

EAST LOS ANGELES COLLEGE
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
elac@laccd.edu

elac

323.265.8662
www.elac.edu



EAST LOS ANGELES COLLEGE

1301 Avenida Cesar Chavez
 Monterey Park, California 91754-6099
 323.265.8650
 elac@laccd.edu
 www.elac.edu

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- <i>Vocational Education</i>		- <i>Meteorology</i>	
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		- <i>International Trade</i>	

ASSOCIATE DEGREE PROGRAM
 - *Anthropology*

COURSE DESCRIPTIONS
 - *Anthropology*
 - *Earth Science*
 - *Environmental Science*
 - *Geographic Information Systems*
 - *Geography*
 - *Geology*
 - *International Business*
 - *Meteorology*
 - *Oceanography*

ARCHITECTURE DEPARTMENT 113

SUBJECTS
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 - *Architecture Landscape*
 - *Architecture*
 - *Environmental Design*
 - *Transportation Planning*

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 - *Architectural Computer-Aided Design 3D Modeling*
 - *Architectural Detailing*
 - *Architectural Geographic Information Systems/Metropolitan Access Planning Systems (GIS/MAPS)*
 - *Architectural Graphics*
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 - *Architectural Interiors*
 - *Architectural Professional Practice I*
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 - *Architectural Transportation Planning*

CERTIFICATES OF ACHIEVEMENT
 - *Architectural Computer-Aided Design*
 - *Architectural Design*
 - *Architectural Drafting*
 - *Architectural Drawing*

ASSOCIATE DEGREE PROGRAMS
 - *Architectural Computer-Aided Design*
 - *Architectural Drafting*

COURSE DESCRIPTIONS
 - *Architectural Interiors*
 - *Architectural Landscape*
 - *Architecture*
 - *Environmental Design*
 - *Transportation Planning*

ART DEPARTMENT 119

SUBJECTS
 - *Animation*
 - *Art*

SKILLS CERTIFICATE
 - *Basic Graphics Technology*

CERTIFICATES OF ACHIEVEMENT
 - *Animation (Levels 1 and 2)*
 - *Arts Graphic Communication*
 - *Desktop Publishing*
 - *Multimedia (Levels 1 and 2)*

ASSOCIATE DEGREE PROGRAMS
 - *Animation*
 - *Arts Graphic Communication*
 - *Desktop Publishing*
 - *Multimedia*

COURSE DESCRIPTIONS
 - *Animation*
 - *Art*

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 - *Automotive Customer Service Management*
 - *Undercar Specialist*

CERTIFICATES OF ACHIEVEMENT
 - *Automobile Technology*
 - *Cooling Systems and Climate Control Specialist*
 - *Drivetrain Specialist*
 - *Engine Performance and Drivability*

ASSOCIATE DEGREE PROGRAM
 - *Automobile Technology*

COURSE DESCRIPTIONS
 - *Automobile Technology*

BUSINESS ADMINISTRATION DEPARTMENT 131

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 - *Business*
 - *Computer Science Information Technology*
 - *Finance*
 - *Insurance*
 - *Law*
 - *Management*
 - *Marketing*
 - *Real Estate*
 - *Supervision*

SKILLS CERTIFICATES
 - *Accounting Assistant*
 - *Advanced Accounting Specialist*
 - *Accounting Using QuickBooks Pro*
 - *Real Estate Agent*
 - *Real Estate Escrow*
 - *Real Estate Sales*
 - *Real Estate Appraisal Trainee*

CERTIFICATES OF ACHIEVEMENT
 - *Accounting*
 - *Business Management*
 - *Computer Science Information Technology - Microcomputer*
 - *Computer Science Information Technology - Programming*
 - *Insurance: Property and Casualty*
 - *Marketing*
 - *Microcomputer Programming Specialist*
 - *Real Estate Broker*

ASSOCIATE DEGREE PROGRAMS
 - *Accounting*
 - *Business Management*
 - *Computer Science Information Technology*
 - *Insurance: Property and Casualty*
 - *Marketing*
 - *Real Estate*

COURSE DESCRIPTIONS		- Office Assistant	
- Accounting		- Office Systems Specialist	
- Business		- Transcriber	
- Computer Science Information Technology		- Word Information Processor	
- Finance		ASSOCIATE DEGREE PROGRAMS	
- Insurance		- Executive Assistant	
- Law		- Legal Secretary	
- Management		- Office Systems Specialist	
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- Education		- Engineering Support	
- Family and Consumer Studies		- General Engineering	
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- Associate Teacher/Teacher - Certificate 1		SKILLS CERTIFICATE	
- Family Child Care Provider		- A+ Certification Training	
- Children With Special Needs Emphasis		CERTIFICATES OF ACHIEVEMENT	
CERTIFICATES OF ACHIEVEMENT		- Computer-Aided Drafting (CAD)	
- Teacher - Certificate 2		- Computer-Aided Drafting/Design (CADD)	
- Site Supervisor - Certificate 3		ASSOCIATE DEGREE PROGRAMS	
- Infant/Toddler Emphasis		- Computer-Aided Drafting (CAD)	
ASSOCIATE DEGREE PROGRAM		- Computer-Aided Drafting/Design (CADD)	
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- Administrative Assistant		- Reading	
- Clerical Assistant		COURSE DESCRIPTIONS	
- Customer Service Representative		- English	
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- Chinese
- French
- Italian
- Japanese
- Spanish

COURSE DESCRIPTIONS

- American Sign Language
- Chinese
- French
- Italian
- Japanese
- Spanish

JOURNALISM DEPARTMENT 182

SUBJECTS

- Journalism
- Public Relations

CERTIFICATES OF ACHIEVEMENT

- Desktop Publishing
- Journalism

ASSOCIATE DEGREE PROGRAMS

- Desktop Publishing
- Journalism

COURSE DESCRIPTIONS

- Journalism
- Public Relations

LIBRARY SCIENCE DEPARTMENT 185

COURSE DESCRIPTIONS

- Library Science

LIFE SCIENCES DEPARTMENT 186

SUBJECTS

- Anatomy
- Biology
- Electron Microscopy
- Emergency Department Assistant
- Health Information Technology
- Microbiology
- Physiology
- Respiratory Therapy

SKILLS CERTIFICATES

- Emergency Department Assistant
- Medical Assisting Program - Community Health Worker
 1. Community Agency Liaison
 2. Family Counseling
 3. Gerontology Aide
 4. Personnel Supervision

CERTIFICATES OF ACHIEVEMENT

- Biological Applications of Electron Microscopy
- Electron Microscopy Technician
- Health Information Coding Specialist
- Health Information Coding and Statistics Clerk
- Health Information Technology

- Health Information Technology

1. Health Information Clerk Typist
2. Medical Billing Assistant

- Histotechnologist

- Medical Assisting Program

Option 1: Medical Assistant

Option 2: Community Health Worker

Option 3: Medical Secretary

- Respiratory Therapy

ASSOCIATE DEGREE PROGRAMS

- Electron Microscopy Technician

- Health Information Technology

- Medical Assisting

Option 1: Medical Assistant

Option 2: Community Health Worker

Option 3: Medical Secretary

- Respiratory Therapy

- Non-Traditional Respiratory Therapy

COURSE DESCRIPTIONS

- Anatomy

- Biology

- Electron Microscopy

- Emergency Department Assistant

- Health Information Technology

- Microbiology

- Physiology

- Respiratory Therapy

MATHEMATICS DEPARTMENT 201

ASSOCIATE DEGREE PROGRAMS

- Mathematics

COURSE DESCRIPTIONS

- Mathematics

MUSIC DEPARTMENT 207

ASSOCIATE DEGREE PROGRAM

- Music

COURSE DESCRIPTIONS

- Music

NURSING DEPARTMENT 212

CERTIFICATE OF ACHIEVEMENT

- Registered Nurse (R.N). Curriculum for Licensed Vocational Nurse, 30 unit option

ASSOCIATE DEGREE PROGRAMS

- Nursing, Registered (R.N).
- Licensed Vocational Nurse to Registered Nurse

COURSE DESCRIPTIONS

- Nursing

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- Philosophy

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- Portrait Photography

CERTIFICATES OF ACHIEVEMENT	
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Basic Graphics Technology				SK	Art	119
Basic Police Academy Preparation	C				Administration of Justice	91
Basic Skills			SU		Noncredit	83
Biological Applications of Electron Microscopy	C				Life Sciences	188
Biology			SU		Life Sciences	195
Black and White Darkroom Laboratory Processing				SK	Photography	219
Broadcasting			SU		Speech and Theater Arts	246

"C" - Certificate | "DG" - Degree | "SU"- Subject | "SK" – Skills Certificate
 "AA-T/AS-T" – CSU Transfer Degree

*A minimum grade of C must be earned in every course satisfying a certificate. See the office of Admissions and Records form 'Request for Department Certificate' for additional requirements.

