department chairperson in order to avoid loss of credit.

The courses listed below may be taken on a Pass/No Pass basis providing the student meets the requirements for enrollment on this basis. Information concerning the requirements is available in the Admissions Office. In order to take a class on a Pass/No Pass basis the student must make such request in the Admissions Office by Friday of the 5th week of the semester.

In addition to courses designated Pass/No Pass Only (Developmental Communications 22A-E, 35; English 21, 33, 67, 83; Personal Development 1, 4, 6; Nursing 185; Learning Skills 1A, 2A, 4, 13, 40, 41) students may take only one class per semester on a requested Pass/No Pass basis.

- Administration of Justice: All Courses
- African American Studies: All Courses
- Architecture: All Courses
- Anthropology: All Courses (except Anthro 385)
- Art: 101, 102, 103, 105, 109, 112, 115, 116, 201, 501
- Astronomy: All Courses
- Biology: 3, 22
- Broadcasting: All Courses
- Business: All Courses
- CAOT: All Courses
- Chemistry: All Courses
- Chicano Studies: All Courses
- Child Development: All Courses (except Ch Dev 22, 23, 185, 285, 385)
- Cinema: (non majors only) 104, 105, 106, 107
- Communication Studies: All Courses
- Dance Specialties: All Courses
- Dance Studies: All Courses
- Dance Techniques: All Courses
- Economics: All Courses (except Econ 2)
- Education: 2
- Electronics: 2
- Engineering, General: All Courses
- English: All Courses (except English 28, 101 and 103)
- Environmental Science: All Courses
- Environmental Studies: All Courses
- Finance: All Courses
- Fire Technology: All Courses
- French: All Courses
- Geography: All Courses
- Geology: All Courses
- German: All Courses
- Health: 10, 11
- Hebrew: All Courses
- History: All Courses
- Humanities: All Courses
- Italian: All Courses
- Jewish Studies: All Courses
- Journalism: 101, 105, 106
- Kinesiology: All Courses
- Law: All Courses
- Learning Skills: 41
- Library Science: 101
- Linguistics: All Courses
- Management: All Courses
- Marketing: All Courses
- Mathematics: All courses
- Meteorology: All courses
- Music: 101, 111, 141, 152, 250, 321
- Numerical Control: All Courses
- Nursing Science: 101, 102, 103, 104, 105
- Oceanography: 1, 10
- Personal Development: 20
- Philosophy: All Courses
- Photography: 9, 10, 20, 21
- Physical Science: 1, 14
- Physics: 5, 12
- Political Science: All Courses
- Psychology: All Courses (except Psych 1, 2)
- Real Estate: All Courses
- Recreation: All Courses
- Sociology: All Courses
- Spanish: All Courses
- Statistics: 1
- Theater: 100
- Tool and Manufacturing: All Courses

(List subject to change)

NOTE: A STUDENT WHO HAS RECEIVED A GRADE OF "PASS" FOR A COURSE TAKEN ON A PASS/NO PASS BASIS MAY NOT CONVERT THE "PASS" GRADE TO A LETTER GRADE.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading Symbols and Definitions Policy. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall be done only upon authorization by the instructor of the course and approval of the Vice President of Academic Affairs. No grade may be challenged by a student more than one year from the end of the term in which the course was taken.

In the case of fraud or incompetence, the final determination concerning removal or change of grade will be made by the College President.

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 equivalencies to determine a student's grade-point-average, using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (at least Satisfactory. Units are not counted in GPA, P has the same meaning as CR.)	
NP	No Pass (less than satisfactory or failing. NP has the same meaning as NC.)	

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

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

SYMBOL	DEFINITION
I	Incomplete
	Incomplete academic work for enforceable, emergency, and justifiable reasons at the end of the term may result in an I symbol being entered in the student's record. The condition for removal of the I shall be stated by the instructor in a written record.
	This record shall contain the conditions for removal of the I and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
	The "I" symbol shall not be used in calculating units attempted nor for grade points. THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete (I) may not be repeated unless the I is removed and has been replaced by a grade of D or F. This does not apply to courses which are repeatable for additional credit.

SYMBOL	DEFINITION
IP	In Progress
	The IP symbol shall be used only in those courses which extend beyond the normal end of an academic term. IP indicates that work is in progress, but that assignment of a substantive grade must await its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required course work is completed. The IP shall not be used in calculating grade-point-averages. If a student enrolled in an open-entry, open-exit course is assigned IP at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

SYMBOL	DEFINITION
W	Withdrawal
	Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.
	No notation (W or other) shall be made on the record of a student who withdraws during the first two weeks, or approximately 15% of the time the class is scheduled, whichever is less.
	Withdrawal between the end of the second week (or 15% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a W, except in cases of extenuating circumstances. An evaluative grade (A, B, C, D, F, P, NP) is 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.
	After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) 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 are used as factors in probation and dismissal.

SYMBOL	DEFINITION
RD	Report Delayed
	The RD symbol is assigned by the Admissions Office only in those cases where 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 replaced by a permanent symbol as soon as possible.

How to Access Your Grades

Access Grades Online

Follow the steps below:

1. Go to the LAVC homepage at www.lavc.edu
2. Right click on [Register for Classes](#)
3. Enter your Student ID and 4 digit PIN. Right click on submit.
4. From menu, select view grades
5. Enter college, Semester, year
6. Submit

Grading Standard

A course grade of “C minus” does not satisfy the “C or better” requirement for purposes of prerequisites, competencies or transfer to UC or CSU.

Course Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked RPT in the course description section of the catalog and in the schedule of classes, allow the student an expanded educational experience each time the student enrolls in the course.

ENROLLMENT IN ACTIVE PARTICIPATION COURSES

Effective Fall 2013, students enrolled in “active participation courses” in physical education (kinesiology), visual arts, or performing arts are **limited to 4 enrollments per “family” group** within the LA Community College District. All grades including withdrawals count as enrollments.

Even if a family contains multiple courses, a student can only take 4 of them. This applies to courses in the areas of **Music, Art, Dance Specialties, Dance Techniques, Kinesiology (Physical Education), and Theater**. Not all courses listed below are offered at Valley College but are offered at other colleges in the LA district. Note that courses within a family may be “leveled.” That means, for example, beginning, intermediate, and advanced courses. Students still are limited to no more than 4 enrollments within the family group. For example, Kinesiology 251 has four levels: KIN 251-1, 251-2, 251-3, and 251-4. You could enroll once in each level. However, if you enrolled in KIN 251-1 twice (due to withdrawal or substandard grade) you effectively will have no opportunity to take KIN 251-4. Additions are made to the list on an ongoing basis as new curriculum is developed.

Art Family group (7 families)

- | | |
|--------------------------------|-----------------------|
| 1. Ceramics - A01 | Art 708-711 |
| 2. Design - A02 | Art 501-505, 520 |
| 3. Drawing - A04 | Art 100, 201-203 |
| 4. Life Drawing - A05 | Art 204-207 |
| 5. Oil Painting - A06 | Art 307-309 |
| 6. Sculpture - A07 | Art 700-703, 706, 707 |
| 7. Water Color & Acrylic - A08 | Art 300-306, 301A |

Dance Family Group (9 families)

- | | |
|------------------------------------|---|
| 1. Ballet Techniques -D01 | DanceTQ 111-114, 434, 460, 466 |
| 2. Cultural & World Dance - D02 | DanceST 457, 458
DanceTQ 411-414, 421-424, 440, 473
DnceSPC 311, 321, 441, 490, 491, 492 |
| 3. Dance Production - D03 | DanceST 301-304, 814-817, 820-825 |
| 4. Hip-Hop Techniques - D04 | DanceTQ 171-174, DnceSPC 171-174, 402 |
| 5. Jazz Techniques - D05 | DanceTQ 121-124, 437, 463, 468 |
| 6. Modern Techniques - D06 | DanceTQ 141-144, 431, 462, 467 |
| 7. Special Projects in Dance - D07 | DanceTQ 151-154, 201-204, 290, 535-538
DanceST 185, 262, 285, 385, 452, 801, 802 |
| 8. Tap Dance - D08 | DanceTQ 211-214, 446
DnceSPC 331-334 |
| 9. Yoga/Stress Mgmt - D09 | DanceTQ 101, 181-184, 221-225, 241-244, 469, 570-573, 696, 710
All levels of KIN 35, 247, 249, 251, 347-349, 351 |

Kinesiology (Physical Education) Family group (10 families)

- | | |
|--|--|
| 1. Acrobatics - K01 | All levels of KIN 206, 269, 273 |
| 2. Aerobics, Circuit Training & Sport Specific Strength Training - K02 | All levels of KIN 10, 45, 46, 48, 49, 50, 225, 228-230, 232, 245, 246, 250, 326-332, 345, 346, 350 |
| 3. Aquatics -K03 | All levels of KIN 47, 201-205, 300, 301, 303 |
| 4. Court Sports - K04 | All levels of KIN 266, 270, 271, 291, 366, 370, 371, 391 |
| 5. Directed Study - K05 | All levels of KIN 8, 9, 185, 285, 385 |
| 6. Individual Activities - K06 | All levels of KIN 51, 267, 268, 364, 365, 368, 374 |

- | | |
|---|---|
| 7. Martial Arts/
Combatives - K07 | All levels of KIN 215,
217, 315, 316 |
| 8. Mind/Body
Conditioning - K08 | See Yoga/Stress
Management
under the Dance Families |
| 9. Team Sports - K09 | All levels of KIN 286-290,
386-390 |
| 10. Track & Field Mixed
Activities - K10 | All levels of KIN 180,
272, 307, 334, 335, 372 |

Music Family groups (7 families)

- | | |
|------------------------------------|---|
| 1. Classical Guitar - M01 | Music 650-654 |
| 2. Piano - M02 | Music 311-314, 321-324,
341 (All levels) |
| 3. Brass Instruments - M03 | Music 601-604 |
| 4. String Instruments - M04 | Music 611-614 |
| 5. Woodwind
Instruments - M05 | Music 621-624 |
| 6. Percussion
Instruments - M06 | Music 631-634 |
| 7. Voice - M07 | Music 400-403, 411-414 |

Theater Families groups (10 families)

- | | |
|--|---|
| 1. Acting for the Camera - T01 | Theater 230, 278 |
| 2. Acting Study & Professional
Applied Acting - T02 | Theater 270-273, 274
(All levels), 275 |
| 3. Analysis of Theater - T03 | All levels of Theater 105 |
| 4. Directing - T04 | Theater 225, 227 |
| 5. Movement - T05 | Theater 265 |
| 6. Musical Theater - T06 | Theater 279, 280, 282 |
| 7. Professional Ensemble
Performance - T07 | Theater 232, 233, 235,
250, 262, 291-295 |
| 8. Professional Ensemble
Vocal - T08 | All levels of Theater 246 |
| 9. Professional Performance
Preparation - T09 | Theater 205, 276
(All levels), 277 |
| 10. Voice Theory - T10 | Theater 240, 242
(All levels) |

Final Examinations

Final examinations are held in all subjects according to a schedule published each semester. No student will be excused from a final examination. Should circumstances develop which justify a student's requesting a special examination at a time other than scheduled, the student must secure permission from the instructor.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a petition for graduation early in the semester BEFORE they expect to complete their requirements. The deadlines for filing each semester are listed in the front of the Schedule of Classes. The Admissions Office in the Student Services Center building has the necessary forms. Students filing the petition will be notified of the results by email sent to their LACCD email account.

Academic Standards**Academic Standards for Probation/Dismissal**

A student enrolled in the LACCD shall be placed on academic or progress probation under the following conditions:

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

Probation

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

- a. ACADEMIC PROBATION. The student has attempted at least 12 semester units of work and has a grade-point-average less than a C (2.0).
- 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 with recorded entries of W (Withdrawal), I (Incomplete), and NP (No Pass) reaches or exceeds fifty percent.

Units Attempted, means all units of credit for which the student has enrolled after census.

Academic Probation

A student shall be removed from academic probation when his/her cumulative grade-point-average is 2.0 or higher.

Progress Probation

A student shall be removed from probation when the percentage of units for which entries of No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded drops below fifty percent (50%).

Intervention for Students on Probation

Probation I – 1st semester Academic/ Progress Probation

Students are notified that they are on probation and recommended to complete the online Probation Workshop.

Probation II – 2nd semester Academic/ Progress Probation

Students are notified that they have been on probation for two semesters and that they have lost their registration priority. Students must Complete the online Probation tutorial: “From Probation to Academic Success” AND attend an in-person Probation workshop.

The maximum study load for a student who has been on academic or progress probation for two consecutive semesters is 6 units during a regular (fall or spring) semester. Students who desire to enroll in more than 6 units must obtain counselor approval.

Dismissal

A student who is subject to dismissal, and who has not been continued on probation through the appeal process, shall be notified by the College President (or designee) of dismissal, which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Academic Dismissal

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

A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

Progress Dismissal

A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she has received entries of No Pass (NP), Incomplete (I), and/or Withdrawal (W) reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters..

Appeal of Dismissal

Students who are subject to dismissal and wish to remain on probation must file a petition/ appeal with the college that notified the student that they are subject to dismissal.

Readmission After Dismissal

A student who has been dismissed must wait two major (fall and spring) semesters before requesting readmission. The student shall submit a written petition requesting readmission to his/ her home college. Readmission may be granted, denied, postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status.

Academic Petitions

Students may petition to the Academic Petitions Committee for waiver of certain college-wide academic requirements or for review of decisions affecting their academic status. Academic regulations contained in Title 5, California Administrative Code, are not subject to petition. Petitions may be filed in the Graduation Office in the Admissions Office.

Academic Renewal

Students may submit a petition in the Admissions Office to have their academic record 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,
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the 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.

Graduation honors and awards are to be based on the students cumulative grade-point-average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

Campus Procedure

Petitions for academic renewal are available in the Counseling Office.

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades (“D”, “F” or “NP”) were awarded in the District.

The Chancellor, in consultation with the District Academic Senate, may adopt regulations to limit course repetition within specific programs.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

A. FIRST AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

Upon completion of a repeated courses, 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 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.
3. 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.

Attendance for a third repetition may not be claimed for state apportionment.

Upon 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 lowest substandard grades will not be used in the computation of the grade point average.

No course may be repeated more than 3 times.

* See page 166 on limits on enrollment.

Repetition of Courses in which a Satisfactory Grade was Recorded

- a. Repetition of courses for which a satisfactory grade (“A,” “B,” “C,” “P”) has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course.
- b. When course repetition under this section occurs, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of subsection “a” and “b” of this section shall not be counted in calculating a student’s grade point average.
- d. The college’s procedures for allowing repetitions under subsections “a” and “b” shall be developed in conjunction with the college senate in accordance with the provisions of Chapter XVIII of the Board Rules — ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.
- e. Repetition of courses where a satisfactory grade (“A,” “B,” “C,” or “P”) has been recorded shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average. The college may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college’s process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules – ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.
- f. A student may repeat any course if the college has properly established a recency prerequisite for a course, or there has been “significant lapse of time.”

If the district determines that a student needs to repeat an activity course due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, CCR, subdivision (c)(4), except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of time may be allowed.

- g. A student with a disability may repeat a special class for students with disabilities any number of times, based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 CCR section 56029.

Transcript

How to Order Your Transcript and/or Verification of Enrollment

You may order official transcripts and/or verifications of enrollment one of the following ways:

- **Online:** You may order your official transcripts and/or verification of enrollment using the National Student Clearinghouse. Go to: https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp to order transcripts or go to: <https://secure.studentclearinghouse.org> to order a verification.
- **In-Person:** You may order your official transcripts and/or verification of enrollment in person at the Admissions and Records Office. Payments in person must be made by cash, money order, or personal check. Credit/debit cards are NOT accepted.
- **Via Mail:** You may also request your official transcripts and/or verification of enrollment by mail. Download the request by clicking on the link below. Please enclose a personal check or money order, payable to Los Angeles Valley College, with the request. (See fees below). If you request a rush transcript/verification by mail, the processing time is one (1) working day. Mail transcript request(s) and/or verification of enrollment request(s) to:
Admissions and Records Office – Transcripts/ Verifications
Los Angeles Valley College
5800 Fulton Ave. Valley Glen, CA 91401

Requesting Transcripts for a student other than yourself

When requesting transcripts for another student, you must have the following:

- Written permission from the student
- LAVC Transcript Request Form filled out and signed by the student
- A copy of the student's ID (i.e. driver's license, state ID, or School ID)

Please read the HYPERLINK "<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>" Family Educational Rights and Privacy Act (FERPA) for further information.

Official Transcript/Verification Processing Fees

The fees for official transcripts and/or verification of enrollment are:

Regular Transcripts	\$3 ea.
Regular Verifications.....	\$3 ea.
Rush Transcripts	\$10 ea.
Rush Verifications.....	\$10 ea.

Transcript Acceptance Policy

Official academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail directly from the institution providing the transcript. No transcripts are accepted directly from students.

Awards

Honors with Associate Degree

Summa Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.9 or more scholastic average in all work taken.

Magna Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.7 or more scholastic average in all work taken.

Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.3 or more scholastic average in all work taken.

President's Distinguished Honor Award

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

1. petition for the Associate Degree, and
2. achieve a grade-point-average of 3.7 or better in all college work attempted at the time of petition, and be in good standing, and
3. complete at least 50% of all units utilized for the award at Valley College, and
4. if graduation requirements will not be completed until the end of the spring semester, the student must achieve a grade-point-average of 3.7 and be in good standing in all college work attempted at the end of the fall semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.7 GPA, he or she will be awarded the President's Distinguished Honor Award.

Students who possess associate, equivalent or advanced degrees are not eligible for this award.

President's Honors List

Students who have appeared on the college's full or part time Deans Honors List for three (3) consecutive semesters will be placed on the President's Honor List. The designation Dean's Honors List and President's Honors List will be placed on qualifying students transcripts.

Dean's List

Each semester, those students whose scholastic achievement is outstanding are given public recognition by means of the Dean's List. Also, a notation of this award is added to the student's transcript.

Both full-time students and part-time students are eligible for the Dean's Honor List. Full-time students are enrolled in 12 or more graded units and must have completed at least 12 graded units with a grade point average (GPA) of 3.5 or above in the semester they are considered for inclusion on the Dean's List.

Part-time students are enrolled in 6 to 11 units in the qualifying semester. Part-time students must have completed 12 or more cumulative graded units at the college where they are being considered for inclusion on the Dean's List, and they must have at least a 3.5 GPA in the qualifying semester. In calculating the GPA of part-time students, the only grades used will be from courses completed at Valley College.

Recording Devices, Use of

Section 78907 of the California Education Code prohibits the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Office of the Ombudsperson

Student Grievance Procedures

The purpose of Administrative Regulation E-55 is to provide students a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the CA Education Code Section 76224(a). For any matters requiring the attention of the Ombudsperson, and for additional information or resources, please contact Dr. Annie G. Reed at (818) 947-2320 or email her at goldmaa@lavc.edu for a confidential communication.

For complaints surrounding actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability, students are directed to contact Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@laccd.edu or laccd.edu/diversity.

Grade Grievances - Informal Remedy

Grade grievances can be resolved informally for students. The first step for a student is to contact his/her professor to discuss the problem. If the issue is not resolved, or if the student is unable to meet with the professor, the next step is to contact the Department Chairperson. If a resolution is not met after meeting with the Department Chairperson, the next step is to meet with the area Dean over the department in the Office of Academic Affairs.

Grade Grievances – Formal Resolution Procedures

The CA Education Code Section 76224(a) specifies that the instructor's determination of student grades shall be final, except in the cases of fraud, mistake, bad faith or incompetence. A student who reasonably believes, and has proof, that his/her instructor has issued an evaluative final grade based on any of these grounds, he/she is directed to contact the Ombudsperson at (818) 947-2320 for assistance. The Grievance Hearing Request must be made within one-hundred and twenty (120) calendar days of the date of the alleged incident that is the basis of the student's complaint.

Standards of Student Conduct and Disciplinary Action

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (CA Education Code Sections 66017, 66300, 76030 and 76031.) The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is 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 Board Rules shall relate to the alleged violation of appropriate standards of student conduct. Discipline measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both. [complete text of Board Rules can be found on www.lavc.edu]

The Board Rules on Student Discipline Procedures and Academic Dishonesty apply to all classes (face-to-face as well as distance education).

Los Angeles Valley College is dedicated to maintaining an optimal learning environment for students as outlined in LACCD Board Rule 9803.

These standards apply to all current students on campus, former students, online students, while attending any college-sponsored classes, activities or events. Violations of such rules, or behavior adversely affecting suitability as a student, may lead to disciplinary action.

Policy on Academic Dishonesty

Academic Dishonesty is defined as “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. (Standards of Student Conduct Section 9803.28. Adopted 11-05-08)

The consequences for academic dishonesty can be determined by the instructor and/or with the assistance of the Vice President Student Services or Designee. For repeat offences, students are subject to progressive discipline penalties, as stated in the Notice of Charges (SD5), leading to suspension through expulsion from the LACCD.

Although the circumstances surrounding each situation of alleged academic dishonesty may differ, the following illustrate such examples:

1. In-class academic dishonesty, or otherwise known as “cheating,” can occur when there is unauthorized looking at, procuring or sharing information from any unauthorized sources. An “authorized source” is from a college official. This can apply to looking at or operating any kind of electronic device during class when directed not to.
2. Out of class academic dishonesty, or otherwise known as “cheating,” can occur when students obtain an unauthorized copy of sealed test questions or any other kind of exam that has not been published to the public at large. It also applies to changing, altering, or any other kind of falsification of a scantron, essay, exam, or any other kind of test or college document with the intent of procuring another grade or benefit.
3. Plagiarism is the representation of expression of ideas from either published or unpublished work(s) as students own. We encourage students to always cite sources to avoid the appearance of plagiarism. Using text from internet sources without proper citation is considered to be plagiarism.
4. Furnishing false information can take the form of forgery, falsification, alteration, or misuse of college documents, records, or identification in class or laboratory situations.
5. Attempting to bribe a college official with an object of value or money to procure a higher grade than earned is considered to be academic dishonesty.

Examples of Academic Dishonesty (non-inclusive)

- Copying or procuring answers from another student during in-class or online exams and handing them in as one’s own.
- The use of notes, books, dictionaries, or other references during an in-class or online exam that are not authorized by the instructor.
- Signing one’s name to an official college document for another not present in class, in a lab, or for any other reason.
- Unauthorized use of electronic devices to communicate such as text messaging, cell phone, or emailing any other person during an in-class or online exam.
- Unauthorized talking during in-class exams.

Consequences of Cheating

At the time of the violation, penalties for academic dishonesty, determined by the instructor, can result in a zero score for the exam or work in question. In addition, the Vice President of Student Services, or designee, may impose other penalties for violations of the Student Code of Conduct. Student discipline charges resulting in warning, reprimand, restitution, disciplinary probation, suspension, or expulsion become part of a student’s academic record and may affect transfer and/or gainful employment opportunities.

Violations of the Standards of Student Conduct are as follows:

- 9803.10** Willful Disobedience: Willful disobedience to directions of college officials acting in the performance of their duties.
- 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.
- 9803.12** Dishonesty: Dishonesty, such as cheating, or knowingly furnishing false information to colleges.
- 9803.13** Unauthorized Entry: Unauthorized entry to or use of the college facilities.
- 9803.14** College Documents: Forgery, alteration, or misuse of college documents, records, or identification.
- 9803.15** Disruption of Classes: Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- 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.
- 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 as set forth in this Article.

- 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.
- 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 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 substance," as used in this section includes, but is not limited to, the following drugs and narcotics:
a) opiates, opium, and opium derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.
- 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 government employees charged with policing responsibilities.
- 9803.21 Discriminatory Behavior:** Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.
- 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.
- 9803.23 Conspiring to Perform Illegal Acts:** Any agreement between two or more persons to perform an illegal act.
- 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 statement, written statements, telephone threats or physical threats.
- 9803.25 Disorderly Conduct:** Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.
- 9803.26 Theft or Abuse of Computer Resources** including but not limited to the following:
- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification or password.
 - Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
 - Use of unlicensed software
 - Unauthorized copying of software
 - Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.
 - Use of computing facilities to interfere with the regular operation of the college or District computing system.
- 9803.27 Performance of al 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.
- 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.
- 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 College 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.
- 9805 Interference with Performance of Duties of Employees:** Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.
- 9805.10 Assault or Abuse of an Instructor:** Assault or abuse of 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.
- 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: Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard of safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Drug-Free Environment

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District. Violators are subject to disciplinary action and/or prosecution. Student discipline procedures may include warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, and expulsion. Counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Student Right-To-Know Disclosure

Student Right-to-Know Rates for Fall 2009 Cohort

Completion Rate: 18.38 %

Transfer Rate: 10.01%

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2009, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2009 to Spring 2012. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2010 to Spring 2012, are transfer students.



District and College Policies

Non Discrimination Policy

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability (including AIDS), or veterans status (Reference: Board Rule 1202).

Complaint Process Notice

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/> complaint-process if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office. Their website is: <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>.

For complaints surrounding actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability, students are directed to contact the Office of Diversity Programs at the Los Angeles Community College District at (213) 891-2315 or (213) 891-2317. Students can also obtain a copy of the policy and procedures at the District website [HYPERLINK "http://www.laccd.edu/diversity"](http://www.laccd.edu/diversity) www.laccd.edu/diversity. The specific rules and procedures for reporting charges of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15, B.R. 1501-1522.

Política No Discriminatoria

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Non discrimination Policy Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Valley College, please direct inquiries to the Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@laccd.edu or laccd.edu/diversity. Matters involving Section 504 may be directed to the Office of Administrative Services, (818) 947-2606.

Política De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para asegurar que se cumpla una política no discriminatoria en Los Angeles Valley College, favor de dirigirse a la oficina de Diversity Programs del Distrito, teléfono (213) 891-2315. Para la Sección 504, diríjase a la oficina de Administrative Services al (818) 947-2606.

Limited English Proficiency

Occupational education classes are open to all students. While the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is recommended that students deficient in English use the services of the college that are provided for persons who are limited in English proficiency or have English as a second language.

Equal Opportunity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding Equal Opportunity at Los Angeles Valley College should be directed to the Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@laccd.edu or laccd.edu/diversity.

Sexual Assault Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to the College Sheriff's Office at (818) 947-2911. (The term "sexual assault" includes threats of sexual violence. (Section 67385(d), Calif. Ed. Code.)

Los Angeles Valley College has a zero tolerance policy for acts of sexual assault. The Los Angeles County Sheriff's Department, the provider of law enforcement services to the Los Angeles Valley College campus, will investigate all allegations of sexual assault on campus and appropriate disciplinary, criminal, or legal action will be taken.

If you become the victim of a sexual assault on or off campus:

- GET to a safe place
- DO NOT shower, bathe, douche, change or destroy clothing
- CONTACT the College Sheriff, M&O Building, (818) 947-2911
 - Immediate medical attention will be provided, as may be required.
 - Confidentiality will be maintained as required by law.
- SEEK medical attention
- SEEK emotional support, referrals, and crisis counseling from:
 - LAVC Student Health Clinic, North Gym, (818) 947-2917/2918
 - Valley Trauma Center 24-hour HOTLINE (818) 886-0453 www.valleytraumacenter.org/ (VTC is a non-profit, multicultural Rape Crisis Center that provides information, referrals, and crisis counseling over the phone. If someone has been assaulted, a VTC volunteer California State Certified Rape Crisis Advocate can be requested to meet the victim at the hospital, police station, or court to provide on-site emotional support, information, and advocacy.)

As soon as possible, the victim of a sexual assault, including date or acquaintance rape, should report the incident to the College Sheriff, or if the incident occurred off-campus, to the jurisdiction where the crime occurred. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering, and/or not disposing of any damaged clothing or other items that are present after/during the assault. Victims are encouraged to call the College Sheriff after a sexual assault for referral or transport to medical treatment, referral to crisis counseling and legal advocacy, and crime investigation. Sexual assault victims may choose to be assisted by college officials in notifying the proper authorities.

The College Sheriff, with the victim's consent, will immediately conduct a criminal investigation of a reported sexual assault. If the victim wishes, they will also immediately contact the Valley Trauma Center to request that a volunteer California State Certified Rape Crisis Advocate meet the victim at the LAVC Sheriff's Office, hospital, or court to provide on-site emotional support, information and advocacy.

Disciplinary actions will be imposed on individuals found responsible for a sexual assault. College sanctions following campus disciplinary procedures depend on the outcome of the disciplinary proceedings and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.

Colleges and universities that receive federal funding are required by the Jeanne Clery Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Clery Act information at www.securityoncampus.org/schools/cleryact/.

LAVC crime stats can be found online at www.lavc.edu/sheriff/disclosures.htm or at www.ope.ed.gov/securitysearch.asp. A copy of the yearly report can be requested from the Los Angeles Valley College Sheriff's Office.

California law requires that certain statutorily-defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College Sheriff's Dept. Office.

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, expulsion 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 that provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained by contacting the Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@lacc.edu or lacc.edu/diversity.

Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. 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.

Diversity Program

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding equal opportunity practices at Los Angeles Valley College should be directed to the Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@laccd.edu or online at laccd.edu/diversity.

Smoking Policy

Effective Spring 2013 Los Angeles Valley College is a Smoke Free Campus with four designated smoking locations. Smoking is permitted only within those locations and no closer than 20 feet from the nearest building. Please refer to the campus map on the inside back cover of the catalog, and look for signage located throughout campus for the locations of the four designated smoking areas.

Policy Enforcement

Refer to the LACCD Administrative Regulation B-6, Section 6 for the penalties on violations of the College Policy at www.laccd.edu/admin_regs/documents/B-6.pdf.

- a) Any District employee who knowingly violates the rules pertaining to SMOKING or NON-SMOKING may be subject to disciplinary action pursuant to the policies of the Board of Trustees.
- b) A member of the public or volunteer who knowingly violates the rules pertaining to SMOKING and NON-SMOKING may lose his/her right to remain on the premises. (Penal Code Sect.626.4)
- c) A student of the colleges who knowingly violates the rules pertaining to SMOKING and NON-SMOKING shall be subject to the student disciplinary regulations. (See Board Rule 9804)
- d) A College President or designee may refer violations of the rules pertaining to smoking and non-smoking to campus law enforcement for criminal prosecution.



Academic and Student Support

Tutoring

Academic Resource Center:
www.lavc.edu/tutor.html

Do you want better grades? Do you want more support in helping you succeed in your classes? Students who use academic resources and tutoring services succeed at a higher rate than those who do not use the services.

Take advantage of the following free resources available to LAVC students!

General Tutoring, LARC 213, 818-947-2744

General Tutoring provides tutoring by drop-in and appointment. Tutoring is available in most subjects, such as, chemistry, physics, statistics, accounting, and economics. Although we cannot guarantee a tutor for every subject, we strive to meet the needs of students.

Math Skills Lab, LARC 226, 818-947-2863

The Math Lab is a drop-in tutoring lab for students to get help with their math homework. Three to four tutors are available at any given hour to work with students on a one-on-one basis for short periods of time as needed. The tutors circulate around the lab. In addition to tutoring services, the lab also provides the following: computers with math software, textbooks on reserve, a loan program for videos, CDs, and calculators, math worksheets, and class workshops.

The Writing Center, LARC 229, 818-947-2810

The Writing Center provides tutoring by appointment for students to receive individualized help with any kind of writing, reading, or critical thinking assignment. Students can receive assistance through one-to-one and group tutoring sessions, writing workshops, and instructive handouts.

To work on their assignments independently, students are encouraged to use the Writing Center's computer lab for word processing, MLA format, printing, and Internet research. If students have an Internet connection at home, then they can take advantage of the Writing Center's comprehensive website that provides instructive handouts, self guided tutorials, assistance for non native speakers, and various links for research.

The Writing Center also offers classes where students can earn college credit: English 67, a 1/2 unit course writing laboratory, is designed to give students extra practice with writing academic essays; English 68, a 1/2 unit reading laboratory, helps students improve reading comprehension and develop critical reading skills necessary for colleges classes; English 69, a one unit course, provides students with practice formatting and revising

papers on the computer, researching on the Internet and using databases, and drafting resumes.

For more information about the Academic Resource Center tutoring services, please contact Scott Weigand, Director, 818-947-2811, weigansm@lavc.edu.

Biology Tutor & Resource Center, AHS 232

The Biology Tutorial and Resource Center is located on the second floor of the Allied Health and Sciences Center (AHS 232) and under the direction of Professor Erika Brockmann. The Tutorial and Resource Center is open approximately 20 hours per week and provides students with study materials such as models, microscopes and slides, and supplemental materials provided by instructors. Tutoring includes all biology courses, microbiology, anatomy, and physiology. Join us there. Bring your Monarch card. Enrollment in Supervised Learning, section 8983 is required. Please contact Professor Erika Brockmann, Coordinator, (818) 778 5875, AHS 216.

All tutoring centers and the Computer Commons require a monarch card (student I.D.) for entry. Tutoring centers require enrollment in a section of Supervised Learning Assistance, a non-graded, zero unit course that does not appear on transcripts.

Becoming A Tutor

The best way to strengthen your understanding of a subject is to help someone else learn it. Being a tutor can provide professional experience that may enhance your career opportunities. It can also be a great source of personal satisfaction.

The minimum general requirements for becoming a tutor are:

- Having completed the course for which you will be a tutor with a grade of B or better
- Maintaining an overall GPA of 3.0
- Being enrolled in 12 units or 6 units and Cooperative Education
- Completing mandatory tutor training

To find out more about being tutor, contact: Scott Weigand, Director, 818-947-2811, weigansm@lavc.edu.

Reading Center

The Psychology Department Reading Center, located in LARC 220, offers day and evening classes to improve reading and study skills: Developmental Communications 23, 35, 36. Individualized, one unit, credit/no credit programs may be offered in Developmental Communications 22, including computer-assisted instruction. These courses include: basic phonics and read-

ing skills, intermediate reading, speed reading, comprehension, study skills, and vocabulary development at all levels. Diagnostic testing is given in every class and is also available by appointment in the Reading Lab.

All students are encouraged to enroll in reading classes and to take advantage of practice materials, equipment, and counseling available to them in the lab. The program is especially recommended for those beginning college or returning to school. For information, call the Reading Center, (818) 947-7253.

Library

Located on the first floor of the LARC

The college's library, one of the largest in the San Fernando Valley, has more than 135,000 books and subscribes to over 84 magazines and newspapers. The Library also provides access to a number of electronic databases including thousands of full text journals, newspapers, e-Books and reference sources that are available from on or off campus. Students should consider the library their first and best source of learning materials. Students can access these online resources using their campus UIA network account ID. The Library's home page on the Internet, www.lavc.edu/library.html, provides a link to the online catalog and resources. A staff of experienced librarians and library technicians is always available to assist you. The Library's Reference Desk can be reached at 818-947-2763. All registered students are eligible to check out library materials by showing their LAVC student ID card.

A collection of helpful handouts produced by the Library is available to help library users get acquainted with the Library and its resources. For those who want to learn more about research methods and library organization, the Library offers, Library Science 101, Library Research Methods, each semester.

The Library's web page includes a complete list of library policies and regulations. Students should familiarize themselves with these policies before borrowing library materials. Borrowers will be held responsible for overdue, lost or damaged library materials. The overdue fine policy is posted in the library. A hold will be placed on student records if overdue material is not returned or fines are not paid. Lost materials are billed at the current replacement cost plus a \$10.00 processing charge. If the library judges material to have been damaged by a student, additional fines will be assessed up to the replacement cost of the item. Under the authority of Board Rule 9803, Standards of Conduct, the library reserves the right to restrict library privileges of students who do not abide by these policies.

Career/Transfer Center

The Career/Transfer Center is located in the Student Services Annex Building. As a vital component of the Counseling Department, the Career/Transfer Center provides students with career counseling and exploration services along with university transfer information. Students are also able to access various resources which include printed materials, videos, computerized assessments, internet access, workshops and various special events. At the Center, students planning to transfer are able to schedule appointments or walk-in to meet with different university representatives. Students could also schedule to visit different university campuses during one of our many bus trips. Students who are undecided on a major could either schedule an appointment to meet with a Career Counselor or attend an Undecided Major Workshop to engage in the career exploration process which may include taking various career assessments. Telephone: (818) 947-2646.

Academic Computing

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.

The Center for Career and Technical Training (CCaTT)

The CCaTT Lab is a computer lab open to all currently enrolled Career/Technology Education students. It is located in the Business-Journalism building, room 103, and is available Monday through Saturday during posted hours. An LAVC Monarch photo ID card, or other current LACCD photo ID card, is required for admittance. For more information contact Ken Freeman at (818) 947-2568.

Computer Commons

Students may use the Open Computer Lab during posted hours, located in Library, 2nd floor.

Strategic Team for the Advancement and Retention of Students (STARS)

STARS is a program to promote student success. We offer workshops on strategies to succeed in college, interactive discussions on the learning process, and guest speakers. Students, faculty, and staff are invited to actively share their perspectives about all aspects of education. Past events include "Navigating Through College," "Study Smarter (Not Harder)," "Overcoming Math Anxiety," "Is the Internet Rotting My Brain?" and "Student Success Stories." For information and handouts from previous sessions, go to www.lavc.edu/stars. Or call (818) 947-2712 or email stars@lavc.edu to be added to our mailing list.

Special Programs

Service Learning Program

Become a volunteer in your community and make a difference in the world around you!

Los Angeles Valley College's Service Learning Program links students as volunteers with nonprofit agencies. Through volunteer service, students gain valuable practical experience that can be related to any class.

Many Valley College instructors offer extra credit and incorporate Service Learning into their courses enhancing opportunities for learning, while students gain valuable hands-on work experience with community non-profit agencies. Most requirements are about 15 to 20 hours of volunteer service per semester. Students must also maintain a "reflection journal," challenging them to think, write, and talk critically about their experiences.