PROGRAM	*C	DG	SU	SK	DEPARTMENT	PAGE
Business			SU		Business Administration	138
Business Management	C	DG			Business Administration	133
Chemical Dependency Counselor	C				Psychology	237
Chemical Dependency Specialist in Criminal Justice	C				Administration of Justice/Psychology	91 & 237
Chemistry			SU		Chemistry	144
Chicano Studies		DG	SU		Chicana/o Studies	146
Child Development	C	DG	SU		Child, Family and Education Studies	150
Child Development						
- Associate Teacher/Teacher - Certificate 1				SK	Child, Family and Education Studies	150
- Teacher - Certificate 2	C				Child, Family and Education Studies	150
- Supervisor - Certificate 3	C				Child, Family and Education Studies	150
- Family Child Care Provider				SK	Child, Family and Education Studies	150
Children with Special Needs Emphasis				SK	Child, Family and Education Studies	150
Chinese			SU		Foreign Language	178
Citizenship			SU		Noncredit	83
Clerical Assistant	C				Computer Applications & Office Technologies	155
Color Printing and Processing	C				Photography	219
Community Agency Liaison				SK	Life Sciences	187
Community Health Worker	C	DG			Life Sciences	190
Community Service Officer				SK	Administration of Justice	89
Computer-Aided Drafting (CAD)	C	DG			Engineering and Technologies	163
Computer-Aided Drafting/Design (CADD)	C	DG			Engineering and Technologies	164
Computer Applications & Office Technologies			SU		Computer Applications & Office Technologies	159
Computer Information Systems	C	DG			Business Administration	133
Computer Science Information Technology		DG	SU		Business Administration	135
Computer Science Information Technology-Microcomputers	C				Business Administration	133
Computer Science Information Technology- Programming	C				Business Administration	134
Cooling Systems and Climate Control Specialist	C				Automobile Technology	128
CSU General Education Breadth	C					88
Custody Assistant Officer				SK	Administration of Justice	89
Customer Service Representative	C				Computer Applications & Office Technologies	156
Dance Specialities			SU		Physical Education	225
Dance Studies			SU		Physical Education	225
Dance Techniques			SU		Physical Education	225
Desktop Publishing	C	DG			Art, Journalism, Photography	120, 182, 219
Digital Imaging	C				Photography	220
Drivetrain Specialist	C				Automobile Technology	128
Drafting/Design, Computer-Aided (CADD)	C	DG			Engineering and Technologies	164
Earth Science			SU		Anthropology, Geography, Geology	110
Economics			SU		Social Sciences	241
Education			SU		Child, Family and Education Studies	153
Electrical Engineering			SU		Engineering and Technologies	166
Electron Microscopy			SU		Life Sciences	195
Electron Microscopy Technician	C	DG			Life Sciences	188
Electronics - Training for A+ Certification				SK	Engineering and Technologies	163
Emergency Department Assistant			SU	SK	Life Sciences	187
Emergency Medical Technician				SK	Administration of Justice	90
Engine Performance and Drivability	C				Automobile Technology	129
Engineering, Civil			SU		Engineering and Technologies	165
Engineering, Electrical Technology			SU		Engineering and Technologies	166
Engineering, General			SU		Engineering and Technologies	166
Engineering, Manufacturing and Industrial Technology			SU		Engineering and Technologies	168

PROGRAM	*C	DG	SU	SK	DEPARTMENT	PAGE
Engineering Support			SU		Engineering and Technologies	166
English			SU		English	183
English as a Second Language (ESL)			SU		Noncredit and English	83 & 174
Environmental Design			SU		Architecture	118
Environmental Science			SU		Anthropology, Geography, Geology	110
Executive Assistant	C	DG			Computer Applications & Office Technologies	156
Family and Consumer Studies			SU		Child, Family and Education Studies	153
Family Child Care Provider				SK	Child, Family and Education Studies	150
Family Counseling				SK	Life Sciences	187
Finance			SU		Business Administration	138
Fingerprint Classification				SK	Administration of Justice	90
Fire Officer				SK	Administration of Justice	90
Fire Technology		DG	SU	SK	Administration of Justice	91
Fire Technology/State Fire Marshall Core Classes	C				Administration of Justice	91
Forensic Crime Scene Investigation	C				Administration of Justice	91
French			SU		Foreign Language	178
GED (See Academic Preparation)			SU		Noncredit	82
General Studies: Arts and Humanities		DG				85
General Studies: Natural Sciences		DG				86
General Studies: Social and Behavioral Sciences		DG				86
Geographic Information Systems			SU		Anthropology, Geography, Geology	111
Geography			SU		Anthropology, Geography, Geology	111
Geology			SU		Anthropology, Geography, Geology	111
Gerontology Aide				SK	Life Sciences	188
Governmental Supervision			SU		Business Administration	143
Health			SU		Physical Education	226
Health Information Coding Specialist	C				Life Sciences	188
Health Information Coding and Statistics Clerk	C				Life Sciences	188
Health Information Technology	C	DG	SU		Life Sciences	189
Health Information Clerk Typist	C				Life Sciences	189
History			SU		Social Sciences	242
Histotechnologist	C				Life Sciences	189
Humanities			SU		English	175
IGETC	C					88
Infant/Toddler Emphasis	C				Child, Family and Education Studies	151
Insurance			SU		Business Administration	140
Insurance: Property and Casualty	C	DG			Business Administration	134
International Business			SU		Anthropology, Geography, Geology	112
International Trade	C				Anthropology, Geography, Geology	108
Internet Specialist	C				Computer Applications & Office Technologies	156
Italian			SU		Foreign Language	179
Japanese			SU		Foreign Language	180
Journalism	C	DG	SU		Journalism	182
Large Format Photography	C				Photography	220
LASD Crime Scene Investigation for Detectives				SK	Administration of Justice	90
Law			SU		Business Administration	141
Learning Skills			SU		English	176
Legal Secretary	C	DG			Computer Applications & Office Technologies	156
Liberal Studies		DG				88
Library Science			SU		Library	185
Licensed Vocational Nursing to Registered Nurse		DG			Nursing	213

PROGRAM	*C	DG	SU	SK	DEPARTMENT	PAGE
Logistics			SU	SK	Computer Applications & Office Technologies	154
Logistics Marterial Handling Certification				SK	Computer Applications & Office Technologies	154
Management			SU		Business Administration	141
Marketing	C	DG	SU		Business Administration	134
Mathematics		DG	SU		Mathematics	202
Medical Assisting						
- Option 1: Medical Assistant	C	DG			Life Sciences	190
- Option 2: Community Health Worker	C	DG			Life Sciences	190
- Option 3: Medical Secretary	C	DG			Life Sciences	190
Medical Assisting Community Health Worker						
1. Community Agency Liaison				SK	Life Sciences	187
2. Family Counseling				SK	Life Sciences	187
3. Gerontology Aide				SK	Life Sciences	188
4. Personnel Supervision				SK	Life Sciences	188
Medical Billing Assistant	C				Life Sciences	189
Medical Secretary	C	DG			Life Sciences	190
Meteorology			SU		Anthropology, Geography, Geology	112
Microbiology			SU		Life Sciences	198
Microcomputer Programming Specialist	C				Business Administration	134
Multimedia Level 1, 2	C	DG			Art	120
Music		DG	SU		Music	207
Noncredit Certificates of Completion						
- Basic Math Success					Noncredit	81
- Basic Skills Mathematics Preparation					Noncredit	81
- Basic Reading Success					Noncredit	81
- Basic Writing Success					Noncredit	82
- English as a Second Language, Level 1					Noncredit	82
- English as a Second Language, Level 2					Noncredit	82
- English as a Second Language, Level 3					Noncredit	82
- English as a Second Language, Level 4					Noncredit	82
- Foundations for Academic Success					Noncredit	82
- Job Readiness					Noncredit	82
- Job Readiness and Career Exploration					Noncredit	82
Non-Traditional Respiratory Therapy		DG			Life Sciences	194
Nursing			SU		Nursing	214
Nursing, Registered (R.N).		DG			Nursing	229
Oceanography			SU		Anthropology, Geography, Geology	112
Office Assistant	C				Computer Applications & Office Technologies	156
Office Systems Specialist	C				Computer Applications & Office Technologies	157
Patrol Operations				SK	Administration of Justice	90
Peace Officer of the State of California				SK	Administration of Justice	90
Personal Development			SU		Counseling	162
Philosophy			SU		Philosophy	217
Photography		DG	SU		Photography	221
Photography and Digital Imaging	C				Photography	220
Physical Education		DG	SU		Physical Education	224
Physical Fitness and Body Movement			SU		Physical Education	234
Physics			SU		Physics	235
Physiology			SU		Life Sciences	198
Political Science			SU		Social Sciences	243
Portrait Photography				SK	Photography	219
Programming, Computer Science	C				Business Administration	134

PROGRAM	*C	DG	SU	SK	DEPARTMENT	PAGE
Psychology			SU		Psychology	238
Public Relations			SU		Journalism	184
Public Safety Dispatcher				SK	Administration of Justice	90
Publishing, Desktop	C	DG			Art, Journalism, Photography	120, 182, 219
Reading			SU		English	176
Real Estate		DG	SU		Business Administration	136
Real Estate Agent				SK	Business Administration	132
Real Estate Appraisal Trainee				SK	Business Administration	132
Real Estate Broker	C				Business Administration	132
Real Estate Escrow				SK	Business Administration	132
Real Estate Sales				SK	Business Administration	133
Recovery Specialist				SK	Psychology	237
Registered Nurse (R.N). Curriculum for Licensed Vocational Nurse, 30 unit Option	C				Nursing	212
Respiratory Therapy	C	DG	SU		Life Sciences	190
Security Officer				SK	Administration of Justice	90
Sign Language, American			SU		Foreign Language	177
Site Supervisor - Certificate 3	C				Child, Family and Education Studies	150
Sociology			SU		Social Sciences	243
Spanish			SU		Foreign Language	180
Speech Communication			SU		Speech and Theater Arts	247
Stage Management	C				Speech and Theater Arts	245
Studio Lighting and Techniques	C				Photography	220
Supervised Learning Assistance			SU		Noncredit	84
Supervisory Training				SK	Administration of Justice	90
Teacher - Certificate 2	C				Child, Family and Education Studies	150
Technical Stage Production			SU		Speech and Theater Arts	247
Technology and Logistics Level 1				SK	Computer Applications & Office Technologies	155
Technology and Logistics Level 2				SK	Computer Applications & Office Technologies	155
Theater Arts		DG	SU		Speech and Theater Arts	246
Traffic Investigator				SK	Administration of Justice	90
Transcriber	C				Computer Applications & Office Technologies	157
Transportation Planning			SU		Architecture	118
Undercar Specialist				SK	Automobile Technology	128
Vocational Education			SU		Noncredit	84
Word Information Processor	C				Computer Applications & Office Technologies	157

How to Use this Catalog

INFORMATION SECTION

Following General Information at the beginning, this section is divided into additional information sections which are described below.

ADMISSION AND MATRICULATION - REGISTRATION INFORMATION

This contains information on the admission process, residency requirements, International Student admissions, matriculation, student fees, and enrollment policies, auditing classes, and adding and dropping classes.

STUDENT INFORMATION

This contains information on College and District regulations regarding student rights and responsibilities, discipline procedures, student grievance procedures, financial aid policies, and satisfactory academic progress by students.

STUDENT SERVICES

This contains information on the different services which are available for students. It includes office location and phone numbers where students can obtain more information.

SCHOLASTIC POLICIES

This contains information on attendance policies, prerequisites and corequisites, grading policies, scholastic awards, grade changes, repetition of courses, and credit by examination.