Benefits to Students

- Greater understanding of course work. Provides examples of real life application of classroom knowledge.
- Connection to college is strengthened, increasing the likelihood of remaining in school, earning higher grades, and achieving educational goals.
- Provides opportunities for career exploration and workforce training.
- Opportunity to develop leadership and teamwork skills.
- Fosters cultural awareness and diversity.
- Increases self-esteem and critical thinking skills.
- Volunteer service can be included in college applications and employment resumes.

For more information, call the Counseling Department:
Rick Brossman, Director (818) 947-2642
Internet: www.lavc.edu/Servicelearning

Study Away Program

The Study Away Program at Los Angeles Valley College is dedicated to furthering the development of national, international and intercultural awareness. You can also visit our website at www.lavc.edu/studyaway.

High School Students ACE - Advanced College Enrollment

The ACE Program at Los Angeles Valley College invites high school students to enroll in college-level courses at a number of local high schools. While these courses are open to the general student population, ACE courses are typically taught at local high school campuses. If you are a parent or high school student, please talk to your high school career/college counselor about taking ACE courses.

ACE has these advantages:

- Free tuition for high school students only
- Convenient locations near LAVC
- College-level coursework to prepare for transfer

For more information on our ACE Program, please contact Joel Trudgeon at (818) 947-5831 or trudgej@lavc.edu.

Community Services and Education

The Community Services office offers classes in recreational, creative, educational, cultural, and business-oriented subjects. Community Education classes are designed for the adult learner and are offered in the evenings and on weekends to meet the needs of working adults and seniors. All Community Education classes are not-for-credit, although some courses, upon completion, offer a certificate. For more information on upcoming classes, please call (818) 947-2577, Extension 4172. The Community Services office is located in the Field House on Ethel Avenue. Office hours are Monday – Thursday from 8:00 a.m.-5:30 p.m., and Friday from 8:00 a.m.-4:00 p.m.

Extension Program

The Los Angeles Valley College Extension Program was established in 1995 for training competencies in professional fields and to accomplish lifelong learning goals. All Extension academies and programs are not-for-credit, although most Extension offerings grant affidavits of completion. Throughout the academic year, the Extension Program hosts free career seminars and informational open house sessions related to a number of different professional industries and fields. Academies are reasonably priced and can be paid for by check, cash, or credit card (Visa, MasterCard, Amex and Discover). An easy payment plans are also available for Extension Academies.

The Extension Program offers the following:

- Legal Secretary Academy
- Professional Paralegal Academy
- Human Resource Assistant Academy
- Clinical Medical Assistant
- Pharmacy Technician
- Electronic Health Records Specialist

For further information about the Extension Program, please telephone (818) 997-0967 or visit www.lavc.edu/extension. The Extension Office is located in the Job Training office.

Instructional Television

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 on the SIS, selecting ITV as the campus. Students view Telecourse lessons at home or at a learning center at one of the colleges, complete reading and study assignments, attend seminars and complete exams on weekends at a Los Angeles Community College near their home. All classes have video and Internet components. Telephone: (800) 917-9277.

CalWORKs Program (California Work Responsibility for Kids)

The CalWORKs Program at LAVC is an educational, training, and job development program established for students who are receiving Temporary Assistance to Needy Families (TANF) benefits. Our goal is to provide an educational environment where students may develop the needed vocational skills leading to meaningful employment. Students may enroll in short-term trainings and other vocational programs offered by the college. The program provides specialized supportive services such as: academic counseling, child care, tutoring, GED (General Education Development) evaluation/test, job development, Work-Study, Life Skills/Parenting/Employment Workshops, resource referrals, and more. For more information, visit us in Bungalow 14-15. Hours of operation: Monday through Thursday 8:00 am to 4:00 pm, Friday 8:00 am to 12:00 pm. Office hours subject to change without notice and additional hours are available by appointment.

Telephone: (818) 947-2976. Fax (818) 947-2975. Email: [HYPERLINK "mailto:rabanie@lavc.edu" rabanie@lavc.edu](mailto:rabanie@lavc.edu)
Website: www.lavc.edu/calworks

GED Testing Center (General Education Development) Test

The GED testing center, in partnership with the LAVC CalWORKs Program is certified by the State of California to conduct official GED testing. GED testing is usually held once per month, space is limited and prior registration/fee is required. GED testing is open to anyone 18 years old or older and has valid government issued identification. For more information visit us in Bungalow 14. Telephone: (818) 947-2976. Fax (818) 947-2975. Email: [HYPERLINK "mailto:thomasmo@lavc.edu" thomasmo@lavc.edu](mailto:thomasmo@lavc.edu) Website: [HYPERLINK "http://www.lavc.edu/calworks/ged" www.lavc.edu/calworks/ged](http://www.lavc.edu/calworks/ged)

Job Training Program

Los Angeles Valley College Job Training Program provides training in a variety of occupational programs and services that prepare individuals for employment in the community.

Entry into our program includes training, books, parking, counseling, job coaching, job development and placement. All Job Training Programs are individually priced. For further information regarding the Job Training Program please call us at (818) 947-2941 or visit www.lavc.edu/jobtraining.

Puente

The Puente Program at Valley College is part of a statewide project that helps students to succeed academically, transfer to four year colleges and universities, and become recognized as leaders and scholars.

All students accepted into the Puente Program will:

- Take two writing classes, English 28 in the Fall and English 101 in the Spring
- Read, discuss and write about Chicano/Latino culture
- Take a Personal Development class paired with English 28
- Work closely with the Puente Counselor until graduation and transfer.
- Attend a regional Puente Conference and visit university campuses
- Work with mentors from the community

Puente is open to all students eligible for English 28 in the Fall and willing to participate fully in the entire year-long program. For application, contact: Sylvia Rodriguez, Puente Counselor (818) 947-2440 rodrigsh@lavc.edu

TRIO/Student Support Services

SSS is a student support services program that is funded by the U.S. Department of Education. The mission of the program is to increase college retention and graduation rates of students eligible for the program as well as increasing the transfer rates for these students from Valley College to 4-year universities. In response to this mission, academic support services will be provided to students who meet the following criteria and are willing to commit themselves to the requirements of LAVC's SSS program.

- Students must be a U.S. citizen or permanent resident and **meet one or more** of the following federal guidelines:
 - First generation college student – neither parent has a bachelor's degree from a university/college
 - Low income – according to federal guidelines
 - Have a documented disability
- Students must also meet all of the following criteria:
 - Have transfer and graduation as an educational goal
 - Need for academic and personal preparation
 - Assessed and enrolled in English 21 or 28 and/or Math 112, 113, 114, 115 or 125
- The Student Support Services program will provide eligible students who join the program with the following services:
 - Academic Counseling
 - Tutoring/Mentoring
 - Study Skills Workshops
 - Financial Aid Workshops
 - Career Counseling and Workshops
 - Cultural Activities and Field Trips
 - Transfer Information
 - College/University Visits
 - Computer Lab
 - Bluebooks & Scantrons
- Students must be willing to commit themselves to the following requirements of the Student Support Services program:
 - Students must enroll in at least 9 units fall and spring semesters unless previous approval has been granted.
 - Students must meet with the SSS counselor at least twice each semester
 - Students must maintain at least a 2.0 G.P.A.
 - Students must attend a minimum of 2 of the following activities each semester: workshops, tutoring, cultural events or field trips
- If you would like to be part of this program contact Barbara Schneider at (818) 947-2483 or e-mail at schneib@lavc.edu.

Veterans Services

Los Angeles Valley College is a proud supporter of educational programs for the men and women who have faithfully serviced their country. Each year, we help more than 350 veterans who come to us with questions about their benefits and about educational and career opportunities available to them here at Valley College.

Benefits Available To Veterans

If you qualify for benefits and wish to attend Los Angeles Valley College, our office will act as the designated liaison with the regional office of the Department of Veteran Affairs (VA). We can provide you with one-on-one assistance and counseling in the administration of your benefits.

Students receiving VA educational benefits must assume responsibility for notifying the Veterans Services office of any changes in their schedule. Student are also cautioned that grades, "W", "NP", "F" are not acceptable for payment of VA educational benefits, and that receipt of such grades, or a reduction in units during the semester, may result in a reduction of payment.

How can we help you?

During the enrollment process, you should visit the College Veteran Services office and meet with one of our representatives. Please bring a copy of your DD214. The College Veterans Services office can provide you with information about:

- GI Benefits and Services
- Selected Reserve Services
- Student Work-Study Program
- Vocational Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31)
- Survivor and Dependents Educational Assistance

For more information, contact the Veterans Services Office Trish González – VA Coordinator (818) 778-5627

Veterans Affairs-Related Information and Services

- Education Benefits Headquarters
(888) 442-4551
- Online Veteran Benefits and Services
www.gibill.va.gov
- Education Benefits Certification
(877) 823-2378
- Department of Veteran Affairs of Los Angeles
(800) 827-1000
www.va.gov

Citizenship Center

Prospective U.S. citizens, students, and members of the community are welcome at the Los Angeles Valley College Citizenship Center. Services include: INS citizenship preparation class, noncredit ESL classes, citizenship forms, assistance filling out the citizenship application, and immigration information. The Citizenship Center is located in Bungalow 13 and open Monday through Thursday 8 a.m. to 4:00 p.m. and Friday 8:00-12:00 p.m. Call (818) 947-5594.

Continuing Education

Welcome to Los Angeles Valley College Continuing Education. We offer free, noncredit classes, including English as a Second Language, Basic Skills, and Career Technical Education courses. When you visit our office, you will be provided with a schedule of Continuing Education classes. In addition, we can help you with academic, vocational, and personal counseling resources and referrals for financial assistance with books, supplies, childcare, and transportation. We look forward to assisting you. Continuing Education is located in Bungalow 13 and open Monday through Thursday 8 a.m. to 4:00 p.m. and Friday 8:00-12:00 p.m. Please call (818) 778-5594 for further information.



Campus Services

Art Gallery

The Los Angeles Valley College Art Gallery serves as a unique educational resource for the audience of the college and the community through the exhibition and interpretation of works in all media of the visual arts. LAVC Art Gallery provides an environment to showcase a range of aesthetic expressions that highlight the depth and diversity of artwork produced by the people of the world, both contemporary and past. By offering culturally diverse and thoughtful exhibitions, the Los Angeles Valley College Art Gallery seeks to promote knowledge, inspire creative thinking, and deepen an understanding of and appreciation for the visual arts. LAVC Art Gallery is located in the Art Building. Hours are Monday through Thursday from 11 am to 2 pm; evening hours are also available from Monday through Wednesday, 6 to 9 pm. Please call (818) 778-5536 for more information. Visit us at www.lavc.edu/arts/artgallery.html

The Historical Museum of the San Fernando Valley

The Los Angeles Valley College Historical Museum contains photographs, artifacts, and documents relating to the history of the San Fernando Valley and Los Angeles Valley College. The Museum is located on the second floor of the Library and Academic Resource Center. Please call Xiayang Liu Behlendorf, Museum Curator, at (818) 947-2373 for more information.

Assessment Center

The Assessment Center is located on the second floor of the Student Services Center Building (SSC 242). The Center administers computerized assessment tests for English as a Native Language (ENL), English as a Second Language (ESL), Mathematics, and the Math Competency Test throughout the year. Please call (818) 947-2587 for more information.

Job Resource Center

The Job Resource Center is located in Bungalow 49, (818) 947-2334. Job listings, are available to assist individuals in obtaining full and part-time employment.

The Job Board is updated on a regular basis and is also available online at: www.lavc.edu/jobtraining/jobs.html.

A student attending Los Angeles Valley College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

LAVC Monarch Store

www.lavcbookstore.com
818-947-2313 Ext 4101

Store Hours of Operation:

Monday - Thursday 7:30 am to 7:00 pm

Friday 7:30 am to 1:00 pm

Special and extended hours are posted outside of the store and on our website during the beginning of each term. Summer and winter hours may be shortened.

SAVE YOUR CASH REGISTER RECEIPT FOR ALL REFUNDS OR EXCHANGES!!

Refund Policy

Textbook refunds are accepted 72 hours from the first day of class for each semester. Refunds or exchanges during the second week of class will be permitted with a drop slip or section transfer for store credit. All refunds must be accompanied by a cash register receipt...NO EXCEPTIONS!! New books must be free of all markings - pen, pencil or highlighting - no broken spine and/or creases on spine or pages. Wrapped books must remain unopened or a \$5.00 re-wrapping fee will be assessed. All returns are subject to a 10% restocking fee. Special order books are paid in full upon request. Refunds will not be given on special orders.

All packaged items, such as Course Packs, á la carte Books Textbook Bundles, CD access codes, should be unopened and in their original packaging. Defective books must be accompanied by a receipt within a month from the date of purchase for EXCHANGE ONLY.

Please do not purchase or rent books and or supplies for classes you are not enrolled in. Required school supplies, supplemental books, and materials may be returned for store credit/exchange only within 48 hours of purchase. The following materials may not be returned: study guides, workbooks, study aids, Cliffs Notes, dictionaries, goggles, medical or computer equipment, software, clothing, or personal items.

There is a **24-hour exchange only** period on incorrect or damaged books or merchandise after the last day to return. No refund will be issued. REFUNDS WILL NOT BE ISSUED on textbooks purchased during final exams.

The bookstore staff are responsible for determining the condition of merchandise to be returned or exchanged.

CASH refunds will only be issued for merchandise purchased with cash. For purchases paid by CHECK, there is a 21-day waiting period. A bookstore gift card will be issued on the returned merchandise as long as it is returned within the refund period. Purchases paid by CREDIT CARD will have a credit issued back to the credit card. You must have the card with you.

Rental Policy

Rentals are to be returned to the bookstore on or before the return due date and must be returned in resale condition. If rentals are not returned by the due date, the credit card provided will be charged for a non-return fee and cost of the book.

Book Buyback

The bookstore will make every effort to purchase books from our students. The bookstore offers this as a service to help keep the cost of textbooks down and provide savings to our students.

Child Development Center

The Child Development Center offers child care and development service to the preschool and school age children of student-parents.

Enrollment

Student-parents are given priority enrollment

Programs and Hours

PRESCHOOL PROGRAM: Monday-Friday, 7:45 am to 5:00 pm. Services available for preschool children 2.5 years of age.

SCHOOL AGE PROGRAM: Monday - Thursday 2:30 p.m.-10:00 p.m., and Friday 2:30 -5:00 p.m. Services available for school age children in Kindergarten up to 13 years of age.

Curriculum

The Center's faculty prepares daily activities to provide developmentally appropriate programs for preschool and school age children's cognitive, physical, creative and emotional growth.

Admissions Policy For Child Development Center

The Child Development Center affords all persons full and equal access, regardless of their sex, color, age, ethnic group identification, race, national origin, religion, mental or physical disability (including AIDS), creed, ancestry, pregnancy, marital status, medical condition, sexual orientation, or veteran status. (Reference: Government Code Section 11135, Education Code Section 200, LACCD Board Rule 1202). The Child Development Center programs refrain from religious instruction or worship.

Applications

For applications and information, contact the Child Development Center at (818) 947-2931. Applications must be submitted to the Child Development Center to be considered for service and/or placement on the waiting list.

Location

The Center is located in the northeast parking lot near the corner of Ethel Avenue and Oxnard Street.

College Advisory Committees

One primary mission of Los Angeles Valley College is career education. In fulfilling that mission, the college provides a variety of programs and services which prepare students for employment and career advancement.

The demands of business and industry determine the various career education programs offered by the college. These include a variety of business, public safety, health and allied health, electronics and engineering, computer programming and high technology, telecommunication and media, family and consumer studies, and other related education and training.

Job placement and career progress are measures of successful students and reflect the effectiveness of the education and training provided by career education at Los Angeles Valley College. To ensure the success of our students, career education programs are developed and maintained by the faculty with the advice and assistance of advisory committees. Advisory committee membership consists of career education faculty plus business and industry consultants who are familiar with the practices and job skills needed in today's job market. Further, the Vocational Technical Education Act of 1998 (VTEA), mandates advisory committees for career education programs to establish business and industry partnerships with college faculty and administration.

The advisory committee serves a vital role in keeping career education programs relevant, dynamic, and on the cutting-edge of technology. This can only be achieved with a close working relationship between the college and the business community.

Advisory committees meet at least once each academic year, but may meet as often as necessary. Committee members evaluate career education and training programs, including curriculum, equipment, facilities and staffing plans, provide counsel and advice, review past accomplishments, and forecast trends affecting career education, vocational training, and employment.

Advisory committee members are an important component of the education program of the college. The professionals who serve on advisory committees are nominated because of their leadership in technology, the job market, and the economic development of Los Angeles. Bringing expert advice and sound planning on business, trade, and technical issues, advisory committees ensure course and program content reflect the needs of the rapidly changing job market. Program content reflect the needs of the rapidly changing job market.

Advisory Committees:

Administration of Justice	Engineering
Broadcasting	Fire Technology
Business Administration	Geographic Information Systems
Child Development	Media Arts
Cinema	Nursing
Commercial Music	Photography
Computer Applications & Office Technologies	Respiratory Therapy
Computer Science	Theater Arts
Electronics	Tool & Manufacturing

Services for Students with Disabilities (SSD)

The Services for Students with Disabilities Office is designed to promote and provide equal access to educational programs and activities offered by Los Angeles Valley College for students with verified disabilities.

Students may be eligible for one or more services, depending on the specific nature of their disabilities. Accommodations and services are determined by the nature and extent of the disability and the disability-related educational limitations of the student and are provided based on recommendation of SSD.

Support services for eligible, registered students with verified disability-based needs may include registration assistance, orientation to campus, special counseling, access to instructional materials in alternative formats, special parking privileges, referral for tutoring, test-taking assistance, referral to on-campus and off-campus resources, note-taking assistance, assessment for learning disabilities, sign language interpreters, liaison with faculty and campus departments, liaison with the California State

Department of Rehabilitation, adapted physical education classes, and access to assistive technology. Students with disabilities who require accommodations for the classroom are strongly urged to contact the SSD Office as soon as possible in the admissions and registration process to receive information about services so that accommodations can be provided in a timely manner. SSD is located in Student Services Annex. For further information, contact SSD at (818) 947-2681 or (818) 947-2680 (TTY for the deaf only).

Alternate Text Formats

Eligible students can request educational materials and other published college materials in alternate text formats from the Services for Students with Disabilities Office. Please call (818) 947-2681 or TTY (818) 947-2680 to inquire about alternate text format production.

Teletype Devices for the Deaf (TTY)

TTY's for the deaf and hard of hearing are available on campus at the following locations: Services for Students with Disabilities Office, Campus Center 100; College Sheriff, M&O Building - West-end (available 24 hours); and Administration Building across from room 108.

Wheelchair Accessibility

All multi-story buildings on campus can be accessed by elevator. All other buildings can be accessed by ramps, with the exception of some of the bungalows. The following bungalow classrooms are inaccessible to wheelchair users: Bungalows 3, 4, 5, 9, 10, 11, 12, 26, 30, 31, 32, 33, 34, 35, 36, 37, 38, 45, 46, 47, 48, 49, 50, 51, 52, 70, 71, 72, 73, and 74. If you are a wheelchair user, please try to schedule classes in rooms other than these inaccessible rooms. If you must enroll in a class that is scheduled in a room that is listed above as inaccessible, please contact SSD (818) 947-2681 early in the registration process for assistance regarding access to classrooms.