GRADUATION AND TRANSFER REQUIREMENTS

This section gives the procedures for students to apply for graduation and transfer, the requirements for graduation and transfer, and options for courses which must be taken to qualify for graduation and transfer.

DEPARTMENTAL LISTINGS

Course names and abbreviations are listed on page 79.

Departmental listings start on page 81 of this catalog. All listings generally follow the same format, which includes:

- (1) Department name, office and phone number of the chairperson
- (2) Subjects - Academic/Vocational areas covered by courses in the department
- (3) Faculty - Full-time and Adjunct
- (4) Educational Programs - Summary of Skills Certificates, Certificates of Achievement, Associate Degrees, and Transfer Curriculum offered by the department
- (5) Skills Certificate program details
- (6) Certificate of Achievement program details
- (7) Associate degree program details
- (8) Course descriptions - listed by subject

APPENDIX

This section lists faculty of the college with the date of their first appointment, title, and degrees along with the institutions conferring the degrees.

This section also contains a listing of emeriti faculty, a glossary, and an index.



General Information

HISTORY

CAMPUS FOUNDED

East Los Angeles Junior College was established in June 1945 by the Los Angeles City Board of Education. The College opened its doors for the fall 1945 semester in September in a wing of Garfield High School boasting 19 faculty members and 117 students, many of whom were World War II veterans.

The College quickly outgrew the borrowed high school facilities. In 1947, the Board of Education was able to purchase 82 acres of agricultural land in what was then East Los Angeles, thanks to funding from a bond issue. Two years later in January 1949, classes began at the College's present location in wooden bungalows moved to the campus from the Santa Ana Army Base. More than 1700 students enrolled that year.

An evening program that began in 1947 was expanded and offered at many locations. By 1954, the popular program offered classes at 25 different locations. The Civic Center program alone enrolled over 1,900 students that year.

In 1948 a name change was proposed. Angeles Bella Vista College, Ramona Hills College and Hillview College were considered. The following year "Junior" was dropped and the name East Los Angeles College (ELAC) was firmly established.

Permanent buildings were constructed to accommodate growing enrollment. In 1951 the stadium and auditorium were built. More classrooms, an administration building, a library, a planetarium, men's and women's gyms, a swim stadium, a theater, and an art gallery followed.

COMMUNITY SUPPORT AND ENROLLMENT GROWTH

Today's Vincent Price Art Museum began with a gift from Vincent Price—noted actor and art collector—who donated 90 pieces from his collection to establish the first "teaching art collection" in 1957. Over the years, the collection has grown to more than 8,000 pieces including works on paper, paintings and three-dimensional art work. This collection provides an extraordinary and unique resource for students to see original art firsthand to reinforce lectures in art history and art appreciation.

During the 1960s and 1970s, buildings were added to campus to house the nursing program, a new library and later the automobile technology center. Many of the original bungalows were still used as classrooms until 2007 when they were finally demolished to make way for new campus structures.

In 1969 the California State Legislature clearly defined higher education in the state and designated the (then) eight community colleges of the Los Angeles Unified School District as the Los Angeles Community College District (LACCD). A seven-member Board of Trustees was elected to govern the new district. Today, the ELAC service area, home to more than 1.5 million people, includes the communities of Alhambra, Bell, Bell Gardens, City of Commerce, Cudahy, East Los Angeles, Huntington Park, Los Angeles, Maywood, Montebello, Monterey Park, Rosemead, San Gabriel, South San Gabriel, South Gate and Vernon.

In 1972 the City of Monterey Park annexed the College and surrounding neighborhood, officially changing the main campus address. ELAC began growing, adding faculty members, programs and classes as demand for higher education increased.

During the 1984 Olympic Summer Games, ELAC hosted swimming and field hockey events, welcoming thousands of spectators to campus and increasing the international visibility of the College. Despite funding challenges that limited growth during the 1980s, ELAC continued to offer a variety of vocational and transfer programs.

CAMPUS TRANSFORMATION

During the 1990s ELAC experienced unprecedented growth and change. Enrollment grew from 13,000 to approximately 30,000 students and the number of permanent faculty almost doubled. Outreach programs were located throughout the service area for the convenience of students who could not easily travel to the main campus. In August, 1997 the full-service South Gate Educational Center was established in the southern part of the service area so that students could complete a transfer program and several career programs without attending the main campus. In 2007, a third site was opened in Rosemead to serve students in the northeastern portion of ELAC's service area.

Growth during the first decade of the 21st century was not limited to increasing enrollment. An emphasis on student-centered education and providing support that engendered student success increased ELAC's graduation numbers. Between 2000 and 2005, East Los Angeles College graduated the highest number of Latinos in California.

In 2000, two bond issues, Propositions A and A/AS, initiated by the LACCD, were approved by voters. Funding of over \$281 million allowed ELAC to begin the most ambitious building program in its history to substantially improve the College's infrastructure. In the fall of 2004, a state-of-the-art technology building opened that was started with state funds and completed with bond money. The Technology Building was the first of many buildings and improvements that are planned or under construction. By the spring of 2011, after almost a decade of planning and construction, more than 240,000 square feet of classroom, student services and administrative space were added to the College facilities. In addition to buildings, a 1,800 space parking structure was constructed to provide access to the heart of the campus. The Baum Center, located on the east side of the College's new entry plaza, was remodeled to be a comprehensive facility for administrative services complete with a five-room faculty Conference center. Across the entry plaza is the newly completed Student Services Center that houses admissions, testing, counseling and financial services under one roof to maximize student access to enrollment services.

The Visual and Performing Arts Center, a \$65 million, three-building complex located at the eastern gateway to the campus, is anchored by a 77,000 sq. ft. two-story building that is now home to the Dance, Music and Visual Arts disciplines. The Theater Department is housed separately in a two-story building that includes a traditional proscenium stage theater and a flexible black box performing space. The facility also includes workshops for costuming and stage design as well as classrooms to allow for instruction to occur simultaneously with performance preparation. The Vincent Price Art Museum, the third building in the center, is equipped with seven galleries, the Thomas

Silliman Vault for storing the collection, and a 129-seat “smart” Lecture hall to accommodate art history classes and guest lectures.

Currently, construction continues on a replacement classroom building, the renovation of the Bailey Library, a second parking structure located on the northeast corner of the campus, a Transit Mall, and modernization of the sports stadiums and playing fields. In addition, an off-campus building in nearby Corporate Center has been purchased and is undergoing renovation to serve as the Health Careers Center.

Funding from a third bond approved in 2008 will continue campus transformation into the coming decade. The South Gate Educational Center acquired a 19-acre site across the street from its current location. The new site, which is projected to open in 2015, will be developed into a campus complete with a parking structure, a new classroom building and a retrofitted space that will accommodate various student services.

On the main campus, plans for a Math and Science Building, Student Success Center, bookstore and gardens, plazas, and additional classrooms are moving towards approval and construction. With these enhancements, East Los Angeles College will be positioned to provide the highest quality education and services to its students and community for decades to come.

MISSION

COLLEGE MISSION STATEMENT

East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

This mission is fulfilled through the college’s efforts to achieve the following College Goals:

1. Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.
2. Increasing equity in successful outcomes by analyzing gaps in student achievement and using this to identify and implement effective models and programming to remedy these gaps.
3. Sustaining community-centered access, participation, and preparation that improves the college’s presence in the community, maximizes access to higher education and provides outlets for artistic, civic, cultural, scientific and social expression as well as environmental awareness.
4. Ensuring institutional effectiveness and accountability through data-driven decision-making as well as evaluation and improvement of all college programs and governance structures.

COLLEGE VISION STATEMENT

Through our emerging focus on student-centered instruction, student-centered services, and integrated learning, East Los Angeles College will be an exemplary model for student academic achievement, skill development, and artistic expression.

INSTITUTIONAL LEARNING OUTCOMES

Students who have completed their designated coursework at East Los Angeles College should expect to have gained competency in the following areas:

ACADEMIC SKILLS

CRITICAL THOUGHT

- Analyze and synthesize information
- Differentiate facts from opinion
- Draw reasoned conclusions

COMMUNICATION

- Listen critically in order to receive, interpret and respond to verbal information
- Speak coherently and appropriately for various audiences and situations
- Read with understanding
- Present ideas and information effectively for specific purposes through written statements

QUANTIFIABLE REASONING

- Compute and organize data effectively
- Use basic mathematical and graphical techniques to evaluate and present information

INFORMATION COMPETENCY AND RESEARCH

- Recognize and articulate the need for information
- Find data effectively and efficiently in a variety of sources
- Practice legal and ethical behaviors when accessing and communicating information

TECHNOLOGICAL LITERACY AND MANAGEMENT

- Identify various computer hardware systems and their basic functions
- Utilize an operating system effectively and produce documents using generic office programs such as word processing, spreadsheet and presentation software
- Use the Internet to communicate effectively through e-mail and other communication tools

PERSONAL GROWTH AND ENRICHMENT

CIVIC ENGAGEMENT

- Demonstrate an understanding of the importance of civic activism through historic and current examples
- Take responsibility to serve others in the community
- Participate knowledgeably in the democratic process

ETHICAL AND MORAL DEVELOPMENT

- Develop a sense of ethical decision making and accept responsibility for one’s own actions
- Accept responsibility for maintaining appropriate behavior in an academic setting and a mental attitude conducive to learning
- Develop and evaluate life goals

ENRICHMENT OF LIFE

- Appreciate diverse creativity in art, dance, music, theater, and literature
- Enjoy the stimulation resulting from intellectual curiosity and the acquisition of knowledge
- Manage time and resources effectively
- Develop leadership skills

CULTURAL AND GLOBAL AWARENESS**CULTURAL RESPECT AND TOLERANCE**

- Respect individual racial, ethnic, gender, and sexual orientation differences, and those with physical, mental and emotional disabilities
- Practice tolerance toward individuals from different religions, cultures and traditions, and those who express differing political views

GLOBAL AWARENESS

- Understand the necessity of sustaining a healthy global environment
- Strive to become enlightened world citizens and recognize the challenges of global competitiveness

DISTRICT PHILOSOPHY**DISTRICT MISSION & PRINCIPLES****A NEW DISTRICT MISSION**

“Changing Lives in a Changing Los Angeles”

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

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

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

DISTRICT GUIDING PRINCIPLES**ACCESS & OPPORTUNITY**

We are committed to expanding educational opportunity and access to everyone who has the desire to learn, and we welcome all students, including those from communities that have been traditionally underserved.

EXCELLENCE & INNOVATION

In all of our services and institutional activities, we strive to create a culture of excellence and innovation, and we challenge our students to meet the highest educational standards.

Student Learning & Success--All of our institutional efforts and resources are dedicated to one central purpose--the support of our students as they work toward the achievement of their academic and professional goals.

FREE INQUIRY

We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

THE POWER OF DIVERSITY

We embrace diversity as a central part of our civic and institutional identity and as a powerful element in the education and development of every individual.

COMMUNITY CONNECTION

Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

THE PROMISE OF TECHNOLOGY

Technology plays a critical role in all of our institutional operations and educational programs, and we are committed to keeping both our district systems and classrooms on the forefront of technological innovation and efficiency.

PUBLIC ACCOUNTABILITY

We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts in support of student learning and student success.

THE EAST LOS ANGELES COLLEGE FOUNDATION

The East Los Angeles College Foundation's mission is to support the college by building good will and providing financial support to ensure open access to a comprehensive learning and cultural environment for students and community members. ELAC foundation members are volunteers, sponsoring events that raise funds, building alumni relations and enhancing the reputation and capacity of the institution. The Foundation donated hours and financial support to facilitate passage of a bond that enables ELAC to construct a state-of-the-art campus that will transform the college into a dynamic, modern educational and cultural center in the coming decade.

ELAC FOUNDATION PROGRAMS

Over the years, the ELAC Foundation has played a pivotal role in college advancement by sponsoring numerous programs that benefit students.

An active fund-raising campaign supports numerous scholarship programs for ELAC students in all disciplines. An endowment fund has been created that provides continuing awards.

The Foundation also supports projects that provide cultural experiences for surrounding communities. Free performances are offered in the Ingalls Auditorium/Edison Center for the Performing Arts. Among these activities, the L.A. Philharmonic and L.A. Opera perform regularly, and the Dance Theater of Harlem, plays by the Mark Taper Forum and Alvin Ailey Dance Theater have also been offered. Support for these and many other cultural events have been provided by corporate and community sponsors such as Southern California Edison, Mervyn's, Target, California Arts Council, Tenet Health Systems and the Randolph Hearst Foundation.

The Anguiano Mural Project that graces the foyer of the Ingalls Auditorium/Edison Center for the Performing Arts was sponsored by the ELAC Foundation, which commissioned Maestro Raul Anguiano to paint the epic mural that is an autobiographical vision of the artist's distinguished career as a member of the circle of the most prominent Mexican artists of the 20th century. The masterpiece is part of the

long-standing college commitment to bring art, art education and cultural events to the East Los Angeles community.

EAST LOS ANGELES COLLEGE ALUMNI ASSOCIATION

The newly restructured ELAC Alumni Association differs from other community college and university alumni associations in offering membership not only to graduates but also to former students who attended the college but did not earn an Associate degree. The Alumni Association is an auxiliary organization of the ELAC Foundation.

The annual Alumni Association Dinner and corporate sponsors such as the Southern California Gas Company provide donations that help fund a book grant program that provides textbooks to low-income students who are unable to purchase them.

ELAC Alumni proudly count among their membership, Los Angeles City Mayor Antonio Villaraigosa, County Supervisor Gloria Molina and Los Angeles County Sheriff Leroy Baca. In addition, ELAC alumni Rosario Marin, 41st Treasurer of the United States and actor Edward James Olmos have been selected as Distinguished Alumni by the statewide Community College League of California.

EQUAL EMPLOYMENT 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. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301).

NONDISCRIMINATION POLICY

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

POLITICA DE AUSENCIA DE DISCRIMINACION

Todos los programas y eventos del Distrito de los Colegios de la Comunidad de Los Angeles se llevarán a cabo en una manera libre de discriminación en cuanto a raza, color, nacionalidad, ascendencia, religión, creencias, sexo, embarazo, estado civil, orientación sexual, edad, incapacidad física o estado como veterano.

EQUAL OPPORTUNITY POLICY COMPLIANCE PROCEDURE

Inquiries regarding insuring equal opportunity policy compliance should be directed to Ms. Maria Elena Yepes, Compliance Officer at (323) 265-8762; Disabled Student Program and Services, Grace Hernandez at (323) 265-8745 or Compliance Officer, Angelica Toledo, at (323) 267-3746. In addition, inquiries may also be directed to the District office of Diversity Programs at (213) 891-2315.

PROCEDIMIENTOS HACIA EL ACUERDO CON LA POLITICA DE ECUANIMIDAD DE OPORTUNIDAD

Preguntas sobre la política de igualdad de oportunidades en el Colegio del Este de Los Angeles, se pueden dirigir a las siguientes personas: Sra. Maria Elena Yepes, Oficial de Accion Afirmativa, ext 8762; Programa de Estudiantes Incapacitados y Servicios, Grace Hernandez al (323) 265-8745; Angelica Toledo al (323) 267-3746. Además, puede también dirigir sus preguntas a la oficina de Diversidad del Distrito, teléfono (213) 891-2315.

PROHIBITED DISCRIMINATION AND HARASSMENT

POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from Prohibited Discrimination. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

POLITICA SOBRE HOSTIGAMIENTO SEXUAL

Es la política del Distrito de los Colegios de la Comunidad de Los Angeles mantener un ambiente educativo, de trabajo y de negocio libre de avances sexuales importunos, de solicitudes de favores sexuales, de cualquier otro comportamiento verbal o físico o de comunicaciones que constituyan hostigamiento sexual. Empleados, estudiantes u otras personas actuando bajo el interés del Distrito que toman parte en el hostigamiento sexual, según se define por la política del Distrito o por reglamentos estatales y federales, serán sometidos a la disciplina, incluyendo la despedida, expulsión o terminación de contrato.

Las reglas y los procedimientos específicos para reportar cargos de hostigamiento sexual y para seguir remedios disponibles están incorporados en las Reglas de la Junta del Distrito de los Colegios de la Comunidad de Los Angeles, Capítulo XV. Copias de esta política pueden ser obtenidas del oficial de conformidad de la Política Sobre Hostigamiento Sexual, Angelica Toledo al teléfono (323) 267-3746, de la Oficina del Vice Canciller de Servicios Educativos y de la Oficina de Programas de Accion Afirmativa del Distrito. Más información puede obtenerse confidencialmente de la Oficina del Presidente y de la Oficina de Programas de Diversidad del Distrito.

ACADEMIC FREEDOM

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

PROHIBITED DISCRIMINATION

Prohibited Discrimination is defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy,

marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment, academic status, or progress;
- Submission to, or rejection of, the conduct is used as the basis for employment or academic decisions;
- Conduct has the purpose or effect of having a negative impact upon work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

RETALIATION

Retaliation against anyone who makes a complaint, refers a matter for investigation or complaint, participates in investigation of a complaint, represents or serves as an advocate for an alleged victim or alleged offender, or otherwise furthers the principles of this policy is prohibited.

FALSE ALLEGATIONS

Anyone who files a complaint pursuant to this policy in which he or she knowingly makes false allegations of fact shall also have violated this policy and be subject to applicable or appropriate disciplinary process. Complaints that a complainant has made false allegations about a violation of this policy shall be made through this policy only.

CONFIDENTIALITY

All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District.

A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs.

The Written Decision or any Settlement Agreement regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender, alleged victim or complainant.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the LACCD Board Rules, Chapter XV. Copies of the policy may be obtained from the college sexual harassment compliance officer, Angelica Toledo at (323) 267-3746, the office of the Vice Chancellor of Educational Programs and Institutional Effectiveness, and the District Diversity Programs Office.

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of the U.S. Equal Employment Opportunity Commission (EEOC) to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is

available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section.

CAMPUS SECURITY/CRIME STATISTICS

East Los Angeles College crime statistics may be viewed at www.elac.edu, clicking on “Jeanne Clery/Crime Stats”, or by contacting the college sheriff’s office (323) 265-8800.

USCIS VISA POLICY

Effective April 12, 2002, students who are admitted to the United States with or change their status to or applied for an extension of their B visa after April 12, 2002, are required to file an application with the United States Citizenship and Immigration Services (“USCIS”) to change their status to either F-1 or M-1 nonimmigrant status and the USCIS must approve the change prior to pursuing a course of study at any college in the Los Angeles Community College District. Students with B visas issued before April 12, 2002 may attend classes as long as they have filed an application with USCIS to change their status to either F-1 or M-1 nonimmigrant status.

STUDENT RIGHT-TO-KNOW DISCLOSURE

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the Los Angeles Community College District and East Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 2006, 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 below. These rates do not represent the success rates of the entire student population at East Los Angeles College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 19.12% attained a certificate, degree, or became “transfer-prepared” during a three-year period (Fall 2006 to Spring 2009). Students who are “transfer-prepared” have completed 60 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 8.15% transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five-semester period (Spring 2007 to Spring 2009).

More information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges “Student Right-To-Know Rates Information Clearinghouse Website” located at <http://srnk.cccco.edu>.

The U.S. Department of Education requires institutions to report certain information about students who enrolled in Title IV-eligible educational programs that lead to “gainful employment” in a recognized occupation. This information, which includes East Los Angeles College’s graduation rates, the median debt of students who completed the program, and other important information, can be found on the college’s website at <http://www.elac.edu/academic/gainfulemployment.htm>.

REGISTRATION INFORMATION

ACADEMIC YEAR

The academic year is divided into four sessions: fall semester, extending from September through December; winter session, from January through the first week in February; spring semester, from February

through June; and summer sessions, from approximately mid-June through mid-August.

DAYS, EVENINGS, AND WEEKENDS

Classes are taught from 7 a.m. to 10 p.m., Monday through Friday, as well as on Saturday mornings. Students may enroll concurrently at East Los Angeles College in both day and evening classes.

SUMMER AND WINTER SESSIONS

East Los Angeles College offers multiple five-week sessions during the summer months and a five-week winter session in January. Summer and Winter Sessions courses are condensed and cover the same material as a full semester. Courses are taught Monday-Thursday and allow students to accelerate the educational program through a full year of study.