Campus Construction and Accessibility

The college is undergoing a large construction project that will result in new buildings and modernized classrooms. During the construction project students with mobility limitations are urged to be aware that regular paths of travel may be closed and to take extra care in navigating the campus.

Students should be able to access construction safety updates on the college website www.lavc.edu or from SSD.

Extended Opportunity Programs and Services (EOPS)

The mission of EOPS (Extended Opportunity Programs and Services) at Los Angeles Valley College is to assist eligible students who have historically experienced economic and educational challenges. The program provides "above and beyond" service through counseling, tutoring, financial assistance, workshops and other services in order to increase access, retention and goal completion. To be eligible for EOPS a student must (1) qualify for fee waiver A or B, (2) be a California resident, or meet California Dream Act requirements (3) enroll in 12 or more units, (4) have fewer than 50 degree applicable units, and (5) have proof of previous enrollment or is recommended enrollment in remedial English or math. For more information visit the EOPS/CARE website at www.lavc.edu/eops; the EOPS/CARE office located in the Student Services Building, 2nd floor; or call (818) 947-2432.

Cooperative Agencies Resources for Education (CARE)

The mission of CARE (Cooperative Agencies Resources for Education) is to support the unique needs of EOPS students who are single parents by promoting self-sufficiency and academic success through tailored workshops, additional counseling, educational materials and financial assistance for child care related expenses. To be eligible for CARE a student must be (1) 18 years of age or older, (2) have a CalWORKs/TANF recipient in the household, (3) a single head of household, and (4) a parent of at least one child under 14. For more information visit the EOPS/CARE website at www.lavc.edu/eops; the EOPS/CARE office located in the Student Services Building, 2nd floor; or call (818) 947-2432.

Financial Aid

What is Financial Aid?

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses. Financial aid is meant to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as federal, state, institutional, community organizations and individual donors. Financial aid can be awarded in the form of grants, loans, work-study, scholarships, or a combination of these.

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 making Satisfactory Academic 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 student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), Supplemental Loans to Assist Students (SLS), or FPLUS Loans (Parent Loans for undergraduate students) at any college attended.

- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with Selective Service, if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number (SSN).
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Demonstrate an Ability to Benefit as defined below.

Ability to Benefit

Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable Federal Regulations.

- Received a high school diploma; or
- Passed a high school proficiency examination; or
- Received a Certificate of General Educational Development (GED); or Prior to July 1, 2012

When to Apply (typical dates – contact Financial Aid Office for exact dates)

January 1 FAFSA application available on-line at www.fafsa.ed.gov

March 2 Cal Grant deadline and application priority deadline

April 1 Established priority funding deadline for limited funded financial aid programs

May 1 Established priority deadline to submit required documents to the Financial Aid Office

Sept 2 Extended competitive Cal Grant deadline for community college students

To receive Title IV Financial Aid as noted above, Los Angeles Valley College Financial Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term/semester or by June 30th, whichever is earlier.

How To Apply

To apply for federal and state financial aid programs, complete and submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA is an all inclusive application form that allows students to apply for all programs.

Note: Prior to completing the FAFSA, apply for your Personal Identification Number (PIN) at www.pin.ed.gov. The PIN allows you to electronically sign your FAFSA. If you are a dependent student, your parent may also apply for a PIN.

Verification Policy

Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Perkins Loan Program
- Federal Direct Loan Program

If your application has been selected for verification by the federal processor, you will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid. For verification deadline dates and further instructions on how to complete your financial aid file, visit the Financial Aid Office website.

For the Federal Direct Loan Program, verification must be completed 20 working days prior to the last day of enrollment period to allow for loan processing time.

Students whose applications are selected for verification may be paid on any corrected valid SAR/ISIR that is received within 120 days after the student's last day of enrollment.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year. The Financial Aid Office maintains the right to request additional information which may be required to process your application. Those may include but are not limited to:

- Tax Return Transcript, and/or Tax Account Transcript or Non Filing Statement
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

English as a Second Language (ESL)

Students taking only ESL classes must submit both an ESL Certification Form and a Student Educational Plan to the Financial Aid Office within the first semester. Both forms must be signed by an academic counselor. ESL Certification Cards are available in the Financial Aid Office and in the Counseling Center.

Audited Classes

Students cannot receive financial aid, including the BOGFW, for enrollment in audited classes. No exceptions to this policy can be made.

Summer Financial Aid

(Special requirements apply - please contact the Financial Aid Office for more information)

Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. You must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if you are in an extension appeal due to Satisfactory Academic Progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP) you submitted with your appeal to the Financial Aid Office. If you are enrolled in classes not listed in your SEP, the units will not be included in the calculation of approved units. An SEP is a plan written between a student and academic counselor. For further information, please contact the Financial Aid Office and/or the Counseling Office.

ITV Classes

Students taking ITV courses must be enrolled in at least one (1) approved unit at the Home campus (the college that is processing their financial aid) in order to receive financial aid, provided eligibility exists. For financial aid programs that are limited in funding, students must be enrolled in a minimum of six (6) approved units at the Home campus; 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 and wish to be considered for financial aid, must apply at Los Angeles Mission College as the Home campus for financial aid purposes. ITV classes are included in disbursements for all other classes.

Tax Credit

American Opportunity Credit – replaces and expands the Hope Credit for tax years 2009 and 2010. More parents and students will qualify over the next two years for a tax credit. The new tax credit is available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. The full credit is available to individuals whose modified adjusted gross income is \$80,000 or less, \$160,000 or less for married couples filing a joint return. Those who do not make enough money to have to file a tax return should also consider filing because they can get up to \$1,000 back. The new credit also adds required course materials to the list of qualifying expenses and allows the credit to be claimed for four post-secondary education years instead of two. Many of those eligible will qualify for the maximum annual credit of \$2,500 per student, which is \$500 more than the Hope Credit.

Lifetime Learning Credit – Families may be able to claim up to \$2,000 for tuition and required fees each year. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of postsecondary students in a family. Students who 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 or consult the following website:
<http://www.irs.gov/pub/irs-pdf/p970.pdf>

Types of Financial Aid Available – Grants, Scholarships & Loans

Federal Refund Requirements

Notice: *Students who receive financial aid, and withdraw from ALL classes, may be obligated for repayment on some of the federal funds received prior to withdrawal.*

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 by the student 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. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.**

It is advised that you contact the Financial Aid Office before withdrawing from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

Federal Grants

Federal Pell Grant Program

The Federal PELL Grant Program is a federally funded program that provides assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on the student's Expected Family Contribution (EFC) and enrollment status. The EFC is calculated based on the information such as income and assets on the FAFSA.

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. There is a six (6) approved unit minimum enrollment requirement at the college where students are receiving financial aid. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Pierce College. FSEOG awards range upward from \$100 to \$400 per

year, depending on need and packaging policy.

State Grants

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

Board of Governors 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 BOGFW. Please note that payment of health fees is no longer part of the fee waiver. All BOGFW fee waiver recipients are required to pay the student health fee.

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

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

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

- A. 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/SSP), or General Assistance Program (GA). You have certification from the California Department of Veterans Affairs or the National Guard Adjutant that you are eligible for a dependent's fee waiver. Documented proof of benefits is required.
- B. You meet income standards.
- C. If you qualify after you pay your enrollment fees, complete a "Request for Refund" form available in the college Business Office.

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
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.
- Meet the income and asset ceiling as established by CSAC
- Meet Selective Service requirements.

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

Students must submit a GPA Verification and FAFSA by the applicable deadlines 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 your Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

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 CA 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 \$1,551 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 may have their grant increased to include tuition and fees as well as subsistence.
- Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

Competitive Grants

- Cal Grant A and B 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 college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. To learn more about this program and to apply online, go to <https://www.chafee.csac.ca.gov/default.aspx>

Law Enforcement Personnel Dependents Grant Program (LEPD)

This grant program provides need-based educational grants to the dependents and spouses of California peace officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and

permanent/full-time firefighters employed by public entities who have been killed in the performance of duty or disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty. Grant awards match the amount of a Cal Grant award and range from \$100 to \$11,259 for up to four years. For more information and application materials, write directly to: California Student Aid Commission, Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029 or call (888) 224-7268 Option #3.

Child Development Grant Program

This program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as a teacher, master teacher, site supervisor, or program director, are eligible to apply through the college they plan to attend. For more information, go to www.csac.ca.gov or call (888) 224-7268 Option #3.

Federal Student Loans (money you have to pay back)

CAUTION ABOUT STUDENT LOANS. It takes approximately 4-6 weeks for a loan application to be processed, once a student submits all necessary documents and information. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified.

All loans require a minimum of six (6) approved units. Check with the Financial Aid Office or visit the website at www.lavc.edu for deadlines for student loan requests.

Federal Perkins Loan Program

The Federal Perkins Loan is an educational loan with a low (5%) fixed interest rate for students who have exceptional financial need. Loan amounts awarded within the Los Angeles Community College District are determined by individual colleges and the availability of funds. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Valley College. Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled at least half-time. A repayment period can be extended to 10 years. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

Federal Direct Loan- The Federal Direct Loan Program is a loan program made to students who show financial need while attending college at least half-time. For 2011-2012, the interest rate is 3.4% for subsidized loans and 6.8% for unsubsidized loans. Loans are made by the federal government. "Subsidized" means the government pays the interest while you are in college, in deferment status, or during your grace period. "Unsubsidized" means the government does not pay the interest while you are in college, in deferment status, or during your grace period. In addition to completing a FAFSA, an applicant must submit a separate Loan Request Form and complete a Loan Entrance Counseling to apply for a loan.

Part-Time Employment

Federal Work-Study (FWS) - The FWS program enables students to earn part 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 a good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) approved units at the home campus to be considered for this program; units from other campuses cannot be combined. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Valley College.

Scholarships

Throughout the year, the Financial Aid Office and the Foundation Office at Los Angeles Valley College posts announcements for scholarship opportunities. The criteria for scholarships differ so students should complete applications carefully. Please contact the Financial Aid Office (818.947.2412) and the Foundation Office (818.947.2618) for current scholarship opportunities.

How Financial Aid is “Packaged”

Once the student’s financial aid eligibility is established, a “package” of aid is provided which may be a combination of grants, work-study, and loan funds. Financial Aid Offer “letters” will be emailed to the student provided a student’s email is on his/her FAFSA. Students will be referred to read the Award Guide on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

Disbursement of Awards

Students who submit their required financial aid documents by the **May 1st priority deadline** may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines have been met.

All financial aid students will be issued a debit card, called myLACCDcard. The myLACCDcard is the key for unlocking student’s disbursement preference. Students can choose to activate the card to receive financial aid disbursements or direct disbursements to an account of their choice. It is critical that students update their address on file with Admissions and Records Office to ensure receipt of their debit card. If students do not activate their debit card or direct financial aid disbursements to an account of their choice, financial aid disbursements will be delayed. Disbursements will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If the student’s enrollment status increased, and if student is due an additional disbursement, the amount of disbursement will be disbursed to the student’s account of their choice.

Any outstanding institutional debt will be deducted from the financial aid disbursement.

Disbursements will be adjusted if enrollment increases or decreases. **Payment for late-starting classes will not be issued until the class begins.** After the second disbursement run date of the each semester, no further award adjustments can be made. Full –time is considered 12 or more units per semester; _ time is considered 9-11.5 units per semester; _ time is considered 6-8.5 units per semester; less than half-time is 1-5.5 units per semester.

- Federal PELL Grant is scheduled for payment twice a semester.
- FSEOG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units.
- Federal-Work Study (FWS) is paid through payroll every two weeks.
- Federal Student Loans are disbursed in two equal payments, once per semester, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

Determining Financial Need

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). $COA - EFC = \text{Financial Need}$

Cost of Attendance

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation. Other expenses may include, but are not limited to, child care expenses, vocational/technical expenses, and handicapped expenses. Exceptions may be made to the budget in the cases where need can be shown and documented. The actual Cost of Attendance will be determined and provided to you in your Award Offer Letter. The Department of Education publishes the yearly Average Cost of Attendance.

Expected Family Contribution

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (EFC) are determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

**2014-2015 Average Cost of Attendance
Living At Home**

	9 MONTHS	12 MONTHS
Fees	\$ 1,218	\$ 1,824
Books & Supplies	\$ 1,710	\$ 2,565
Room & Board	\$ 4,518	\$ 6,024
Transportation	\$ 1,179	\$ 1,572
Personal Expenses	\$ 3,096	\$ 4,128
Total	\$ 11,721	\$16,113

Note: Non-Resident Tuition is added to fees depending on the student's residency code.

**2014-2015 Average Cost of Attendance
Living Away From Home**

	9 MONTHS	12 MONTHS
Fees	\$ 1,218	\$ 1,824
Books & Supplies	\$ 1,701	\$ 2,565
Room & Board	\$ 11,268	\$15,024
Transportation	\$ 1,323	\$ 1,764
Personal Expenses	\$ 2,844	\$ 3,792
Total	\$18,363	\$24,969

Note: Non-Resident Tuition is added to fees depending on the student's residency code.

Child Care Expenses

This is an adjustment to the Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000. If you are paying for Child Care expenses during the academic year, you must notify the Financial Aid Office in writing to request for an adjustment to your Cost of Attendance.

Technical /Vocational Expenses

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

Handicapped Expenses

As documented and in excess of amounts provided by other agencies.

Student Rights and Responsibilities

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

- Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
- Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
- Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.
- An explanation of how financial need is determined. This process includes establishing budgets for the 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. Financial need is determined by the Central Processor from the information provided on the FAFSA.
- Knowledge of what resources are considered in the calculation of student need.
- Knowledge of how a financial aid package is determined.
- 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.
- An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed 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 during loan counseling sessions.
- Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
- Knowledge of what facilities are available for handicapped students.

Students must take responsibility for:

- Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
- Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.

- Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions and Records Office. Students who do not have a valid educational goal will be notified at the time of review of financial aid application and if students do not provide a valid educational goal with Admissions and Records will not be processed their financial aid.
- Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog.)
- Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
- Completing all required financial aid forms **ACCURATELY AND COMPLETELY**. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. **Intentional misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.**
- Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
- Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
- 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.
- **Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).**
- Performing the work that is agreed upon in accepting a work-study award.
- Knowing and complying with the deadlines for application or reapplication for financial aid.
- Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

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 Direct 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. 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 colleges 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. Not all colleges participate in outside consortium agreements.

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.
- An Associate Degree (AA or AS), or,
- A two-year academic Transfer Program that is acceptable for full credit toward a Bachelor's Degree.

To meet satisfactory academic progress standards student must:

- Maintain a 2.0 cumulative GPA (Grade Point Average).
- Fewer than ninety (90) attempted units for students who indicated AA/AS 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. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
 - Entries recorded in the student’s academic record as Incomplete (INC), No Credit (NCR), 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 may inquire about the appeal procedure in the Financial Aid Office.
- 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 Fall or Spring semester.
 - Total units attempted (excluding 30 units of Basic Skill/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 Letter**
 - Students will receive a Warning 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).
- **Advisory Letter**
 - Students whose number of units attempted reaches forty-five will receive a reminder/advisory letter.

Maximum Length of Time to Complete Educational Objectives

Students who are attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), a Certificate, or completion of requirements for Transfer to a four-year college are allowed 90 attempted units in which to complete their objective. Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit. Some certificate objectives in the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives. The following table shows the normal completion time and maximum time for certificate programs of varying length.

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

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.

Appeal Procedure for Reinstatement of Financial Aid

Students who have been disqualified from receiving financial aid for unsatisfactory academic progress may appeal for reinstatement by submitting a formal Appeal Request Form to the Financial Aid Office along with any supporting documentation the student wishes to have considered. Students cannot be paid Pell Grant or campus-based financial aid retroactively on appeals that are approved after the payment period ends.

- The formal appeal must be submitted within 30 calendar days from the date of the disqualification letter or before the end of the semester, whichever is earlier.
- The Appeal Request Form should be completed in ink or typed and consist of a written statement. The appeal must include:
 - Why the student failed to meet the SAP standards, and
 - What has changed that will allow the student to make SAP at the next evaluation period.

Reinstatement may also be granted for reasons listed below:

- The death of a relative of the student;
- An injury or illness of the student;
- Other special circumstances.

If the appeal for unsatisfactory academic progress is denied or the student fails to submit the appeal within 30 calendar days from the date of the disqualification letter, the student may re-appeal after completing one semester in which all satisfactory academic progress standards have been met.

Fraud

- A student who attempts to obtain financial aid by fraudulent means 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, to the Federal Government and the Office of Inspector General.
- Restitution of any financial aid received in such manner will be required.

Other Information You Should Know

Change of Enrollment/Recalculation/Overpayment

If your enrollment status changes during the semester please inform the Financial Aid Office. Your financial aid award may be modified to reflect the correct number of units in which you were enrolled at the time of the second disbursement check run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent you from receiving federal financial aid from any institution.

Return to Title IV

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be earned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. **Unearned aid may be subject to repayment.**

During the first 60% of the semester enrollment a student "earns" aid in direct proportion to the time of his/her enrollment. The percentage of time the student remained enrolled is the percentage of aid for that period which the student earned. A student who remains enrolled beyond the 60% point of the semester earns all his/her aid for the period.

If you owe a repayment, students will be notified in writing by the Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

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 the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

Special Circumstances

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.

Financial Aid Related Websites

1. FAFSA On the Web – www.fafsa.ed.gov
2. Sign up for the Personal Identification Number (PIN) to electronically sign your FAFSA – www.pin.ed.gov
3. Information about the Cal Grant Program – www.calgrants.org
4. California Student Aid Commission – www.csac.ca.gov
5. Direct Loan Servicing Center – www.dl.ed.gov
6. National Student Loan Database System – www.nsls.ed.gov

Telephone Numbers

1. Los Angeles Valley College Financial Aid – (818) 947-2412
2. California Student Aid Commission – (888) 224-7268
3. Central Loan Administration Unit (Perkins Loan) – (800) 822-5222

4. Department of Veterans Affairs –
(800) 827-1000
5. Direct Loan Servicing Center –
(800) 848-0979
6. Federal Student Aid Information Center –
(800) 433-3243

Annual Campus Security Reports under the Cleary Act

Colleges and universities that receive federal funding are required by the Jeanne Cleary Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Cleary Act information at www.securityoncampus.org/schools/cleryact/. LAVC crime stats can be found online at <http://www/lavc.edu/sheriff/crimealerts.html>, or at www.ope.ed.gov/securitysearch.asp. A copy of the yearly report can be requested from the Los Angeles Valley College Sheriff's Office.

Bus Routes

Bus transportation is available to the campus by MTA bus lines. Check with the MTA for schedules of bus lines 154 and 158 and joining bus routes. In addition, DASH buses serve the Van Nuys/Studio City area. Call the L.A. Dept. of Transportation at 1-800-2LA-RIDE for information.

Lost and Found

Lost and Found is located in the Campus Sheriff's Office 5851 Ethel Avenue, Valley Glen, CA 91401 or Lot "D".

Student Parking

The Campus Sheriff controls all parking lot security and parking citation issuance. At the beginning of each semester (Winter, Fall, Summer & Spring), all students are given a one-week grace period for parking (in the student lots only), in which they can register for classes and purchase a parking permit from the business office. In the second week of the semester, the Campus Sheriff's office will begin writing citations in the student parking lots. (All student parking lots are designated by a letter (A, B, C, D, E, F & G). Parking violations are strictly enforced.

There is no student parking in the Staff Parking Areas at any time (College Road North & South, Ethel Ave., Lot H & in front of the North Gym).

Your parking permit should be properly displayed, in plain view, either hanging from the rear view mirror or on the left side of the dashboard. Failure to do so will result in a parking citation.

Motorcycle riders may obtain a parking permit sticker (for the windshield) from the College Sheriff's office in Parking lot D upon showing proof of purchasing a parking permit from the business office.

Parking Pay-Stations have been installed in lots A and D for students and visitors to purchase "Daily" permits. The cost of these daily are \$2.00 each. The machines only accepts cash and exact change is required. These permits are only good for the day it is purchased on and will enable the purchaser to park in any available student parking space on campus.

All vehicles must be driven forward into a clearly designated parking space. Vehicles may not park backward into stalls. (Violation 21113a C.V.C.)

No vehicle may be parked overnight on campus.

VISITOR PARKING

There are 30 – minute metered parking areas in the front of the college off Fulton Ave. and on the south side of Parking Lot E (Stadium Lot), next to the Community Services Building.

SPEED LIMIT

The speed limit on all campus roads and parking lots is 8 miles per hour. Violators of any traffic or parking regulations are subject to citations and fines.

DISABLED STUDENT PARKING

The metered parking spaces on campus may be utilized at any time without charge by disabled individuals with valid DMV placards. To utilize handicapped parking spaces within the college parking lots, a valid DMV placard, or LAVC permit and a LAVC disabled student parking permit (obtain from the Services for Students with Disabilities Office) are required. All students using campus parking are required to pay parking fees. Regular parking permits are available from the Business Office.

Health Services Center

The Los Angeles Valley College Student Health Services Center, in partnership with Valley Presbyterian Hospital, has designed student health services to contribute toward the educational aims of the students by promoting their physical and emotional well-being. In addition, it will foster responsibility for one's own health by encouraging healthy attitudes and behavior.

The Student Health Services Center, located in the North Gym, provides a variety of services to all currently enrolled Los Angeles Valley College students. Upon payment of fees, all students, except those excluded on grounds of religious beliefs, are entitled to use all health services. This partnership has developed with recommendations from students, faculty, staff and administrators from the college. The guiding concern was meeting students' health needs.

The following Student Health Services are available:

General Health Services

- First aid and primary care for short-term or acute illness.
- Physician services
- Physician Assistant services

Preventive Health Screening – at no cost

- Physical exams
- Blood pressure screening
- Breast exams
- BMI assessment

Lab Testing & Immunizations – at reduced cost

- TB skin test (Mantoux)
- Tetanus/Diphtheria
- Hepatitis B
- Cholesterol screening
- Diabetes screening
- Pap smears
- Other labs available

Referral Services

- Substance abuse
- Smoking cessation
- X-rays
- Pregnancy testing and family planning
- Mammograms

The Center welcomes you to visit and acquaint yourself with our staff and services. We also want your suggestions and comments. E-mail your questions to the Physician Assistant at nodalsb@lavc.edu.

The Center is open Monday, Tuesday and Thursday 8:30 am to 4:30 pm, on Wednesday from 8:30 am to 7:00 pm and Friday from 9:00 am to 1:00 pm.

Appointments are recommended to see all providers. Walk-ins will be seen as the provider's schedule permits.

The Center is closed weekends, college holidays, and semester breaks. When you come to the Center, please present your Student I.D. card and Registration Fee Receipt to verify your eligibility. The Health Services direct phone number is (818) 947-2918. For emergency services call 911 from any phone or extension 2911 from any campus phone.

Student Psychological Services

When you have a personal crisis or need a professional ear, Psychological Services is here to help and to assist you in reaching your full potential. If you are dealing with depression, abuse, anxiety, family conflict or other problems, you may schedule an appointment by calling us at (818) 778-5504. All students are eligible for up to 12 visits per semester at no cost.

An experienced clinical psychologist will discuss your problem with you, explore ideas for resolving your problem with you, and work with you as you attempt a resolution.

Available services include:

- Crisis intervention
- Individual counseling
- Referrals to community resources
- Grief counseling

Your experience at Student Psychological Services will be private and confidential. No information regarding your counseling will be revealed to anyone without your permission, or as mandated by law. If you or any student you know could benefit from Psychological Services, please have them call or stop by the LAVC Student Health Center located in the lobby of the North Gym.

Hope Scholarship and Lifetime Learning Tax Credit

The Taxpayer Relief Act (TRA) of 1997 established the Hope Scholarship and Lifetime Learning tax credit to provide tax relief for higher education expenses. The law requires colleges to file a 1098-T form with the IRS for all students who pay any type of tuition and enrollment fees during the calendar year.

Every year on January 31, the Los Angeles Community College District will mail a 1098-T form to all students who paid enrollment fees. The 1098-T form is provided to you and the IRS to verify the fact that you were registered and enrolled for this academic time period. This form also lists the amount of fees paid, minus any Pell grants, fee waivers, or scholarships.

Since colleges cannot determine if you meet the eligibility criteria for these tax credits or legally respond to any tax questions, it is recommended that you contact your local IRS office or tax advisor. Additional information on these tax credits is also available at the IRS website, www.irs.gov.

Student Activities

College Colors and Symbol

The College colors are green and gold. The college symbol is the Monarch Lion.

Scholastic Honor Societies

Tau Alpha Epsilon (TAE) is a scholastic honor society.

To be eligible a student must have attained a 3.3 GPA in 12 units or more the previous semester.

TAE is both a service-oriented and social organization, which provide support for such activities as the Dean's Reception and tutoring.

Phi Theta Kappa (PTK) is an international honor society for the two-year college. Founded in 1918, PTK recognizes and encourages scholarship, development of leadership and service, fellowship, and the pursuit of academic excellence. Eligibility in Los Angeles Valley College's chapter, Beta Delta Sigma, requires maintaining an over-all GPA of 3.5 or higher and completion of 30 or more semester units of accredited college courses while enrolled at LAVC.

Associated Student Union (ASU)

The Associated Student Union is the core of the student government and activities program at Los Angeles Valley College. In existence since 1949, the Associated Student Union (ASU) is based on a concept of student participation in shared governance and campus activities.

The Associated Student Union at Los Angeles Valley College consists of two (2) branches: Executive Council and Inter Club Council (campus clubs).

Executive Council

The responsibility of the Executive Council is to represent the student voice in the campus shared governance structure and sponsor events that promote cultural awareness, leadership development, academic improvement, student well-being and positive community relations. The Executive Council meets weekly throughout the fall and spring semesters. Each spring, elections are held for the following positions:

- President
- Vice President
- Treasurer
- Commissioner of Athletics
- Commissioner of Ethnic/Cultural Affairs
- Commissioner of Fine Arts
- Commissioner of Political Affairs
- Commissioner of Public Relations
- Commissioner of Student/Social Affairs
- Commissioner of Campus/Environmental Concerns
- Commissioner of Evening Division
- Chief Justice (appointed)
- Parliamentarian (appointed)
- Inter Club Council Representative (appointed)
- Secretary (appointed)

Executive Council officers are responsible for representing the student voice by participating in the college's shared governance structure. Executive Council officers participate on the following college committees: Budget, College Council, Curriculum, Student Discipline, Instructional Programs, Master Plan, Matriculation, Space and Work, Student Services, and Technology.

In addition, the ASU coordinates and/or assists with the following events:

- Armenian Genocide Remembrance
- Black Heritage Celebration
- Club Days
- Commencement
- Dean's Reception
- Homecoming
- International Festival
- Latino Heritage Celebration

Campus Clubs (Inter Club Council)

The other branch of the Associated Student Union is the Inter Club Council (ICC). The responsibility of the ICC is to encourage student membership, facilitate efficient coordination, and protect and maintain the integrity of campus clubs. Like the Executive Council, representatives from each of the clubs meet weekly. The Executive Council Vice President chairs the meetings and ICC Representative acts as co-chair.

Campus clubs provide students with the opportunity to interact with their peers around a common cause or topic. To form a club, students must recruit ten students, draft a club constitution and have a faculty advisor. Some clubs which have been active during the year include the following:

- Child Development Club
- Hillel
- Psychology Club
- Tau Alpha Epsilon
- Valley Collegiate Players

ASU Membership Fee

Each student is encouraged to become a member of the Associated Student Union by paying their \$10.00 membership fee per semester. ASU membership enables students to join clubs, admission to athletic events, and discounts at local business. Also, the membership fee funds ASU-sponsored events.

In addition, the ASU provides supplemental funding to a variety of programs and departments as listed below.

- Astronomy Department
- Supplemental Instruction
- Transfer Alliance Program
- Transfer/Career Center
- Writing Center

A.S.U. Membership Fee Refund

Students who withdraw from the college early in the semester will, on application to the college Business Office, receive refunds according to the following schedule:

Withdrawal from college during first week of instruction
- Refund 75%

Withdrawal from college during second week of instruction
- Refund 50%

Withdrawal from college during third week of instruction or later
- No Refund

First Week	Second Week
\$5.25	\$3.50

Student Representation Fee

Los Angeles Valley College has a mandatory Student Representation Fee of \$1.00. The money collected through this fee is used exclusively to cover the costs of students who may be sharing the student body viewpoint before city, country and district government, and before offices and agencies of the state and federal government as well as legislative training. You may petition to be exempt from paying this fee based on religious, political, moral or financial reasons. To petition for this exemption, you must go to the Business Office and do so in writing.

Qualification for ASU Officers

(Administrative Regulation S-9)

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:
 - a. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
 - b. The candidate may seek only one campus office within the District.
 - c. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.
 - d. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10.
 - e. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in the determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students, who forfeit office for failing to meet this unit requirement, will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.

- f. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student, who exceeds the requisite 80 degree-applicable unit maximum, must satisfy at least one of the following conditions:

- 1) The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
 - 2) Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
2. A candidate or officer is ineligible for ASO office:
 - a. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
 - b. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
 3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
 4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
 5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 9801-9806).

6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
 - a. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.
 - b. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.
 - c. Procedures for requesting an accommodation under E-22:
 - 1) Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
 - 2) Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.
7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

Student Trustee Election Procedure

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

The process contained in Board Rule 21001 provides for a thorough evaluation of the candidates qualifications and insures an equal opportunity for any individual from any District college seek the position of student representative to the Los Angeles Community College District Board of Trustees.

In accordance with the existing Board Rule 21001, candidates for Student Trustee must:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
2. Be currently enrolled in 5 units.

3. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum unit requirement may be considered according to Board Rule 21001.

For more information, contact the Associated Student Union Office in Student Service Center 2nd floor.

Intercollegiate Athletics and Eligibility

Athletic Program

Valley College is a member of the Western State Conference (WSC) for men's and women's athletics and the Southern California Football Association (SCFA) for football.

Member colleges include:

- Allen Hancock College
- Bakersfield College
- College of the Canyons
- Citrus College
- Cuesta College
- Glendale College
- Los Angeles Pierce College
- Los Angeles Valley College
- Moorpark College
- Oxnard College
- Santa Barbara City College
- Santa Monica City College
- Ventura College
- West Los Angeles College

A full program of intercollegiate athletics is offered, including football, men's and women's basketball, baseball, men's and women's swimming, men's and women's water polo, softball, and women's soccer.

Athletic Eligibility

CCCAA and WSC conference eligibility rules and Valley College regulations provide that to participate in intercollegiate sports during the first semester of competition the student must:

- have begun regular attendance not later than four weeks after the first day of instruction during his/her season of competition
- be enrolled in a minimum of 12 units, during competition in a sport (see Commission on Athletics, CCCAA Constitution, Bylaw 1)*.

- Complete CCCAA Form 1. Provide district insurance information and be cleared physically to participate in intercollegiate activity.

* Questions regarding eligibility should be directed to the Athletic Director or to the Office of Administrative Services.

Alumni and Friends Association

Valley College Alumni and Friends Association

All former Valley College students are eligible and encouraged to become members of the Valley College Alumni Association. Benefits come with membership. Application forms are available at the LAVC Foundation Office (Admin. Bldg., Rm. 100), or you may download online at: www.lavcfoundation.org. For information, please call (818) 947-2700.

Journalism Alumni Association

The Valley College Journalism Alumni Association is open to former journalism students. It was founded in 1956 and has as its aims to foster professional standards and interests among its members. Membership consists of alumni, most of whom are now working journalists or are continuing their education at a university. Group projects include financial aid to deserving students and recognition of outstanding journalistic work done by alumni in the field and by high school students through their publications.

Theater Arts Alumni Association

The Theater Arts Alumni Association is open to former Valley College students who either have been enrolled in the Theater and Cinema Arts curriculum or have worked in a Theater or Cinema Arts production of the department and pay such annual dues as may be fixed from time to time by the Board of Governors of the alumni. The purpose of the association is the following: (1) To advance the study and enjoyment of the performing arts at Valley College; (2) To establish and maintain a scholarship fund for students of the Theater and Cinema Arts Department; (3) To contribute good fellowship to its members; and, (4) In all of its activities to support the goals of the department and of the college.

Bequests

A bequest is planned gift to the LAVC Foundation and it is made through your Will or Living Trust. If you have already included the LAVC Foundation in your Will or Trust, you may be eligible to become a member of the Foundation's Legacy Society. As a member of the Legacy Society, you allow us to recognize your generosity now instead of your executor when you have passed on. For more information about bequests or the Legacy Society, please call the LAVC Foundation at (818) 947-2619.

Full-time Faculty

The academic ranks indicated in this faculty roster are as of Fall 2013.

Aksoy, Ercument 1995

Professor of Economics
B.A., Middle East Technical University
M.S., Eastern Michigan University
Ph.D., Michigan State University

Allen, Sylvia E. W. 1992

Professor of Business
B.S., M.B.A., University of California,
Los Angeles

Araujo, Jessica A. 2013

Assistant Professor of Counseling
B.A., California State University, Northridge
M.S., University of La Verne

Arias, Rafael 2000

Professor of Spanish
B.A., University of Santiago, Spain
M.A., University of Kansas
M.A., Teachers College, Columbia University
M.Ed., Teachers College, Columbia University
Ed.D., Teachers College, Columbia University

Arshagouni, Michael H., 2002

Professor of Music
B.A., University of California, Los Angeles
M.F.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Avila, Michael A 2004

Instructor in Technology
A.A., Los Angeles Valley College
B.Ve., California State University Long Beach

Baca, Tracey J., 1999

Associate Professor of Child Development
B.A., M.S., University of Tennessee

Baghdaserians, Elmida 2001

Professor of Child Development
B.A., Pacific Oaks College
M.A., Loyola Marymount University
Ed. D., Pepperdine University

Baldwin, Suzanne L. 2010

Assistant Professor of Biology
B.A., California State University, Northridge
M.S., California State University, Northridge

Ballew, Betty A. 1989

Professor of Speech
A.A., Pasadena Play House
B.A., M.A., California State University,
Los Angeles

Barakat, Mostapha (Steve) 2010

Assistant Professor of Mathematics
M.S. California State University, Los Angeles

Beaton, Jason 2010

Assistant Professor of Media Arts/Broadcasting
A.A., Los Angeles Valley College

Behlendorf-Liu, Xiaoyang 2001

Associate Professor of Library Science
B.A., Beijing University, Beijing China
M.A., Beijing University, Beijing China
M.A., Louisiana State University

Bishop, Carol L. 2010

Associate Professor of Art
B.S., M.A., Northern Illinois University
Ph.D., Union University, Cincinnati

Briancesco, Kevin R. 2013

Assistant Professor of Speech
B.A., San Francisco State University
M.A., Arizona State University, Tempe, AZ

Brockmann, Erika, 2012

Assistant Professor of Biology
B.S., College of William and Mary,
Williamsburg, Virginia
M.S., University of Southern California,

Brossman, Richard S. 2002

Professor of Counseling
B.A., University of California, Berkeley
M.S.W., University of California, Los Angeles

Brower, Lynne D. 2001

Professor of Learning Skills
B.A., University of California, Los Angeles
M.A., Loyola Marymount University

Buchanan, David 1986

Professor of Physical Education
A.A., Los Angeles Valley College
B.A., University of the State of New York,
Albany
M.A., Azusa-Pacific College

Byrd-Williams, Pamela B. 2001

Professor of Biology
B.A., West Georgia College
M.A., Mississippi State University

Calder, Pat P. 1980

Professor of Speech
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Northridge
C.C.C., American Speech, Language and
Hearing Assn.

Carlos, Glenn, M. 2007

Assistant Professor of Music
B.M., Wayne State University
M.M., University of Southern California

Carter, Jamison, H. 2010

Assistant Professor of Art
B.F.A., University of North Carolina,
Greensboro
M.F.A., Cranbrook Academy of Art

Carthew, Bret J. 2001

Associate Professor of Mathematics
B.A., University of California, Santa Cruz
M.A., University of California, Santa Cruz
M.A., California State University, Hayward
M.A., California State University, Hayward

Casebolt, Elizabeth V. 2011

Assistant Professor of Dance
B.F.A., New York University
M.F.A., UC Riverside, California

Castillo, Steven J., 2000

Assistant Professor of Mathematics
B.A., University of California, Riverside
M.A., University of California, Berkeley
M.A., State University of New York, Buffalo

Christian-Brougham, Ruby R. 2010

Assistant Professor of Psychology
B.A., University of Southern California
Ph.D., University of Southern California

Chung, Siu N. 1995

Associate Professor of Business
B.S., California State University, Los Angeles

Ciufo, Leonard A. 1978

Professor of Business
B.A., University of Colorado
M.A., California Lutheran College

Coddington, Chris R. 2008

Assistant Professor of Theater Arts
B.A., Occidental College, Los Angeles
M.A., Occidental College, Los Angeles

Cowen, Alan R. 2001

Professor of Fire Technology
B.A., California State University, Northridge
M.A., California State University, Northridge
D.C., Los Angeles College of Chiropractic

Cox, Mary A. 2000

Professor of Nursing
A.D.N., Los Angeles Pierce College
P.H.N., California State University,
Northridge
B.S.N., California State University,
Northridge
M.S.N., California State University,
Dominquez Hills

Daimes, Gloria S. 2013

Associate Professor of Child Development
A.A., ANDE Teachers College
B.A., National University
M.S., California State University, Northridge

Dauber, William J. 2001

Associate Professor of Journalism
B.A., University of California, Irvine
M.A., University of California, Berkeley

FACULTY, continued

Davoyan, Lilit 2009

Assistant Professor of Continuing Education
B.A., Yerevan State Linguistic University
M.A., California State University, Northridge

Dea, Fay S. 1988

Professor of Counseling
A.B., two M.A.s, University of California,
Los Angeles

Drummond, Rose B. 1991

Professor of History
B.A., M.A. University of California,
Los Angeles

DuFour, Wendy J. G., 2002

Professor of Nursing
B.S.N., Loyola University, Chicago
M.N., University of California, Los Angeles

Elias, Woodrow M. 1992

Associate Professor of Chemistry
B.A., M.S., California State University,
Northridge

Esten, Dora 1995

Professor of Library Science
B.A., Boston University
MSLIS, Catholic University of America
M.Phil., George Washington University

Falk, David J. 1996

Assistant Professor of Astronomy
A.S., Los Angeles Valley College
B.S., California State University, Northridge

Fenwick, Jim C. 2009

Associate Professor of Physical Education
B.A., Wichita State University, Kansas
M.A., California Lutheran University

Fickel, Theodore E. 1995

Professor of Chemistry
B.A., Rice University
M.A., Princeton University
Ph.D., Princeton University

Fink, Harry A. 1994

Associate Professor in Psychology
B.A., M.A., California State University,
Northridge

Fornataro, Gayle L. 1999

Associate Professor of English
B.A., California State University, Long Beach
M.A., Humboldt State University
Ph.D., State University of New York, Buffalo

Fontaine, Helen 1996

Professor of Speech
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge
C.C.C., American Speech, Language and
Hearing Assn.