ADMISSION ELIGIBILITY

GENERAL ELIGIBILITY

Any high school graduate or the recipient of a Certificate of Proficiency awarded by the State Board of Education or any other person over 18 years of age who is capable of profiting from the instruction offered is eligible for admission to East Los Angeles College.

ADMISSION OF K - 12TH GRADE STUDENTS

East Los Angeles College may admit elementary and secondary school students of grades K-12 as special part-time students or special full-time students. The students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college. Special part-time students or special full-time students must submit a supplementary application for each semester or summer session in which they wish to enroll, and students may only enroll in those courses specifically approved by the college for that term.

A parent or guardian of a pupil who is not enrolled in a public school may directly petition the college to authorize attendance as a special part-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college.

Students admitted continue in their attendance at their school of origin for the minimum school day. Students will receive regular college credit for any course successfully completed at the level determined appropriate by the school district and the community college governing board. A special part-time student may enroll in up to 11 units per semester.

ADMISSIONS PROCEDURES

Part-Time Student: To be considered for admittance as a *Special Part-Time Student*, the student must meet the eligibility standards as established by the Los Angeles Community College Board Rule 8100.01. Admission is subject to seat availability. The student must submit:

- (1) District Application for Admission;
- (2) written and signed parental or guardian consent;
- (3) written and signed approval of his or her principal*;
- (4) demonstration that the student is capable of profiting from instruction; and
- (5) Form YS-1 “Supplemental Application for Admission by a Student in Grades K-12.”

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

Full-Time Student: To be considered for admittance as a *Special Full-Time Student*, the student must meet the eligibility standards as established by the Los Angeles Community College Board Rule 8100.04. Admission is subject to seat availability. The student must submit:

- (1) District Application for Admission;
- (2) written and signed parental or guardian consent;
- (3) written and signed acknowledgment of his or her principal*;
- (4) demonstration that the student is capable of profiting from instruction;
- (5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
- (6) written approval of the governing board of the school district of attendance.

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

Summer Session: To be considered for admittance as a *Special Summer Session Student*, the student must meet the eligibility standards of the Los Angeles Community College Board Rule 8100.02. The student must submit:

- (1) written and signed parental or guardian consent;
- (2) written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance*;
- (3) demonstration that the student has adequate preparation in the disciplines to be studied; and
- (4) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

**Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.*

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

DETERMINATION: All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

- (1) a review of the material submitted by the student;
- (2) meeting with the student and his or her parent or guardian;
- (3) consultation with the Chief Student Services Officer;
- (4) consultation with the faculty;
- (5) consultation with counseling staff;

(6) consideration of the welfare and safety of the student and others; and/or

(7) consideration of local, State and/or Federal laws.

The college's Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college, except in the case of highly gifted and talented pupils.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school's principal or designee, indicating that he or she concurs with the parent's opinion that the student can benefit from these college-level courses. The committee will review the petition and determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:

- (1) a review of the materials submitted by the student;
- (2) meeting with the student and his or her parent or guardian;
- (3) consultation with counseling staff;
- (4) consideration of the welfare and safety of the student and others;
- (5) consideration of local, State and/or Federal laws;
- (6) consultation with appropriate faculty/specialists;
- (7) review of the content of the class in terms of sensitivity and possible effects on the minor;
- (8) requirements for supervision of the minor;
- (9) times the class(es) meet and the effect on the safety of the minor; and/or
- (10) consultation with campus police.

The decision of the committee shall be final, except in the case of highly gifted and talented pupils. Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

Once a decision has been made, the student, his or her parent or guardian and the school Principal shall be informed of the decision.

HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission Of Highly Gifted And Talented Students

The admission of highly gifted and talented students shall follow the same Admissions and Determination Procedures stated herein, except:

- (1) Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate

extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and Principal.

- (2) In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.

C. Appeal Procedure

- (1) Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.

- (2) Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.

- (3) In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

FEES

Enrollment fees for special part-time, K-12 students will be waived pursuant to Board Rule 8100.07 and Education Code section 76300 (f). Special Full-Time, K-12 students (i.e., students enrolled in more than 12 units) are required to pay enrollment fees. Students who are determined to be "nonresidents" of California, but who are admitted as "Special Part-Time" or "Special Full-Time" students are exempt from nonresident tuition, pursuant to Board Rule 8100.07 and 8100.09. The Los Angeles Community College District charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.



Admission and Matriculation

RESIDENCY REQUIREMENTS

CALIFORNIA RESIDENCE REQUIREMENT

A California resident is defined as one who has established both physical presence and intent to make California their permanent home, for more than a year and a day immediately preceding the opening day of instruction. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences. Intent to make California the permanent home is determined based upon acceptable evidence showing California is the student's permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States.

1. If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have combined residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.

NON-RESIDENT STATUS

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the start of the semester or who has shown conduct inconsistent with a claim for California residence or who is precluded from establishing domicile in the United States within the last 12 months. Non-residents still may attend the college subject to non-resident tuition fees as established by the District's Board of Trustees.

RESIDENCE RECLASSIFICATION

Students who have been classified non-residents may petition to be reclassified as California residents if their status has changed. The Residence Reclassification form is available in the Admissions Office and must be submitted with the appropriate documentation showing both physical presence and intent to make California their permanent home, for more than one year and one day before the start of an upcoming semester. Reclassification requests must be submitted prior to the start of the semester in which reclassification is requested to be effective.

RESIDENCE CLASSIFICATION APPEAL

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Enrollment Center. The written appeal along with supporting documents must be submitted to the college Admissions Dean. Any further appeals will be forwarded to the District Residency Appeal Officer.

AB 540 NON-RESIDENT TUITION EXEMPTION

AB 540 is a bill authored by Marco Firebaugh (D-Los Angeles), which was signed into law by the Governor on October 12, 2001. In some cases, this new legislation waives non-resident tuition for students, regardless of immigration status, who have attended and graduated from California high schools.

Students are eligible for exemptions for semesters or terms beginning on or after January 1, 2002 as long as they meet the following conditions:

1. Attended a California high school for three or more years.
2. Graduated from a California high school or earned an equivalent of a high school diploma (for example a GED or a passing score on the high school proficiency exam).
3. Signed an affidavit stating that the student meets these conditions and stating that the student has filed, or will file, an application with the United States Citizenship and Immigration Service (USCIS) to legalize his/her immigration status as soon as possible.
4. Do not currently have "nonimmigrant alien" immigration status (for example F-series student visas and B-series visitor visas).

Additional proof of residency (for example, high school transcripts or diploma) is not required unless the college has conflicting information. Otherwise, the student's signed application for admission and the affidavit requesting the exemption will be all that is required for the exemption from non-resident tuition. Also, the college is not required to explore the student's eligibility for legalization of residency status nor is the college required to monitor future changes in eligibility. AB 540 does not grant residency in California for Financial Aid or any other purpose; it only exempts eligible students from non-resident tuition fees.

OUTREACH AND RECRUITMENT

The office of Outreach and Recruitment was established to coordinate relations with East Los Angeles Colleges' surrounding schools and community. The primary function of this office is to provide information about ELAC's admission policies, student services and curriculum via presentations, workshops, visitations, and campus tours. For further information, please contact the office of Outreach and Recruitment at (323) 265-8642.

APPLICATION FOR ADMISSION

Application: Application forms are available from the Enrollment Center. Proof of social security number, photo ID and immigration/visa documents (non-U.S. citizens) are requested to complete this form.

The Los Angeles Community College District maintains a student record system that uses student identification numbers assigned by the college.

Transcripts: Official transcripts mailed directly from the last high school attended and from each college attended should be submitted at the time of application. All transcripts become the property of the college and cannot be returned to the applicant.

Transcripts are required if students wish to claim credit for prerequisites taken at other colleges. High school transcripts are required if a student wishes to use high school foreign language courses for IGETC language certification.

REGISTRATION POLICIES

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.

PROGRAM PLANNING-UNIT LIMIT

In cooperation with a counselor, students should carefully plan their academic programs. Students may enroll for a maximum of 18 units for the spring or fall semesters, and 7 units for summer or winter sessions. Students may enroll for more units with approval from a counselor. Careful planning will facilitate progress through a curriculum with maximum learning and minimum difficulty. In general, students may receive no more than 30 semester or 45 quarter units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have learning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree credit courses." Degree and non-degree applicable units are noted on student records. A student who intends to transfer to another college or university should consult the catalog of that institution. The Transfer Requirements section of this catalog gives general education requirements for the California State University, and breadth requirements for the University of California, as accurately as could be determined at the time of publication of this catalog.

REGISTRATION OPTIONS**1. IN-PERSON REGISTRATION**

In-person registration is only during the Admissions Office operating hours: Monday-Thursday, 8 a.m. – 7 p.m. Friday 8 a.m. – 4 p.m.

2. INTERNET

Any registration transaction is available 24 hours a day, seven days a week through the District website at www.laccd.edu.

3. LATE REGISTRATION

Late registration for open classes (>5 seats available) begins the first day of class and extends through Friday of the first week. Students may register up until the add deadline with the permission of the instructor. See the class schedule for registration deadlines. Students should be aware that missing the first class meeting might severely affect their chances to succeed in the course. Students entering classes late are responsible for making up missed work.

SECTION TRANSFER

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same subject.

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline (see class schedule).

LATE ADDS

It is the student's responsibility to know the add deadline for any courses they want to add once the semester has started. The add deadline is posted in the class schedule each semester. Please note short-term classes have earlier deadlines than full-term classes. A student is not properly registered for a class until he/she has submitted an Add permit to the Admissions Office for processing. Failure to submit an Add permit to Admissions by the Add deadline may result in no enrollment and hence no credit for the class. A Late Add petition may be submitted to Admissions with documentation of extenuating

circumstances for consideration. Denied Late Add petitions will result in no course credit for the class.

CANCELLATION OF CLASSES

The college reserves the right to discontinue any class with insufficient enrollment prior to the end of the second week of the class.

INTERNATIONAL STUDENT ADMISSION

East Los Angeles College welcomes students from all over the world. We invite international students to take advantage of the many opportunities the college offers, both academically and socially. With over 600 students from 30 countries, East Los Angeles College's International Student body presents many opportunities for sharing and understanding other cultures, which can be an important part of the educational process.

All applicants for F-1 status must provide the following documents:

- a) Completed International Student application
- b) English Competency; TOEFL score of 450 (CBT score 133) (IBT score 45) or higher. OR IELTS 5 OR an Official STEP Eiken 2A grade level or higher for Japanese students only
- c) Most recent three years of high school and/or college transcripts
- d) One passport-sized photo
- e) Affidavit of support
- f) Bank letter
- g) Processing fee of \$35

All documents submitted must be either originals or certified copies, and all documents must be translated into English. Upon receipt of the above mentioned, a decision is made regarding acceptance. If the application is approved, an immigration form I-20 will be issued to the candidate. Immigration regulations require that all F-1 (student) visa holders must be enrolled in a minimum of 12 units and maintain 2.0 grade-point average each semester. Failure to comply with the above will jeopardize your F-1 student visa status.

Students who are admitted to the United States with or change their status to or applied for an extension of their B visa after April 12, 2002, are required to file an application with the United States Citizenship and Immigration Services ("USCIS") to change their status to either F-1 or M-1 nonimmigrant status and the USCIS must approve the change prior to pursuing a course of study at any college in the Los Angeles Community College District. Students with B visas issued before April 12, 2002 may attend classes as long as they have filed an application with USCIS to change their status to either F-1 or M-1 nonimmigrant status.

Additional information regarding International Student admission or immigration regulations may be obtained at the International Student Office in the Enrollment Center or by telephoning (323) 265-8796/ FAX number (323) 260-8192.

MATRICULATION PROCESS

Matriculation is a process that promotes and enhances student access into the California Community Colleges. The matriculation process provides admissions, assessment, orientation, counseling, and follow up to all students enrolled in community colleges. This process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges

responsibilities of both East Los Angeles College (ELAC) and the student to attain those objectives.

EAST LOS ANGELES COLLEGE AGREES TO PROVIDE:

- An admission application process.
- Assessment of the student's Math, English and Reading skills.
- Orientation to ELAC's programs and services.
- Counseling and Advisement to develop a Student Educational Plan (SEP).
- Follow-up evaluation of each student's progress in achieving the goals of the Student Educational Plan.

THE STUDENT AGREES TO:

- Express an educational intent upon admission.
- Declare an educational goal (e.g. A.A./A.S. degree, transfer, vocational certificate) by the time 15 units are completed.
- Participate in Counseling/Advisement.
- Provide high school and/or college transcripts and other supporting documentation to assist the Counselor in making the best possible course recommendations.
- Attend class, complete assignments, and maintain progress toward an educational goal.
- Inquire about and seek support services as needed and/or as referred.
- Accept responsibility for the consequences of any educational decisions.

ADMISSIONS

Complete and return the ELAC admissions application to the Enrollment Center (Main Campus, Room E1-121), Admissions (South Gate Educational Center), or online at www.elac.edu. Submit official high school transcripts and any previous official college transcripts. Submit proof of residency.

ASSESSMENT/PLACEMENT PROCESS

The Assessment Placement Process at ELAC consists of computerized English and Math Assessment tests. Assessment Check-In Forms are made available upon submitting the ELAC admission application and online at www.elac.edu. Admission applications must be submitted prior to participating in the Assessment Placement Process. All students planning to enroll in English, Math, ESL (English as a Second Language), or Reading courses and planning to earn a Certificate, A.A./A.S. degree or higher, must participate in the Assessment Placement Process. Students will not be allowed to retest within one calendar-year from test date. Assessment placement results must indicate assessment was completed within the last two years at ELAC or any other California Community College in order to be accepted.

Assessments are offered at the Main Campus (E1-183) and South Gate Educational Center (Room 120). For more information, please call the Matriculation/Assessment Office at (323) 415-4141.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, Reading and Mathematics) by contacting Disabled Student Program and Services (E1-160) at (323) 265-8787.

ORIENTATION AND COUNSELING

After participation in the Assessment Placement Process, students are highly encouraged to participate in either a Counselor Orientation or the online Orientation found at www.elac.edu. All students are recommended to see a Counselor for course planning. Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a Counselor to develop a Student Educational Plan (SEP). All students should meet with a Counselor every semester to ensure that their SEP accurately reflects their educational goal. Students who are on academic or progress probation are referred to participate in a probation workshop. For more information, visit the Counseling Department, Main Campus (E1-127) or call (323) 265-8751 for an appointment. For the Counseling Department at the South Gate Educational Center, call (323) 357-6213.

FOLLOW-UP

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the student's academic progress. Special services are provided to students on academic or progress probation, students in basic skills courses, and students who are undecided about their educational goals. Referrals to students are made to both on- and off-campus services when appropriate.

MATRICULATION EXEMPTIONS

All students are expected to participate in the Matriculation Process of Admissions, Assessment, Orientation, Counseling, and Follow-up. However, some students may be exempted from the Assessment Placement Process if one or more of the following apply:

- The student already possesses an A.A./A.S. degree or higher from an accredited college or university in the United States.
- The student has participated in the Assessment Placement Process at another California Community College (within the last 2 years) and presents interpreted placement results from the respective college.
- The student has successfully completed an English and/or Math course from an accredited college or university in the United States.

If you meet one of these conditions, you will be exempted from the Assessment Placement Process, one part of the Matriculation Process, at the time of submitting an admission application.

STUDENT RIGHTS AND RESPONSIBILITIES

In accordance with the matriculation agreement:

- All students have the right to challenge or appeal any step in the Matriculation Process. If a student feels that the assessment, orientation, counseling, and/or any other component of the Matriculation Process is being applied in a discriminatory manner, please see the Matriculation Coordinator in E1-183.
- All students have the right to challenge any prerequisite or corequisite by the challenge deadline ("Prerequisite or Corequisite Challenge Petition" forms are available in the Enrollment Center, Admissions Office, and Counseling area). Forms must be submitted to the appropriate Department Chair.
- All students have the right to an efficient Matriculation Process.
- All students have the right to refuse any parts of the Matriculation Process. Please request a "Matriculation Refusal" form at the time of admissions in the Enrollment Center.

STUDENT FEES**ENROLLMENT FEE FOR RESIDENTS**

California residents are required to pay \$36 per unit. For example, if you take 10 units, the cost is \$360.

Note: Fees subject to change by the California legislature.

FEE FOR OUT-OF-STATE NON-RESIDENTS

U.S. Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$190 per unit plus an enrollment fee of \$36 for a total of \$226 per unit.

Note: Fees subject to change by the California legislature.

FEE FOR RESIDENTS OF A FOREIGN COUNTRY

Students with Visas which require residency in a country outside the United States are required to pay a non-resident fee of \$190 per unit plus an enrollment of \$36 per unit, for a total of \$226 per unit. In addition, students with visas are required to pay a capitol outlay fee of \$17.

Note: Fees subject to change by the California legislature.

HEALTH FEE

The Los Angeles Community College District charges a \$11.00 per semester (and a \$5.00 per Summer or Winter Session) mandatory Health Fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the Health Fee if they are eligible for religious reasons. Contact the Dean of Student Activities for religious exemption procedures.

The Los Angeles Community College District policy exempts the following students from paying the student health fee: (a) low income students, including students on financial aid and/or recipients of a Board of Governors' grant, (b) students who depend exclusively on prayer for healing in accordance with the teaching of a bonafide religious sect, (c) students who are attending classes under an approved apprenticeship training program, (d) noncredit education students, (e) students enrolled in District colleges exclusively at sites where student health services are not provided, (f) students who are enrolled District colleges exclusively through Instructional Television or distance education classes, (g) students who are enrolled in District colleges exclusively through contract education, and (h) concurrently enrolled high school students. Students exempted under the provisions of (a), (c) 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.

PARKING FEE

The parking fee is \$20.00 per semester and \$7.00 for summer or winter session. This entitles you to park in the Stadium Lot, Baseball Field, and Avalanche Roads. You may pay the parking fee and obtain the parking permit from the Fiscal Office.

ASSOCIATED STUDENT ORGANIZATION FEE

The ASU fee is \$7.00 per semester and \$3.00 for summer or winter session. This fee entitles you to participation in student organization activities and, in conjunction with paying the parking fee, it further entitles you to first come-first served parking in the ASU lot, bookstore discounts, and other discounts at local commercial establishments. The ASU sticker cannot be refunded.

SEVIS FEE

A \$25.00 non-refundable fee is added to the enrollment fee each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

INSTRUCTIONAL MATERIALS FEE

Students may be required to pay for instructional and other materials required for some courses. 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.

ENROLLMENT FEE WAIVER-BOGFW

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program (AFDC), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as defined by the State of California and classified as a California resident, the enrollment fee will be waived at the Financial Aid Office (E1-173).

FEE REFUND POLICIES**FULL-TERM COURSE FEES**

A student will receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Please note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped. For example, a student who enrolls in 3 units, then after the refund deadline drops those 3 units and adds another 3 units, will not be charged an additional fee. A student who enrolls in 3 units, then after the refund deadline drops the 3 units and adds 2 units, will not be charged for the 2 units and will not receive a refund for the difference between 3 and 2 units. *SEE SCHEDULE OF CLASSES FOR DATES ON REFUNDS.*

SHORT-TERM COURSE FEE

A student will receive a full refund up to the end of a period of time equal to approximately 10% of the total class time. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

NON-RESIDENT TUITION FEE

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. Once the class is dropped prior to the deadline date, the non-resident student must request a refund in writing (a form is provided in the Fiscal Office). All refunds for non-resident tuition will be by check and mailed to the student.

AUDITED COURSE FEE

Audited classes are not taken for college credit and cannot be dropped. No refund is given for audit courses no longer attended.

PARKING FEE

Parking in areas on campus marked "Parking by Permit Only" will be restricted to vehicles displaying a valid permit. Students who purchase a regular "Student" permit may park at the Stadium Lot, Baseball Field, and Avalanche Roads. Students who purchase an "ASU" permit may park at the Stadium Lot, Baseball Field, Avalanche Roads, and

Levels 2–6 of Parking Structure 3. The Fiscal Office is NOT responsible for parking citations given to any students parking in areas not designated as Student Parking. Please read all posted signs. Parking permits may be returned and refunded within the first four weeks of school at the Fiscal Office.