Frances-Benitez, Maria Elena 1989

Professor of Spanish
B.A., Mount St. Mary's, College
M.A., University of California, Los Angeles

Frank, Rebecca E. 2010

Assistant Professor of Anthropology
B.A., University of California, San Diego
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Friedman, Elizabeth S. 1984

Professor of Chemistry
A.S., Merced College
B.S., California State University, Stanislaus
Ph.D., University of California, Los Angeles

Fusilero, Victor M. 2009

Assistant Professor of German
B.A., Princeton University
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Garcia, Frances R. 2002

Associate Professor of Physical Education
A.A., Fullerton College
B.A., California State University,
Dominquez Hills
M.A., California State University,
Dominquez Hills

Gauthier, Donald J. 2001

Professor of Geography
A.A., Santa Monica College
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Gaynor, Meghan 2014

Instructor of Library Science
B.A., Arizona State University
M.L.I.S., University of California, Los Angeles

Ghassemi, Ali R. 2000

Professor of Counseling
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California School of Professional
Psychology
Psy.D., California School of Professional
Psychology

Gold, Michael C. 1988

Professor of Counseling
B.A., University of California, Los Angeles
M.Ed., Harvard University
Ph.D., University of Southern California

Goldberg, Barbara A. 1996

Professor of Counseling
B.A., Indiana University Pennsylvania
M.A., California State University, Northridge

Green-Marroquin, Becky L., 1999

Professor of Biology
B.S., M.S., Western Kentucky University
Ph.D., Mississippi State University

Haley, Lucas L. 2010

Assistant Professor of Physics
B.S., California State University, Northridge
M.A., University of California, Riverside

Hams, Jacquelyn E. 2002

Associate Professor of Oceanography
B.A., California State University, Los Angeles
M.S., California State University, Los Angeles

Hang, Monica 2010

Assistant Professor of Physical Education
M.S., California State University, Los Angeles
B.S., Comberland College

Heikkinen, Deanna L. 2010

Assistant Professor of Humanities
A.A., Bakersfield College
B.A., California State University, Bakersfield
M.A., California State University, Bakersfield

Heister, Cynthia 1991

Professor of Nursing
B.S.N., California State University,
Los Angeles
M.N., University of California, Los Angeles

Hernandez, Jose 2012

Assistant Professor of Counseling
A.A., Santa Monica College
B.A., UCLA
M.S., Loyola Marymount University

Hernandez, Librada, 1997

Professor of Spanish
A.A., Los Angeles City College
B.A., M.A., Ph.D., University of California,
Los Angeles

Hito, Mary 1989

Professor of Mathematics
B.A., Boston University
M.S., University of Southern California

Hollingshead, Kim E. 2004

Associate Professor of Nursing
B.S.N. California State University, Northridge
M.S.N. California State University,
Dominguez Hills

Hoyer, Pavla 1995

Professor of Biology
B.A., M.A. California State University,
Long Beach

Hu, Yih-Mei 2010

Assistant Professor of Music
M.M., Eastman School of Music
M.A., Eastman School of Music
D.M.A., Eastman School of Music

Huang, Songqiao Sara 1996

Professor of Biology
B.S., Capital Normal University, China
M.S., Appalachian State University,
North Carolina

Hubbard, Reginald S. 1996

Professor of English as a Second Language
B.A., Boston University
M.S., University of Southern California
M.S., Kenington University

Hunter, Patrick B. 2010

Assistant Professor of English
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge

Huynh, Phung S. 2010

Associate Professor of Art
B.F.A., Art Center College of Design
M.F.A., New York University

Iyer, Kalavathi K. 1988

Professor of Mathematics
B.Sc. Gujarat University of India
M.Sc. University of Jabalpur, India
M.S., University of Southern California

Jennings, Annette H. 1989

*Professor of Computer Applications & Office
Technologies*
B.A., University of Utah
M.Ed., University of Utah

FACULTY, continued

- Johnson, Charles S. 1985**
Professor of Mathematics
B.A., M.S., California State University,
Los Angeles
- Johnson, Christopher 1989**
Assistant Professor of Physical Education
B.A., M.A., California State University,
Northridge
- Julian, Michael J. 1997**
Instructor in Music
Diploma, Grove School of Music
- Kahn, Richard N., 2000**
Associate Professor of Music
B.A., Washburn University
M.A., California State University, Los Angeles
- Kawai, John K. 2010**
Assistant Professor of Mathematics
B.S., University of California, Los Angeles
M.S., California State University, Los Angeles
Ph.D., University of Utah
- Kent, Devvie Schneider 1989**
Professor of Computer Science
B.A., University of California, Los Angeles
M.S., California State University, Northridge
- Kent, Jeffrey A. 1999**
Professor of Computer Science
B.S., University of California, Los Angeles
J.D., Loyola Law School
- Knorr, Zachary D. 2009**
Assistant Professor of Philosophy
B.A., Willamette University, Salem, OR
M.A., University of Idaho, Moscow, ID
Ph.D., University of California, Riverside
- Kovnat, Gary D. 2000**
Professor of Biology
B.A., University of California, Santa Cruz
M.S., Stanford University
Ph.D., Claremont Graduate University
- Kurz, Meredith J. 2001**
Professor of English
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge
- LaCarra, Robert D., 2000**
Instructor in Psychology
B.A., Loyola Marymount University
M.S., Mount Saint Mary's College
M.A., California State University, Northridge
M.A.S., University of California, Irvine
Ph.D., Claremont Graduate University
- Lanoix, Tiffany R., 2007**
Associate Professor of Sociology
B.A., California State University,
Dominquez Hills
M.A., University of California, Irvine
- Leonard, Meredith L. 2005**
Associate Professor of Environmental Science
B.A., University of California, Los Angeles
M.A., California State University, Northridge
- Lewis, Ian D. 1996**
Professor of Music
ARCM, London, England
B.A. (Hons), University of York, England
P.G.C.E., University of Cambridge, England
M.A., California State University, Northridge
- Lewis, Michelle V. 2005**
Associate Professor of History
B.A. University of California, Los Angeles
M.A. University of California, Riverside
- Liang, Shui-Tain Chen, 1999**
Professor of Mathematics
B.Ed., National Taiwan Normal University
M.S., Lamar University
Ph.D., University of Houston
- Littig, Adam H., 2010**
Assistant Professor of Mathematics
B.S., University of California, Irvine
M.A., University of California, Los Angeles
M.B.A., Santa Clara University
- Lopez, Peter 1997**
Associate Professor of Chicano Studies
B.A., Loyola Marymount University
M.A., California State University, Los Angeles
- Lubow, Dana N., 1999**
Professor of Library Science
M.L.S., University of Oregon
B.A., University of California, Berkeley
M.A., California State Polytechnic University,
Pomona
- Lyons, Roderick J. 2000**
Professor of Journalism
A.A., Cypress College
M.S., California State University, Long Beach
- Mallas, David C. 2008**
Assistant Professor of Adapted Physical Education
B.A., California State University Chico
M. ed., Azusa Pacific University
- Maltese, Adrienne M. 1992**
Professor of Nursing
A.A., Kingsborough Community College,
New York
B.S.N., Hunter College
M.N., University of California, Los Angeles
- Marriott, Douglas C. 2011**
Assistant Professor of Co-op Ed
B.A., University of Washington
M.A., Chapman University, Orange CA
- Martinez, Anita 2002**
Associate Professor of Counseling
A.A., Santa Monica College
B.A., California State University, Northridge
M.S., California State University, Northridge
- McMillan, James M. 2004**
Assistant Professor in Physical Education
A.A., Santa Ana Community College
B.A., Pepperdine University
M.A., Azusa Pacific University
- Melkonian, Sheyda 2010**
*Associate Professor of
Learning Disability Specialist*
B.A., University of CA, Irvine
M.A., Ph.D., Alliant International University
(CSPP)
- Melody, Patty E. 2001**
Professor of Physical Education
B.A., California State University, Northridge
M.A., California State University, Northridge
- Merrill, Dominique L., 1999**
Professor of French
B.A., M.A., University of California,
Los Angeles
- Miller, Joshua E. 2002**
Associate Professor of Speech-Forensics
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles
M.A., California State University, Los Angeles
- Milligan, John A. 1996**
Professor of Chemistry
B.S., University of Illinois
M.S., Ph.D., University of California,
Los Angeles
- Mintz, Jessica L. 2001**
Professor of English
B.A., University of California, Los Angeles
M.A., California State University, Northridge
- Miyasaki, June 2005**
Associate Professor of French
B.A., University of California, Berkeley
M.A., Middlebury College, Middleburg, VT
and Paris, France
Ph.D. University of Wisconsin, Madison, WI
- Moore, Rod 1988**
Associate Professor of English
B.A., University of California Berkeley
M.A., University of California, Davis
M.A., University of Southern California
- Morris, Keidra 2009**
Associate Professor of African American Studies
B.A., University of California, Los Angeles
M.A., Ph.D., University of California,
Los Angeles
- Morrison, Gregory S. 2004**
Associate Professor of Respiratory Therapy
A.S, Pierce College
B.S., California State University, Northridge
- Mossler, Ronald A., 1999**
Professor of Psychology
B.A., University of California, Los Angeles
M.A., California State University, Northridge
Ph.D., University of California, Los Angeles
- Mossman, Thomas L. 1977**
Instructor in Art
B.F.A., Kent State University
M.A., California State University,
Los Angeles
- Murray, Rick F. 2009**
Associate Professor of History
A.A., Moorpark College
B.A., University of California, Los Angeles
M.A., California State University, Northridge
- Mushegyan, Anaid 2001**
Associate Professor of Counseling
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.S., California State University, Northridge
Ed.D., Alliant International University

FACULTY, continued

- Nakamura, Lawrence T. 1996**
Professor of Microbiology
 B.S., M.S., Colorado State University
 Ph.D., University of California, Los Angeles
- Nastasia, Gail M. 1996**
Associate Professor of Broadcasting
 A.A., Los Angeles Valley College
 B.A., California State University, Los Angeles
- Natian, Albert 1987**
Professor of Mathematics
 Two B.Ss, M.S., Northern Illinois University
 M.S., University of Southern California
 M.S., California State University, Northridge
- Ng, Minna 2012**
Assistant Professor of Psychology
 A.A.S., Kingsborough Community College,
 Brooklyn, NY
 B.S., City College, New York
 M.A., University of California, San Diego
 Ph.D., University of California, San Diego
- Nova, Christian P., 2005**
Associate Professor of Music
 B.A., Pomona College
 M.F.A., University of California, Los Angeles
 D.M.A., University of California, Los Angeles
- Nuyda, Hermel C. 2011**
Assistant Professor of Nursing
 A.A., Los Angeles Valley College
 B.S.N., University of Phoenix, Pasadena
 California
 M.S.N.Ed., University of Phoenix, Pasadena
 California
- O'Regan, Anthony 2000**
Associate Professor of Political Science
 B.A., University of California, Los Angeles
 M.A., University of California, Santa Barbara
 Ph.D., University of California, Santa Barbara
- Ogawa, Ann H. 1988**
Professor of Counseling
 B.S., California State University, Northridge
 M.S., Mount St. Marys College
- Olivares-Luera, Alma 1997**
Professor of Counseling
 B.A., University of California, Los Angeles
 M.S., California State University, Northridge
- Paget, Glen J. 1985**
Professor of Mathematics
 A.A., Los Angeles Valley College
 B.A., M.A., University of California,
 Los Angeles
- Pallotti, Christopher 2010**
Assistant Professor of Philosophy
 M.A., California State University,
 Los Angeles
 M.A., Duquesne University
- Palmer, Patricia B. 2010**
Assistant Professor of Dev. Com.
 B.A., State University of New York
 M.B.A., New York University
 M.A., Teachers College Columbia University
- Pierce, Susan 1989**
Professor of English
 A.A., Los Angeles Valley College
 B.A., M.A., University of California,
 Los Angeles
 M.A., California State University, Northridge
- Pearson, Cheryl 2012**
Assistant Respiratory Therapy
 B.S., Indiana University of Pennsylvania
 M.A., University of California, Riverside
- Placencia, Nathan 2010**
Assistant Professor of Philosophy
 M.A., Westminster Seminary
 M.A., University of California, Riverside
 Ph.D., University of California, Riverside
- Polasek, Lynn 1989**
Professor of Microbiology
 B.A., California State University, Northridge
 M.T. (ASCP), St. Johns Hospital and Health
 Center
 M.A., University of California, Los Angeles
- Prante, Tyler C. 2010**
Assistant Professor of Economics
 B.A., San Diego State University
 M.A., University of New Mexico,
 Albuquerque
 Ph.D., University of New Mexico,
 Albuquerque
- Puthiakunnel, Preethamol J., 2012**
Instructor of Nursing
 B.S.C., R.A.K. College of Nursing, New
 Delhi, India
 M.N., R.A.K., College of Nursing, New Delhi,
 India
- Pyles, Cathy 2004**
Associate Professor of Theater
 B.F.A., West Virginia University
 M.F.A., University of Minnesota
- Quilici, Amadeo W. 2009**
Assistant Professor Continuing Education
 A.A., Butte Community College
 B.A., University of California, Santa Barbara
 M.F.A., Mills College, Oakland, Ca
 T.E.S.L., California State University,
 Northridge
- Raskoff, Sally A. 2002**
Professor of Sociology
 B.A., California State University, Northridge
 M.A., California State University, Northridge
 Graduate Certificate, University of Southern
 California
 Ph.D., University of Southern California
- Read, Jennifer L., 2012**
Assistant Professor of Theatre Arts
 B.A., University of California, Santa Barbara,
 California
 M.F.A., Florida State University, Tallahassee,
 Florida
- Reed, Reginald K. 1996**
Professor of Counseling
 B.A., University of California, Riverside
 M.A., Point Loma College
- Roberts, Neil C. 2002**
Associate Professor of Counseling
 B.A., California State University, Northridge
 M.S., California State University, Northridge
- Rodriguez, Arantzanu 1997**
Professor of Cinema Arts
 B.A., Universidad Complutense, Madrid
 M.F.A., University of California, Los Angeles
- Rodriquez, Sylvia H. 2001**
Associate Professor of Counseling
 B.A., University of Houston
 M.A., Texas Southern University
- Romero, Joyce I. 2012**
Assistant Professor of Counseling
 B.A., California State University, Northridge
 M.S., California State University, Northridge
- Ross, Josephine, 1995**
Professor of Nursing
 A.A., El Camino College
 B.S.N., California State University,
 Long Beach
 M.N., University of California, Los Angeles
- Rosow, LaVergne, D., 1999**
Professor of English
 A.A., Orange Coast College
 B.A., Chapman University
 M.A., California State University, Long Beach
 M.S. TESL, University of Southern California
 Ed.D., University of Southern California
- Sandoval, Miguel A., 2012**
Assistant Professor of Counseling
 A.A., Los Angeles Valley College
 B.A., University of California, Los Angeles
 M.S., California State University, Northridge
- Sarkisyan, Margaret 2013**
Assistant Professor of Counseling Counselor
 A.A., Los Angeles City College
 B.A., M.A., California State University,
 Northridge
- Scott, Eugene S. 2001**
Associate Professor of Anthropology
 B.A. University of LaVerne
 M.A., California State University, Fullerton
- Scott, Laura 2010**
Assistant Professor of Sociology
 B.A., University of California, Los Angeles
 M.A., California State University, Northridge
- Sefiani, Sako 1998**
*Instructor in Computer Science Information
 Technology*
 B.S., University of Wisconsin
 M.S., Azusa Pacific University
- Shin, Luzviminda V. 1989**
Professor of Mathematics
 B.S., Philippine Normal College
 Ph.D., Ateneo de Manila University
- Sims, James A. 2002**
Professor of Physical Education
 A.A., American River College
 B.A., Azusa-Pacific University
 M.S., California State University,
 Dominguez Hills
- Sioukas, Anastasios V. 2005**
Associate Professor of Business Administration
 B.S. Aristotle University of Thessaloniki,
 Greece
 M.S. University of California, Berkeley
 Ph.D. University of Southern California

FACULTY, continued

Smith, Duane W. 2001

Associate Professor of Speech
A.A., Los Angeles Valley College
B.S., Northern Arizona University
M.A., California State University,
Los Angeles

Southgate, Darby 2010

Assistant Professor of Sociology
B.A., California State University, Long Beach
M.A., California State University,
Dominguez Hills
Ph.D., Ohio State University

Stein, Rebecca L. 2001

Professor of Anthropology
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Stoneham, Cheryl A. 2001

Professor of English as a Second Language
B.A., Scripps College
M.A., California State University, Northridge

Sumnik-Levins, Eugenia 1989

Professor of Art
B.A., Oakland University, Rochester,
Michigan
M.A., University of California, Los Angeles

Sutcliffe, Teresa V., 1999

Professor of Mathematics
B.A., M.A., Ph.D., University of the
Philippines

Swelstad, Eric J. 2001

Professor of Media Arts
B.A., Ohio State University
M.A., Ohio State University

Tejeda-May, Katherine M. 2002

Associate Professor of Counseling
A.A., Los Angeles Valley College
B.A., Cal State University of Northridge
M.S., Cal State University of Northridge

Thornock, Roana M. 2010

Assistant Professor of Speech
M.A., University of Denver

Trombetta, Giovanni N. 1989

Professor of Italian
B.A., Assumption College, Worcester, MA
M.A., University of California, Los Angeles

Trombley, Cherine M. 2000

Associate Professor of Psychology
B.A., California State University, Long Beach
Ph.D., California Graduate Institution