HEALTH CENTER AND ASSOCIATED STUDENT UNION FEES

Refunds for the health center are made only to students who withdraw entirely from the college by dropping all their activities units by the refund deadline of the semester, or to those students who change their classes to those that are all off campus.

Associated Student Union fees are not refundable.

STUDENT PREREQUISITE OR COREQUISITE CHALLENGE POLICY

STUDENTS WITHOUT PREREQUISITES MAY BE DROPPED FROM A COURSE BY THE INSTRUCTOR OR THE DEAN OF ADMISSIONS.

It is the student's responsibility to know and to meet any and all course prerequisites and corequisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course at East Los Angeles College will be allowed to conditionally enroll in the next sequence-level course. Failure to successfully pass the prerequisite course with a "C" or better may result in exclusion from the sequential course. Students challenging prerequisites or corequisites will be required to file proof of meeting these course requirements along with an appropriate "Challenge Form".

In keeping with requirements and provisions of Section 55003 of Title 5 and Section I.B. 1-3 of the Los Angeles Community College District Model Policy, East Los Angeles College has an established procedure by which any student who provides satisfactory evidence, may seek entry into a class according to the college's challenge process.

THE GROUNDS FOR STUDENT CHALLENGES

(ACCORDING TO SECTION 55003 OF TITLE 5)

1. Successful completion of a course similar to the one listed as the prerequisite and/or corequisite for the course in question (documentation must be provided). Such courses must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency;
2. Requirement (prerequisite or corequisite) not established by adopted LACCD process;
3. Requirement established in violation of Title 5;
4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner;
5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or corequisite is specified (documentation must be provided);
6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or corequisite course has not been made reasonably available (documentation must be provided).*

**Note: A CHALLENGE USING THIS PORTION OF SECTION 55003 WILL BE CONSIDERED VALID ONLY IF:*

1. Alternate ELAC courses to fulfill degree and/or certificate requirements are not available.
2. The student has specified an educational goal after having completed 15 units of college work with a GPA of "C" or better, and has filed an educational plan with the office of Counseling, 90 days after completing the aforementioned 15 units.
3. Any campus established prerequisite and/or limitations on enrollment for a course that involves:
 - (a) Health and safety considerations (a student must demonstrate that he or she does not pose a health threat to himself or herself or others; documentation must be provided)
 - (b) Intercollegiate competition honors students, public performance (a student is given a seat in such course based on competitive performance or judged to be most qualified); and
 - (c) Block or limited enrollment for a group (cohort) of students in specific courses or a section of a course.

FOR DEFINITIONS, SEE GLOSSARY OF TERMS (Page 250).

STUDENT PREREQUISITE OR COREQUISITE CHALLENGE PROCESS

1. A student may challenge a prerequisite or corequisite by filing a Prerequisite or Corequisite Challenge Petition. This form can be obtained from the Admissions Office.
2. The completed challenge petition and any and all appropriate documentation (e.g. transcripts, verifications of experience, etc). must be filed no later than 10 working days before a semester or session begins with the Admissions Office.
3. The challenge petition will be processed within five working days of its receipt, and the student notified accordingly.
4. If the challenge is found to be justified, and no space is available in the course at the time the challenge is filed, the student shall be permitted to enroll for the next term. Enrollment will be permitted only if space is available when the student registers for the subsequent semester or summer session.
5. Notification of the appeal decision will be sent to the student within five working days after its receipt by the office of Academic Affairs.

CREDIT FOR PREREQUISITES

STUDENTS MAY NOT CONCURRENTLY ENROLL IN AND RECEIVE CREDIT FOR AN ADVANCED COURSE AND ITS PREREQUISITES.

Students may not enroll in and receive credit for the prerequisites to an advanced course if they have previously completed the advanced course.

Violation of these conditions will result in exclusion from class and denial of course credit.

FULL-TIME DEFINITION

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters.

Minimum study loads for specific programs:

1. Veterans and veterans' dependents: 12 units.
2. Social security benefits: 12 units.
3. Foreign Students (F-1 visa): 12 units.
4. Athletes: 12 academic units.

The Veterans Administration uses the following definition for eligibility:

Full-time	12 or more units
3/4 benefits	9 through 11 units
1/2 benefits	6 through 8 units

Any change in a Veteran's status whether it be increase, decrease, or complete withdrawal should be brought to the immediate attention of the Veterans affairs clerk in the Admissions Office. The Social Security Office is given notice by the office of Admissions and Records when the status of a student receiving benefits is changed.

CONCURRENT COURSE ENROLLMENT

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

Consult with the department for additional detail. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in loss of transfer credit.

Enrolling in classes scheduled or conducted during overlapping times is not permitted.

AUDITING CLASSES

Students who have completed an application and who are authorized to register may be permitted to audit a class under the following conditions:

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

Audit permits must be submitted to Admissions Office before the Audit deadline (see class schedule).

ADDING AND DROPPING CLASSES

A student may add and drop classes between certain dates as published in the schedule of classes each semester.

REGISTRATION APPOINTMENTS

Students continuing from the prior semester will automatically receive registration materials in the mail. New and returning students are issued a Registration Appointment Card when the application for admission is approved.

Admission and registration information may be obtained by phoning (323) 265-8966.

DROPPING CLASSES AND WITHDRAWING FROM COLLEGE

The student is asked to consult with a counselor when considering withdrawing from the College. Clearance of the record in courses where equipment has been issued is required when the student separates from such classes. Individual classes may be dropped by presenting a drop card at the Admissions Office information window. Students who cease attending class or classes officially or unofficially are subject to the following regulations:

1. Dropping officially from a class or withdrawing from the College by the end of 30% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 30% of the term is completed will result in a "W" being recorded by the Admissions Office. **IT IS THE STUDENT'S RESPONSIBILITY TO DROP BEFORE THE DEADLINE DATES.** Excessive "W" grades may lead to progress dismissal.
3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the grade-point average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
4. Students seeking withdrawal from a class after the "W" deadline for extenuating circumstances must submit a petition to Admissions clearly stating the circumstances and providing documentation of such circumstances. Petitions are to be available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Dean of Admissions will review petitions. The following criteria will be applied:

Verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class.

Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, Administrative Regulation E-55.

IT IS THE STUDENT'S RESPONSIBILITY TO DROP CLASSES HE/SHE NO LONGER WISHES TO ATTEND. FAILURE TO DROP A CLASS, MAY RESULT IN FEE CHARGES, AND/OR HAVING GRADES OF "W" OR "F" LISTED ON OFFICIAL TRANSCRIPTS.

Student Information

STUDENT POLICIES

STANDARDS OF STUDENT CONDUCT AND STUDENT RIGHTS

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College Community, students should be encouraged to develop the capacity for critical judgment to engage in sustained and independent search for truth and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation.

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

Any questions concerning standards of student conduct and student rights should contact the Vice President of Student Services in E1.

BOARD RULE 9803.10

WILLFUL DISOBEDIENCE

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

BOARD RULE 9803.11

VIOLATION OF COLLEGE RULES AND REGULATIONS

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

BOARD RULE 9803.12

DISHONESTY SUCH AS CHEATING OR KNOWINGLY FURNISHING FALSE INFORMATION TO THE COLLEGES

EAST LOS ANGELES COLLEGE

POLICY ON ACADEMIC HONESTY

Approved February 28, 2006 by the Academic Senate and Vice President of Student Services.

Students, you are expected to refrain from engaging in the following behaviors:

- 1) Using, receiving, or providing unauthorized information during tests or on any written assignments.
- 2) Changing answers on assignments after work has been graded.
- 3) Using unauthorized electronic devices, such as cell phones, PDAs, electronic dictionaries, IPODs, etc.
- 4) Having another student take an examination for you or taking an examination for another student. Photo identification may be required at the first examination.
- 5) Plagiarizing or presenting someone else's work as your own.
- 6) Forging or altering registration documents, grades, or add permits.

7) Bribing or attempting to bribe an instructor or other college official for grade consideration or other special favors.

8) Violating any other standard that an instructor identifies as cheating in that particular course or subject area.

When there is evidence of academic dishonesty, the instructor may issue the student a zero or "F" on that particular assignment or test. The instructor may also initiate student discipline under LACCD BOARD RULE 91101, which may include the issuance of a verbal or written warning. Pursuant to LACCD BOARD RULE 91101.11 (a), the Vice President of Student Services will place documentation of such warnings in the student's file.

Any student concerned about the implementation of this policy should contact the office of Student Services in E1 or the Ombudsperson at ombuds@elac.edu for information where he/she will find references to the Student Grievance Procedure and the relevant Board Rules.

BOARD RULE 9803.13

UNAUTHORIZED ENTRY

Unauthorized entry to or use of the college facilities.

BOARD RULE 9803.14

COLLEGE DOCUMENTS

Forgery, alteration, or misuse of college documents, records, or identification.

BOARD RULE 9803.15

DISRUPTION OF CLASSES

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

BOARD RULE 9803.16

THEFT OF OR DAMAGE TO PROPERTY

Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

BOARD RULE 9803.17

INTERFERENCE WITH PEACE OF COLLEGE

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

BOARD RULE 9803.18

ASSAULT OR BATTERY

Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

BOARD RULE 9803.19

ALCOHOL OR DRUGS

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession

of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances" as used in this section, include but are not limited to the following drugs and narcotics:

- a. opiates, opium and opium derivatives
- b. mescaline hallucinogenic substances
- c. marijuana
- d. peyote
- e. stimulants and depressants
- f. cocaine

BOARD RULE 9803.20

LETHAL WEAPONS

Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden to all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

BOARD RULE 9803.21

DISCRIMINATORY BEHAVIOR

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination" defined as discrimination or harassment in violation of state or federal law on the basis of race, color, national origin, ancestry, religion, creed, actual or perceived ethnic group identification, sex (including gender-based sexual harassment), pregnancy, marital status, sexual orientation, age, physical or mental disability, or veteran status.

BOARD RULE 9803.22

UNLAWFUL ASSEMBLY

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

BOARD RULE 9803.23

CONSPIRING TO PERFORM ILLEGAL ACTS

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

BOARD RULE 9803.25

DISORDERLY CONDUCT

Conduct which may be considered disorderly includes: lewd or indecent attire or behavior that disrupts class or college activities; breach of the peace of the college; and aiding or inciting another person to breach the peace of college premises or functions.