Uzunyan, Eliza 2008

Assistant Professor of SSD
B.S., California State University, Los Angeles
M.S., California State University, Los Angeles

Vivian, Michael D. 1976

Professor of Sociology
A.A., Los Angeles Valley College
B.A., California State University,
San Francisco
M.A., University of California, Los Angeles
C.Phil., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Vo, Susan H. 2009

Associate Professor of Mathematics
B.SC., National University of Singapore
M.SC., California State University,
Northridge

Waddell, Joanne S. 1979

Professor of Physical Education
B.A., University of California, Santa Barbara
M.A., California State University, Long Beach

Wade, Nicholas M. 1999

Assistant Professor of Administration of Justice
A.A., Los Angeles Valley College
A.A., West Los Angeles College

Watson, Virgil E. 2006

Instructor of Physical Education
B.A., California State University Northridge
M.A., Azusa Pacific University

Wallis, William G. 1988

Professor of English
B.A., Southern Illinois University
M.A., Ph.D., University of Nebraska

Weber, Geraldine A., 2014

Instructor of Nursing Science
B.S.N., Mount Saint Mary's College
M.S.N., Azusa Pacific University

Weigand, Scott M., 2007

*Director of Writing Center, Associate Professor
of English*
B.A., California State University, Northridge
M.A., California State University, Northridge

Wright, George Anne 2001

Professor of Dance
B.F.A., California Institute of the Arts
M.A., California State University, Long Beach

Yasuda, Phyllis, J., 2000

Professor of Learning Skills
A.A., Los Angeles Mission College
B.A., University of California, Los Angeles
M.A., University of California, Northridge

Zucker, Alfred J. 1988

Professor of English
A.A., Los Angeles Valley College
A.B. (2), University of California,
Los Angeles
M.A., University of California, Los Angeles
M.A. (2), California State University,
Long Beach
M.A., California State University,
Los Angeles
Ph.D., University of California, Los Angeles



CHILD DEVELOPMENT CENTER

Gish Persi, Catherine L. 2008

Instructor, Child Development Center
B.A., Immaculate Heart College

Jones, Linda 1979

Instructor, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University, Northridge

Teplin, Terry 2004

Director, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University,
Northridge
M.A., Pacific Oaks College

ADMINISTRATORS

Berger, Sheri L. 1999

Dean, Academic Affairs
Professor of Mathematics
B.A., M.S. California State University,
Northridge

Besikof, Rudolph J. 2013

Dean, Academic Affairs
B.A., University of Colorado, Boulder
M.A., University of Colorado, Denver
Ed.D., University of California, Los Angeles

Daar, Karen L. 2012

Vice President, Academic Affairs
B.A., California State University, Northridge
M.A., University of New Mexico

di Cesare, Deborah, 2001

Dean, Academic Affairs
B.B.A., Pace University
M.A., Antioch University
Ed.D., University of LaVerne

Endrijonas, Erika A. 2014

President
B.A., California State University, Northridge
M.A., Ph.D., University of Southern
California

Fowles, Michelle R. 2008

Dean, Research & Planning
B.A., Stanford University
M.A., Princeton University

Gonzalez, Raul D. 2001

Associate Vice President, Administrative Services
A.A., Miami Dade Community College
B.B.A., Florida International University
M.P.S., St. John's University

Green, David M. 2008

Associate Dean, Services for Students with
Disabilities (formerly DSPS)
B.A., University of California, Los Angeles
M.S. Ed., University of Southern California

Manzano, Florentino 1999

Vice President, Student Services
B.A., California State University, Northridge
M.A., California State University, Northridge

Nalepa, Laurie L. 2002

Dean, Academic Affairs
B.A., University of California, Los Angeles
M.B.A., University of Southern California
Ed.D., Nova Southeastern University

Ortiz, Elizabeth 2008

Associate Dean, Student Services,
Associated Student Union (ASU) Advisor
B.S., University of Southern California
M.P.A., University of Southern California

Reed, Annie G. 1995

Associate Dean, Student Services
M.A., Pepperdine University
J.D., West Los Angeles School of Law

Rodriguez, Sherri 2001

Associate Dean, EOPS/CARE
B.A., California State University, Fullerton
Ed.D., University of California, Los Angeles

EMERITI

Akers, Kathryn R., 1965-1980

Professor of English

Alaniz, Victoria C., 1971-1985

Professor of Office Administration

Allen, Patricia, 1965-2005

Professor of Sociology

Ardavany, Juanita., 1976-2011

Professor of Business Administration

Arnot, Jack, 1988-2006

Professor of History

Attarian, George J., 1980-1999

Professor of Music

Auerbach, Milton, 1975-1985

Professor of Mathematics

Bertholdo, Robert, 1954-1985

Professor of Law

Biermann, June A., 1949-1981

Professor of Library Science

Birenbaum, Betti H., 1969-1983

Professor of Nursing

Bjornsen, Betty Kay, 1974-2009

Professor of Nursing

Blakeslee, Pat T., 1965-1991

Professor of Psychology

Blyth, Marion D., 1963-1972

Associate Professor of English

Broslawsky, Farrel., 1970-2009

Professor of History

Brotherton, Winifred G., 1970-1987

Professor of Nursing

Brown, Helen L., 1967-1975

Associate Professor of Nursing

Brown, I. Jack, 1950-1995

Professor of Accounting

Brown, Marion C., 1969-1989

Professor of Office Administration

Campbell, James L., 1955-1995

Professor of Biology

Carleo, A. Susan, 2008-2013

Professor of Family and Consumer Studies

Chookolingo, Evamarie R., 1957-1983

Professor of Chemistry

Clarke, Philip S., 1949-1995

Professor of Mathematics

Colichman, Eugene L., 1964-1983

Professor of Chemistry

Cooney, Robert L., 1965-1981

Professor of Geology

Curtis, Steven J., 1960-1987

Professor of German

Cutler, Sylvia S., 1967-1980

Professor of Nursing

Daccurso, Joseph A., 1978-2012

Professor of Cinema Arts

Davis, Doris M., 1987-1995

Associate Professor of Family and
Consumer Studies

Deutsch, Maurice N., 1955-1984

Associate Professor of Engineering

DeWitt, Eugenia B., 1966-1982

Professor of Biology

Dowlin, John L. Jr., 1965-1987

Professor of Mathematics

EMERITI, continued

- Duncan, Lydia M., 1968-1975
Instructor of Nursing
- Dunn, William C., 1965-1978
Professor of Mathematics/Counselor
- Economides, Frances C., 1950-1980
Professor of Speech
- Edler, William C., 1981-2003
Professor of Speech
- Erhardt, Rosanne H., 1969-1989
Professor of Office Administration
- Ettinger, Virginia M., 1976-2004
Professor of Respiratory Therapy
- Fay, Gordon S., 1952-1977
Associate Professor of Earth Science
- Feldman, Beverly N., 1975-1987
Professor of Child Development
- Follosco, Raymond C., 1958-1993
Professor of Physical Education
- Foster, Ellis S., 1959-1978
Professor of Engineering
- Fraser, Owen H., 1962-1989
Professor of Mathematics
- Freeman, Margaret H., 1989-2002
Professor of English
- Fujii, Gertrude S., 1966-1985
Professor of English
- Garber, Zev, 1970-2007
Professor of Jewish Studies
- Gardner, Michael A. 1974-2010
Professor of Psychology
- Gilbert, Samuel D., 1965-1987
Professor of Psychology
- Giovinazzo, Nick V., 1962-1985
Professor of Physical Education
- Glater, Julius, 1954-1991
Professor of Chemistry
- Goffredo, Samuel P., 1970-2010
Professor of Art
- Golz, Gladys, 1954-1970
Associate Professor of Nursing
- Gordon, Louis, 1954-1985
Professor of Chemistry
- Graham, Roger J., 1968-1993
Professor of Journalism
Professor of Photography
- Griner, Verda M., 1959-1989
Professor of Counseling
- Hastings, Elizabeth S., 1963-1980
Professor of Nursing
- Havenhill, Roy M., 1971-2007
Professor of Biology
- Hittleman, Martin L., 1988-2003
Professor of Mathematics
- Holdredge, Richard E., 1980-2011
Professor of Instructional Media
- Holloway, George L., 1967-1989
Professor of Mathematics
- Holton, Judith Ann Gavin, 1978-2003
Professor of Nursing
- Holtzman, Natalie F., 1989-1995
Assistant Professor of Journalism
- Honjio, Gary, 1976-2013
Professor of Kinesiology
- Hyek, James L., 1965-1989
Professor of Business Administration
- Ingram-Cotton, Brenda, 1996-2010
Professor of CAOT
- Irwin, Edward A., 1961-1984
Professor of Journalism
- Jaqua, Ida C., 1963-1984
Professor of Family and Consumer Studies
- Johnson, Ernest Y., 1949-1964
Associate Professor of Physical Education
- Johnson, Mae M., 1963-1979
Professor of Nursing
- Jorgenson, Ethel K., 1966-1982
Professor of Business Administration
- Jur, Chester, 1963-1982
Associate Professor of Electronics
- Kaspin, Solomon, 1977-1984
Professor of Physics
- King, Ruth L., 1964-1975
Associate Professor of English
- Kinstad, Conrad G., 1960-1985
Professor of History
- Klein, Henry F., 1979-2008
Professor of Art
- Kopoulos, George T., 1970-1991
Professor of Counseling,
Assistant Dean of Administration
- Kraus, Joseph, 1965-1989
Professor of German
- Kuhner, Merle L., 1962-1989
Professor of Anthropology
- Kuljian, Martha W., 1973-1985
Professor of Library Science
- Labok, Joseph A. Jr., 1959-1989
Professor of Electronics
- Lalane, Henry A., 1967-1983
Professor of Journalism
- Lane, Fredric V., 1956-1999
Professor of Mathematics
- Lash, Dorothy M., 1965-1977
Professor of Art
- Levine, Allen M. 1966-2006
Professor of Psychology
- Lundgren, Tirzah G., 1958-1978
Professor of Physical Education
- Maddox, John S., 1965-2008
Professor of History
- Maguire, Patrick D., 1965-1984
Professor of Philosophy
- Mann, Charles W., 1950-1982
Professor of Physical Education
- Mann, Myron A., 1964-1995
Professor of Physics
- Martenev, James I., 1977-2010
Professor of Speech
- Martin, Ann D., 1959-1977
Professor of Mathematics
- Marzillier, Leon F., 1971-2007
Professor of Mathematics
- Masse, Socorro O., 1970-2005
Professor of Nursing
- Mauk, E. Peter Jr., 1960-1987
Professor of Theater Arts
- May, David., 1976-2011
Professor of Library Science
- Mayers, Jackson, 1954-1982
Professor of Sociology
- Mayo, Samuel H., 1965-1995
Dean of Student Services,
Professor of History
- McCarthy, James E., 1956-1987
Professor of Philosophy
- McCurry, Spencer L., 1989-2008
Professor of Business
- McGuire, Thomas G., 1954-1981
Professor of English
- Merson, Jay R., 1962-1989
Professor of French
- Metzger, Dianna P., 1966-1979
Professor of English
- Milner, Glenn., 1973-2009
Professor of Economics
- Mohan, Richard D., 1956-1982
Professor of Library Science
- Mulkey, Roberta, 1967-1982
Associate Professor of Physical Education
- Munns, Virginia, 1959-1979
Assistant Professor of Business Admin.
- Nelligan, Don, 1968-1990
Professor of Music
- Nelson, William A., 1969-1989
Professor of Speech
- Nery, Josefina, 1961-1985
Professor of Nursing
- Nordman, Joseph B., 1950-1978
Professor of Chemistry
- Olson, Velma Jewett, 1949-1961
Counselor
- Parada, Raymond, J. 1982-2005
Professor of Psychology
- Polak-Recht, Jeanne, 1975-1998
Professor of Family & Consumer Studies
- Pollyea, Sharlene, 1972-1995
Professor of Office Administration
- Pope, Irvin A., 1971-1995
Professor of Music
- Porges, Irwin, 1961-1973
Associate Professor of English

EMERITI, continued

Potsic, George M., 1973-2008
Professor of Speech

Pottharst, Barbara, Ph.D., 1965-1993
Professor of Psychology

Pritchard, Robert L., 1967-2007
Professor of History

Raskoff, Richard M. 1963-2002
Professor of Geography

Rathbone, Rowena T., 1959-1973
Professor of Psychology

Revise, Juliette S., 1965-1977
Professor of French

Raxten, Eugene D., 1958-1982
Professor of Psychology

Reed, Dennis J., 1980-2012
Professor of Art

Rice, Joan K., 1993-2013
Professor of Nursing

Rogers, Eileen P., 1965-1984
Associate Professor of Nursing

Rosillo, Ramiro S., 1974-2006
Professor of Counseling

Ross, Martin N., 1982-1987
Professor of Electronics

Roy, Karen I., 1977-2011
Professor of Biology

Sachs, Steven M., 1989-2013
Professor of CAOT

Salazar, Carmen, 1973-2007
Professor of Spanish

Saltoun, Synthia., 1976-2011
Professor of Counseling

Saltzman, Stephen M., 1993-2004
Professor of Psychology

Saluzzi, Michael, 1974-1995
Professor of Counseling

Sampler, Georgianna, 1985-2013
Professor of Library Science

Saul, Martha S., 1969-1984
Professor of English

Shields, Nancy L., 1960-1975
Assistant Professor of English

Siever, Norman., 1968-2009
Professor of Mathematics

Sinsheimer, Frank A., 1974-2008
Professor of Health Sciences

Soper, Vera R., 1955-1976
Professor of German

Spingarn, Lawrence P., 1959-1985
Professor of English

Stark, Diedra K., 1975-2012
Professor of Physical Education

Statham, Stephen H., 1962-1987
Professor of English

Stearns, Jean E. 1989
Professor of English

Stern, Broncha S., 1967-1993
Professor of Family and Consumer Studies

Sugarman, Elien M. 1979
Professor of Computer Science

Sullivan, Kathleen., 1985-2011
Professor of Counseling

Tan, Karlyne, 1970-2003
Professor of Physical Education

Thomas, Bruce J., 1976-2011
Professor of Counseling

Thomas, George L., 1976-1981
Instructor of Administration of Justice

Tinei, Joan B., 1977-1980
Professor of Nursing

Toohy, Barbara M., 1959-1983
Professor of Library Science

Toon, Ernest R., 1955-1983
Professor of Chemistry

Valdez, Michael, 1969-1985
Professor of English

Villa, Maryamber S., 1966-1989
Professor of History

Warren, Lepaska M., 1970-1983
Professor of Philosophy

Weinman, Ernest O., 1956-1992
Professor of Chemistry

West, Harrison N., 1959-1987
Professor of English

Weyman, Charles F., 1966-1991
Professor of Political Science

Whitten, Elizabeth B., 1953-1974
Counselor

Wojcik, Gerald F., 1966-1989
Professor of English

Wood, Jan M., 1969-1986
Professor of Physical Education

Wood, Mary T., 1949-1972
Associate Professor of Secretarial Science

Zahler, Adrienne C, 1970-2006
Professor of Speech

Zentz, George H., 1955-1977
Professor of Spanish

Zuckerman, Marvin S., 1975-2002
Dean of Academic Affairs,
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Pfefferman, Richard 2002-2005
Dean of Academic Affairs

Snider, Kathleen E., 1989-2012
Professor of Nursing

Villa, Angelo S. 1950-1991
Dean of Academic Affairs
Professor of Spanish

Werner, Rita 1968-2001
Professor of English

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Business-Journalism 102d, Ext. 2364

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Basic Skills, English as a Second
Language - Noncredit, ESL Civics,
Learning Skills, Parenting, Vocational
Education

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Cooperative Education

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Astronomy, Environmental Science,
Environmental Studies, Geography,
Geology, Meteorology, Oceanography

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Ext. 5566

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Technology

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ENGLISH**SUBJECT FIELDS:**

Education, English

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Ext. 2343
Dr. Gayle L. Fornataro
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(Extended Opportunity
Programs and Services)****DIRECTOR:**

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Student Services Center 116,
Ext. 2726
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FOREIGN LANGUAGE**SUBJECT FIELDS:**

French, German, Italian, Linguistics,
Spanish

CHAIRPERSON:

Dr. June Miyasaki, Foreign
Language 105b, Ext. 2382
Dr. Rafael Arias
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HEALTH SCIENCE**SUBJECT FIELDS:**

Nursing, Nursing Science,
Respiratory Therapy

CHAIRPERSON:

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**HISTORY/HUMANITIES/
LAW/POLITICAL SCIENCE****SUBJECT FIELDS:**

History, Humanities,
Law, Political Science

CHAIRPERSON:

Ms. Michelle Lewis, Campus
Center 241, Ext. 2456
Mrs. Rose Drummond
Ms. Deanna L. Heikkinen
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ADJUNCT:

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IDEAS**(Institute for Developing
Entertainment Arts & Studies)****INSTRUCTOR SPECIAL ASSIGNMENT:**

Mr. Dan S. Watanabe
Campus Center 4, (818) 778-5569

KINESIOLOGY**SUBJECT FIELDS:**

Dance Specialties, Dance Studies,
Dance Techniques, Health,
Kinesiology, Kinesiology Athletics,
Kinesiology Major, Recreation

CHAIRPERSON:

Ms. Patty E. Melody, North Gym 5,
Ext. 2907
Mr. David Buchanan
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 Chicano Studies, Sociology

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Job Training, Ext. 2941



Glossary of Terms

Academic Probation: After attempting 12 units, a student whose cumulative grade-point-average (beginning Fall 1981) falls below 2.0 is placed on academic probation. A student whose cumulative grade-point-average falls below 2.0 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal: Removal from a student's academic record, for the purpose of computing the grade-point-average, 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 (Registration Fee Receipt) 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 and staff that admits a student and certifies his/her legal record of college work and maintains all student records.

Administration: Officials of the college who direct and supervise the activities of the institution.

Advisory: An advisory is a recommendation that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Application for Admission: A form provided by the college on which the student requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted.

Articulation Agreement: An established course agreement that enables transfer students from a community college to receive credit for their academic progress at the University of California, the California State University, and private post-secondary colleges/universities.

Assessment: Assessment is the process the college uses to evaluate skills prior to registering, which are used to recommend students to the appropriate class level in English and Math.

A.S.U.: Organization to which all enrolled students are eligible to join called the Associated Student Union.

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 a minimum of 60 semester units.

Associate Degree for Transfer (AA-T or AS-T): A degree (Associate in Arts for Transfer or Associate in Science for Transfer) intended for students who plan to complete a Bachelor's degree in a similar major at a California State University and is an organized program of study consisting of 60 semester units.

Audit: A student's attendance in a class with permission of the instructor and payment of a fee. No college credit nor grade is given.

Bachelors 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 a minimum of 120 to 130 semester units.

Catalog Rights: Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purposes of determining whether the student meets the requirements for LAVC graduation.

The continuing student may select the catalog that was in effect when the student initially enrolled at LAVC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

Certificate of Achievement: A certificate granted by a community college which recognizes a student's satisfactory completion of a state approved organized program of study.

Class Section: A group of registered students meeting to study particular courses at a defined time. Each class has a section number listed in the Schedule of Classes before the scheduled time of class meeting.

College Catalog: A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College: A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment: Enrollment in one or more classes by students still in high school.

Continuing Student: A student registering for classes who was active in the college during one of the two immediately preceding regular semesters. For example, a student registering for the fall semester is a continuing student if he or she was active in the college during the previous spring or fall semester.

Corequisite: A requirement that must be satisfied at the same time a particular course is taken.

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 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. Any student who is dismissed may petition for reinstatement, but if denied, 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-admittance at the end of that period of time.

Educational Program: A planned sequence of credit courses leading to a defined educational objective such as a Certificate or Associate Degree.

Electives: Courses which a student may choose without the restriction of a particular major program-curriculum.

Enrollment: That part of the registration process during which students select classes by section number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

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, and 6 units during the summer session.

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, and transfer; the GPA is determined by dividing the total grade points earned by the number of attempted units.

Grade Points Earned: Grade points times the number of units for a class.

Incomplete (I): The grading symbol I is recorded on the students permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the students 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 may not be repeated unless the I is removed and has been replaced by a grade of D or F. This does not apply to courses which are repeatable for additional credit.

In Progress (IP): An IP is recorded on the students 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.

Military Withdrawal (MW): This occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the last day of the fourteen week of instruction or 75% of the time the class is schedule to meet, whichever is less.

Non-Degree Applicable (NDA): Credit courses that do not apply toward a degree and are not transferable.

Non-penalty Drop Period: The first two weeks of a regular semester during which a students enrollment in a class is not recorded on the students permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

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. P is assigned for class work equivalent to a grade of C or above.

Prerequisite: A requirement that must be satisfied before enrolling in a particular course.

Progress Probation: After enrolling in 12 units a student whose total units for which a W, NC, 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, NC, or I has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.

Report Delayed (RD): This temporary administrative symbol is recorded on the students permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Registration: The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an ID card (Registration Fee Receipt). The student may enroll in open classes as part of the registration process.

Returning Student: A student who at one time attended the college and is registering for classes, but was not active in the college during the previous two semesters.

Satisfactory Completion: Completion of a course with a grade of "C" or better.

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.

Section Number: A term used interchangeably with Class Section Number; See Class Section, above.

Semester: One-half of the academic year, usually 16 weeks.

Skills Certificate: A certificate granted by a community college which recognizes a student's satisfactory completion of a locally approved organized program of study.

Student Education Plan (SEP): This is a student's written plan of courses to take in order to meet his or her educational goals.

Subject: A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.

Subject Deficiency: Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

Substandard Grade: An earned grade of "D" or "F".

Transcript: An official list of all courses taken at a college or university showing the final grade received for each course.

Transfer: Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transferable Units: College units earned through satisfactory completion of courses which have been articulated with four-year institutions.

Transfer course: 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 the courses for which a student received a grade of A, B, C, D, or F.

Units Completed: Total number of units in the courses for which a student earned credit.

Units Enrolled: Total number of units in which the student is enrolled at any point during the semester, determined by the total number of units for all courses appearing on the students transcript.

W: A grading symbol assigned to a students permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.

Withdrawal: The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

Index

A

Academic Computing 186
 Academic Dishonesty 179-180
 Academic Freedom 5
 Academic Policy 165-181
 Academic Renewal 175
 Academic and Student Support 185-186
 Academic Standards 174
 Academic Standards for Probation
 and Dismissal 174
 Accounting 50-51, 86-87
 Accreditation 1
 Adding Classes 167
 Administration of Justice 46-47, 87-88
 Administrators 214
 Admission Eligibility 6
 Advanced College Enrollment (ACE) 187
 Advanced Placement (AP)
 Exam Credit 26, 30-31, 38, 169
 African American Studies 88-89
 Alternate Text Format 193
 Alumni and Friends Association 208
 Anatomy 89
 Annual Campus Security Reports Under
 the Cleary Act 203
 Anthropology 42, 47, 89-90
 Architecture 62, 90
 Art 44, 47-48, 90-94
 Art Gallery 191
 Art History 42, 48-49
 Assessment 8-9, 191
 Associate Degree Graduation
 Requirements 2014-15 33
 Associate Degree Programs 33-81
 Associate Degrees for Transfer 41-44
 Associate Degree with a Certificate 45
 Associated Student Union 205

Astronomy 94
 ASU Membership Fee 206
 ASU Officers, Qualification for 206-207
 Athletic Eligibility 208
 Attendance 166
 Auditing Classes 167
 Awards 177-178

B

Basic Skills 160, 166
 Bequests 208
 Biology 49, 94-95
 Biology Tutor 185
 Biotechnology/Biomanufacturing 49, 95
 Bookstore 191-192
 Broadcasting 49-50, 95-97
 Bus Routes 203
 Business 50-52, 97-98
 Business Office 14-15

C

Cal Grant 194, 196-197
 California Residency Requirement 7
 California State University
 Transfer Requirements 27
 California State University, Northridge
 (CSUN) Transfer Requirements 27
 CalWORKs Program 188
 Campus Accessibility for Wheelchair
 Users 193
 Campus Construction Accessibility 193
 Campus Procedure (F-1 Visa Applicants) 8
 Campus Services 191-204
 CARE (Cooperative Agencies Resources
 for Education) 194
 Career/Transfer Center 11, 186
 Center for Career and Technical Training
 (CCaTT) 185

Certificate Programs 45
 Challenge to Prerequisite and
 Corequisite 10
 Chemistry 53, 98
 Chicano Studies 98-99
 Child Development 43, 53-55, 99-101
 Child Development Center 192
 Cinema 55-56, 101-102
 Citizenship Center 190
 Cleary Act 203
 Clubs, Campus 206
 College Advisory Committees 192
 College Colors and Symbol 205
 College Information 4
 College Level Examination Program
 (CLEP) Credit 31-32, 39-40, 170
 College Sheriff/Parking 203
 Communication Studies 42, 102-104
 Community Services 84, 187
 Competency Requirement 168
 Complaint Process 178
 Computer Applications
 Office Technology 56-58, 104-106
 Computer Science 58, 106-107
 Computing, Academic 186
 Construction Management 61
 Continuing Education 190
 Cooperative Education, General 83, 107
 Core Values 2
 Correctional Science 46
 Cost of Attendance 198-199
 Counseling and Advisement 8, 9
 Course Descriptions 86-164
 Course Families 173-174
 Course Repetition 173-174, 176-177
 Course Repetition to Improve Substandard
 Grades 176

Course Subject Abbreviations 20
 Credit for Courses Completed at
 Non-Accredited Institutions 170
 Credit By Examination 168-169
 CSU Breadth Certificate 67
 CSU GE Certification 28-29
 Cultural Competency 47

D

Dance Specialties 107-108
 Dance Studies 108-109
 Dance Techniques 109-110
 Dean's List 178
 Degrees and Credit Certificates 41-81
 Departmental Organization,
 & Adjunct Faculty 217-222
 Designated Smoking Areas 184
 Developmental Communications 111
 Disabled Student Parking 203
 Discipline Procedures 178-180
 Discrimination 10
 Dismissal 175
 District and College Policies 182-184
 Diversity Program 184
 Dropping Classes 167
 Drug-Free Environment 181

E

Early Childhood Education 43
 Earth Science 59
 Economics 59, 111-112
 Education 112
 Educational Programs 17-19
 Electronics 59-61, 112-113
 Emeriti 214-216
 Engineering 61-64, 113-114
 English 43, 64, 114-118

English As a Second Language 82, 160-162,
 195
 ESL Civics 82, 161-162
 Enrollment Fees 12, 14
 Enrollment Fee Assistance 12, 14
 Enrollment Fee Refund Policy 12
 Enrollment Priority 11
 Environmental Science 118-119
 Environmental Studies 119
 Equal Opportunity 182
 Ethnic Studies 64
 Executive Council 205
 Exemption Criteria 9
 Extended Opportunity Programs and
 Services (EOPS) 193
 Extension 84, 187

F

Faculty 209-214
 Family Educational Rights and
 Privacy Act (FERPA) 7
 Fees 12-15
 Federal Work Study Program (FWS) 198
 Final Examinations 174
 Finance 50, 52, 119
 Financial Aid 194-203
 Fire Technology 64-65, 119-120
 Foreign Language 65
 Foreign Student Admission 8
 Foundation 5, 208
 French 65, 120-121

G

GED Testing Center 188
 General Education for Associate
 Degrees 35-37
 General Information 4-5
 General Requirements
 (Financial Aid) 194-196
 General Studies 65-67

General Tutoring 185
 Geography 67, 121-122
 Geology 67, 122
 German 68, 122-123
 Glossary of Terms 223-224
 Goals 4
 Grades and Grade Changes 171-173
 Grade Grievance Procedures 178
 Grading Symbols and Definitions 172-173
 Graduation Petition 174
 Graduation Plan A 35-36
 Graduation Plan B 37
 Graduation Requirements 33
 Graphic Design 47, 62
 Grants 196-197

H

Health 123
 Health Science 68
 Health Service Fee 12-13
 Health Services Center 203-204
 Hebrew 68, 123-124
 Hebrew Studies 68
 Historical Museum 191
 History of College 4
 History Classes 124-125
 History Major 68
 Homeland Security 47
 Honors Program (TAP) 22
 Humanities 68-69, 125

I

In Memoriam 216
 Independent (Private) Universities 27
 Instructional Alternatives 84
 Instructional Materials 13
 Instructional Television (ITV) 84, 188
 Intercollegiate Athletics and Eligibility 208
 International Baccalaureate (IB)
 Degree 32, 40, 170

International Business 126
 Intersegmental General Education Transfer
 Curriculum (IGETC) 2014-15 24-25, 67
 Italian 69, 126

J

Jewish Studies 69, 126-127
 Job Resource Center 191
 Job Training Program 188
 Journalism 69-70, 127-128
 Journalism Alumni Association 208

K

Kinesiology 128-132
 Kinesiology Athletics 132-133
 Kinesiology Major 133

L

LAVC History 4
 Law 134
 Learning Skills 134
 Liberal Studies 70-71
 Library 186
 Library Science 134
 Limitations on Enrollment 166
 Limited English Proficiency 182
 Linguistics 135
 Loans 197
 Lost and Found 203

M

Machine Shop- CNC 135
 Management 51-52, 135
 Manufacturing 61-64
 Marketing 51, 135-136
 Mathematics 43, 136-139
 Math Skills Lab 185
 Matriculation/Admission and Registration
 Procedures 6-15
 Media Arts 71-72, 139-140
 Meteorology 140
 Microbiology 140

Mission 2
 Monarch Store 191-192
 Music 72-74, 140-144

N

New Student Orientation 8
 Noncredit Certificates 82
 Nondiscrimination Policy 182
 Nondiscrimination Policy Compliance
 Procedure 182
 Non-Residents 7
 Non-Resident Tuition Fee 12
 Numerical Control 144
 Nursing 74-76, 144
 Nursing Science 144-147

O

Oceanography 147
 Ombudsperson 178
 Open Enrollment 165
 Orientation 8

P

Parenting 163
 Parking, Student 14, 203
 Pass/No Pass Courses 171
 Personal Development Courses 147
 Petition for Graduation 174
 Philosophy 43, 76, 147-148
 Photography 148
 Physical Education 76, 148
 Physical Science 148-149
 Physics 44, 76, 149
 Physiology 149
 Policy on Academic Dishonesty 179-180
 Political Science 77, 150
 Prerequisites 10
 Probation 174-175
 Psychological Services 204
 Psychology 77, 150-151

Puente 188

R

Reading (See Developmental
 Communications)
 Reading Center 185-186
 Real Estate 51-52, 151-152
 Recording Devices, Use of 178
 Records and Directory Information 165
 Recreation 152
 Registration Process 11
 Repeatability 86, 173
 Repetition 176
 Residency Appeal 7
 Residency Reclassification 7
 Residency Requirements 7
 Respiratory Therapy 77-79, 152-153
 Right-To-Know Disclosure 181

S

Scholarships 198, 204
 Scholastic Honor Societies 205
 Second Associate Degree 34
 Services for Students with Disabilities
 (formerly DSPS) 193
 Service Learning Program 187
 Sexual Assault Policy 183-184
 Sexual Harassment Policy 183-184
 Smoking Policy 184
 Sociology 44, 79, 153-155
 Solar Energy Design & Management 60, 61
 Spanish 79, 155-156
 Special Programs 83, 187-190
 Speech (See Communication Studies)
 Standards of Student Conduct and
 Disciplinary Action 178-179
 Statistics 156
 Strategic Team for the Advancement and
 Retention of Students (STARS) 186
 Student Activities 205-208

Student Education Planning 9
 Student Fees 12-15
 Student Grade Grievance Procedures 178
 Student Learning Outcomes 16
 Student Records 165
 Student Representation Fee 206
 Student Success and Support Program 8
 Student's Responsibilities 9
 Student's Rights 9, 199-200
 Studio Arts 44
 Study Away Program 187
 Supervised Learning Assistance (Tutor) 163
 Supplemental Instructional Materials 166

T

Tax Credit 195, 204
 Teacher Prep 70-71
 Teletype Devices for the Deaf (TDD) 193

Theater Arts 80-81, 157-159
 Theater Arts Alumni Association 208
 Tool and Manufacturing Technology 159
 Transcripts 177
 Transfer Alliance Program (TAP)
 Honors 22
 Transfer Degrees 41-44
 Transfer Requirements 21-32
 TRiO/Student Services 189
 Tutoring 185

U

Units of Work/Study Load 165
 University of California Transfer
 Requirements 23
 University of California, Los Angeles
 (UCLA) Transfer Requirements 23
 Unlawful Discrimination 10

V

Valley College Alumni and Friends
 Association 208
 Veterans Services 189
 Vision Statement 2
 Vocational Education 82, 163-164

W

Wheelchair Accessibility 193
 When to Apply for Financial Aid 194
 Withdrawing From A Class 167
 Writing Center 185



Go to www.lavc.edu/map for campus map updates.



Los Angeles Valley College

Abbreviations of buildings used in the class schedule

A1	Admin 1	G-9
A2	Admin 2	F-9
A3	Admin 3	F-8
AHS	Allied Health & Sciences Ctr	H-4
APEC	Adapted Physical Education Ctr	H-9
ART	Art	E-14
BSC	Behavioral Sciences	E-7
B	Bungalow	E & H 2-3
BJ	Business-Journalism	F-4
CC	Campus Center	E-8
CDFC	Child Development & Family Complex	G-18
E	Engineering	D-4
EST	Emergency Services Training	F-6
FH	Field House	J-7
FL	Foreign Language	C-7
H	Humanities	D-7
LARC	Library & Academic Resource Ctr	C-11
M&O	Maintenance & Operations	H-14
MS	Math Science	E-4
MPSTD	Motion Picture Studio	C-14
M	Music	B-15
Pool	Aquatic Center	I-8
PLN	Planetarium	E-4
SSC	Student Services Center	C-5
SSA	Student Services Annex	C-5
TV STD	Krupnick Media Arts Center	B-14
TA	Theater Arts	B-13

- Access Services
- pick-up/drop off
- Designated smoking areas
- CONSTRUCTION AND SUPPORT AREAS
- Food Truck
- To Business Office

N

Academic Affairs (A1)	G-9	Counseling (SSA)	C-5	Mailroom / Faculty Mail Boxes (CC)	E-8	President's Office (A1)	G-9
Adapted PE Ctr (APEC)	H-9	Information Technology Office (CC)	E-10	Main Stage Theater (TA)	C-13	Professional Development Ctr (LARC)	C-11
Administrative Services (A3)	F-8	EOPS (SSC)	C-5	Master Calendar Office (CC)	E-8	Public Relations (A3)	F-8
Admissions and Records (SSC)	C-5	Extension Program (A3)	F-8	Media Services (LARC)	C-11	Receiving Office (M&O)	H-1
Art Gallery & Patio (ART)	E-13	Faculty Lounge (B83)	G-7	Monarch Hall & Patio (CC)	E-9	Registration / Admissions (SSC)	C-54
Assessment Ctr (SSC)	C-5	Family Resource Center (CDFC)	G-18	Monarch Square	D-10	Reprographics (CC)	E-8
ASU Offices (SSC)	C-5	Financial Aid (SSC)	C-5	Monarch Stadium	N-8	Sheri's Office (M&O)	H-14
Bookstore (CC)	E-10	Fireside Room (CC)	E-9	North Gym (NGYM)	I-9	Softball Field	H-12
Business Office	F-11	Fitness Center (FC)	H-7	Parking Lot A	B-3	South Gym	H-6
CalWORKS/GAIN (B8/B14)	F-2	Foundation Office (A3)	F-8	Parking Lot B	D-17	Student Health Center (NGM)	I-9
Career/Transfer Ctr (SSA)	C-5	Free Speech Area	D-11	Parking Lot C	E-15	Swcs to Students w/Disabilities (SSA)	C-5
CCaTT Lab (BJ)	F-4	General Tutoring (LARC)	C-11	Parking Lot D	G-16	TAP/Honors Program (SSA)	C-5
Child Development Ctr (CDFC)	H-18	Gymnastics Center (GYM CTR)	J-4	Parking Lot E	P-4	Tennis Courts	K-2
Child Development Dept (CDFC)	H-18	Historical Museum (LARC)	C-12	Parking Lot F	O-2	TRIO (SSC)	C-5
College Road North (Faculty/Staff)	A-14	Horseshoe Theater (TA)	B-13	Parking Lot G	G-2	Visitor Parking (Metered)	A-11
College Road South (Faculty/Staff)	A-8	Institutional Effectiveness (A3)	F-8	Parking Lot H (Faculty/Staff)	K-6	Walking Track	M-5
Community Services (FH)	J-7	Job Resource Center (B3)	E-2	Parking Lot I	K-3	Weight Room (WT ROOM)	K-4
Cooperative Education (B3)	E-2	Job Training Program (A3)	F-8	Payroll/Personnel (CC)	E-8	Writing Center (LARC)	C-11
Continuing Ed Noncredit (B13)	F-2	Lost & Found / Sheri's Office (M&O)	H-14	President's Conf. Rm - PCR (A2)	F-9		

2014-15 Catalog

COLLEGE DIRECTORY

Academic Affairs.....	(818) 947-2326
Admissions Office.....	(818) 947-2553
Assessment Center.....	(818) 947-2587
Bookstore.....	(818) 947-2313
Business Office.....	(818) 947-2318
Career/Transfer Center.....	(818) 947-2646
Child Development Center.....	(818) 947-2931
Community Services Program.....	(818) 947-2577 EXT. 4172
Continuing Education (Noncredit Courses).....	(818) 947-2974
Counseling Department.....	(818) 947-2546
EOPS.....	(818) 947-2432
Extension Program.....	(818) 947-2941
Financial Aid Office.....	(818) 947-2412
Job Resource Center.....	(818) 947-2334
Services for Students with Disabilities.....	(818) 947-2681
Transfer Alliance Program (TAP).....	(818) 947-2630
TRiO.....	(818) 947-2483

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