BOARD RULE 9803.27

PERFORMANCE OF AN ILLEGAL ACT

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

BOARD RULE 9804

INTERFERENCE WITH CLASSES

Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community Colleges District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

BOARD RULE 9805

INTERFERENCE WITH PERFORMANCE OF DUTIES BY EMPLOYEES

Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community College or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

BOARD RULE 9805.10

ASSAULT OR ABUSE OF INSTRUCTOR

Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel, or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

BOARD RULE 9806

UNSAFE CONDUCT

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a) Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
- b) Failure to follow safety directions of District and/or College staff;
- c) Willful disregard of safety rules as adopted by the District and/or College; and/or
- d) Negligent behavior which creates an unsafe environment.

BOARD RULE 9901

COLLEGES AS NON-PUBLIC FORUMS

The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reversed to non-public forum designations by the Board of Trustees.

BOARD RULE 9902

FREE SPEECH AREAS

The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of

student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place, and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics of viewpoints expressed in Free Speech Areas.

BOARD RULE 9902.10

RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS

All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

BOARD RULE 9902.11

DISTRIBUTION OF MATERIALS

Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

- a) Such distribution shall take place only within the geographical limits of the Free Speech Area;
- b) Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;
- c) Persons distributing material shall not impede the progress of passersby into taking the proffered material.

BOARD RULE 9902.12

FORMS OF SPEECH

Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

- 1) No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;
- 2) No person using the Free Speech Area shall physically touch, strike or impede the progress of passers-by, except for incidental or accidental contact, or initiation of such contact by a passerby;
- 3) No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Student Organization or Club.

BOARD RULE 9902.13

TIME ALLOTMENTS FOR SPEECH

The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area.

The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

East Los Angeles College's rules, regulations, and related policies regarding its Free Speech Areas may be obtained from the Student Activities Office.

BOARD RULE 9903

STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA

The president of each college may designate areas outside of the Free Speech Areas where students, faculty, and staff may exercise freedom of expression subject only to reasonable time, place, and manner restrictions.

BOARD RULE 9903.10

BULLETIN BOARDS

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10

All material displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the College president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

BOARD RULE 9905

VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES

Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

BOARD RULE 91001

APPLICATION OF THIS ARTICLE TO NON-FREE SPEECH AREAS

Events and activities conducted on a college campus by students or associated student organization clubs or groups which do not take place in an area designated for student free speech by the president of the college pursuant to Article IX shall be governed by the rules set forth in this Article.

BOARD RULE 91002

PRESIDENT'S AUTHORITY TO CREATE ADDITIONAL RULES

The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article.

BOARD RULE 9903.11

POSTING AREAS

The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

BOARD RULE 9904

STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES

Student use of classrooms, rooms, buildings, facilities and grounds not designed as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

BOARD RULE 91003

FUND-RAISING EVENTS

A college or student body participating with outside organizations in non-profit fund-raising events such as membership drives, merchandising sales, book collections, or other events when the public is asked to contribute, or solicited to purchase tickets or any merchandise, shall ascertain that the organization is registered with the Secretary of State as a nonprofit corporation.

BOARD RULE 91004

SPEAKERS TO CAMPUS GROUPS

The president of each college shall establish regulations regarding the appearance of visiting speakers in accordance with the following regulations.

BOARD RULE 91004.10

GUEST LECTURERS

An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give written notice identifying the speaker to the college president or his/her designated representative.

BOARD RULE 91004.11

LECTURERS AND SPEAKERS AT STUDENT-SPONSORED FORUMS

Recognized student organizations may invite and hear persons of their own choosing, provided they give prior written notice identifying the speaker to the college president or his/her designated representative.

BOARD RULE 91004.12

NON-CENSORSHIP OF LECTURERS AND SPEAKERS

Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of

guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

BOARD RULE 91005

APPLICABILITY OF FREE SPEECH RIGHTS

All free speech rights accorded students in Article IX shall be accorded them in activities conducted under this Article; the college president shall not approve any rules relating to non-Free Speech Areas which would deny students their free speech rights were they conducting such activities in Free Speech Areas.

COPYRIGHT STATEMENT

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

DRUG AND ALCOHOL-FREE SCHOOL AND CAMPUS

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 Los Angeles Community College District.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we expect you to share in this commitment and dedication.

NO SMOKING POLICY

Smoking is permitted in only two designated smoking areas as shown on campus maps.

STUDENT DISCIPLINE PROCEDURES

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

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the office of the President, and the Vice President of Student Services in E1.

STUDENT GRIEVANCE PROCEDURES

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a

college decision or action has adversely affected his or her status, rights, and/or privileges as a student.

Administrative Regulation E-55 specifies the procedures when grades may be changed because they were given as the result of mistake, fraud, bad faith, or incompetence. Additional information is available at www.elac.edu/general/link_pages/studentlife.htm. Copies of the procedures are also available through the office of the President and the office of Student Services located in E1 or by calling 323-265-8778.

ROLE OF THE OMBUDSMAN

The President of each college appoints an Ombudsman to assist students with their grievances. This person's responsibility is to help students reach a resolution. If an informal resolution is not obtained, the Ombudsman will explain to the student the policies and procedures necessary to present a grievance to the campus' Grievance Hearing Committee. The current Ombudsman is Sonia Lopez, Dean of Student Activities who can be reached at (323) 265-8742, office at G8 119, or ombuds@elac.edu.

FAMILY EDUCATION RIGHTS AND PRIVACY

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.

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

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

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

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

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

Students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

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

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

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

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

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

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

(a) the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

(b) student employee records may be released in order to comply with collective bargaining agreements;

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

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

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

At the same time, the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the Dean of Admissions who services as the College Records Officer. The Records Officer may be contacted via the Admissions Office. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Records Officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the 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, 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. In addition, special provisions exist for release of specific categories of student directory information to College Foundations and heads of private and public institutions if certain conditions are satisfied.

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

Under federal law, the military is entitled to receive directory information for recruiting purposes. A student can refuse the release of directory information by completing a "Release of Directory Information" form and submitting it to the Admissions Office.

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.

STUDENT IDENTIFICATION NUMBERS

The Los Angeles Community College District is committed to protecting student privacy and uses data collection and storage systems to eliminate the use of social security numbers as the primary method of student identification.

FINANCIAL AID

E1-173

WHAT IS FINANCIAL AID?

Financial Aid is made available by federal and state governments and private sources in the form of grants, scholarships, employment, and loans. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the college they choose to attend. The basis for such assistance is the belief that students and their families have the primary responsibility to meet educational costs.

Financial aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To be considered for financial aid, students must meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be enrolled as a regular student in an eligible program.
- Be making satisfactory academic progress in a course of study leading to a Certificate of Achievement, A.A. or A.S. degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), Supplemental Loans to Assist Students (SLS) at any college attended.
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG).
- Be registered with Selective Service if required to do so.
- Have a valid Social Security Number (SSN).
- Must have resolved any drug conviction issues.
- File an income tax return, if required to do so.
- 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; or
- Successfully completed a two-year program (minimum 48 units) that is acceptable for full credit toward a bachelor's degree. A student may be admitted on the basis that he/she has the recognized equivalent of a high school diploma; or

- Passed an independently administered test that is approved by the Secretary of the U.S. Department of Education provided the student is at least eighteen (18) years old.
- Successfully completed six (6) degree-applicable units prior to the 2011-2012 academic year.

STUDENT STATUS

In order to complete the Free Application for Federal Student Aid (FAFSA), you will need to determine if you are a DEPENDENT or INDEPENDENT student. You are an INDEPENDENT student if you meet any one of the following criteria:

- I was born before January 1, 1988.
- I am married.
- I will be working on a master's or doctorate program (e.g., M.A., M.B.A., M.D., J.D., Ph.D, Ed.D, graduate certificate).
- I am serving on active duty in U.S. Armed Forces.
- I am a veteran of the U.S. Armed Forces.
- I have children and I provide more than half of their support.
- Since I turned 13, both of my parents were deceased.
- I was in foster care since turning age 13.
- I have dependents (other than children or my spouse) who live with me and I provide more than half of their support.
- I was a dependent or ward of the court since turning the age 13.
- I am currently or I was an emancipated minor.
- I am currently or I was in legal guardianship.
- I am homeless or I am at risk of being homeless.

If you meet one of the criteria above, complete the FAFSA with your (and your spouse, if applicable) income and asset information.

If you do NOT meet any of the criteria above, you are a Dependent student and must provide your and your parents' income and asset information on the FAFSA.

HOW TO APPLY

Prior to applying online, visit www.pin.ed.gov to obtain a Personal Identification Number (PIN) so that you may electronically sign your FAFSA. If you are a dependent student, your parent(s) may also apply for a PIN.

Students are encouraged to apply for financial aid using the FAFSA online at www.fafsa.gov. As instructed on the website, if you do not have a PIN for an electronic signature, be sure to print and mail the signature page when you transmit your application.

Paper FAFSAs are no longer available at the Financial Aid and Scholarship Office, high schools and libraries. Contact Federal Student Aid Information Center (FSAIC) at 800-4FED-AID (800-433-3243) to request a spare FAFSA.

Students applying for Federal Stafford Loans and scholarships must complete additional applications.

WHEN TO APPLY

FIRST PRIORITY DATE FOR 2011-2012:

MARCH 2, 2011 – FAFSA FIRST PRIORITY

May 1, 2011 submit all required documents to the Financial Aid and Scholarship Office.

The priority date is established to encourage early application for financial aid. Students who have missed the priority date may still apply for the remaining funds available. If in doubt, call or visit your Financial Aid and Scholarship Office. Staff members are available to answer your questions and help you complete any of the forms.

DEADLINES

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

- Free Application for Federal Student Aid (FAFSA) – paper and electronic applications will be accepted by the federal processor until June 30, 2011. Do not wait until the last minute to apply for financial aid; however, the Financial Aid and Scholarship Office must receive your application by the last date of your enrollment.

PELL GRANT DEADLINE

For Pell Grants, a valid electronically processed FAFSA must be received by the college from the U.S. Department of Education before the last date of the semester for which you are enrolled.

CAL GRANT DEADLINE

March 2, 2011 – Cal Grant A, B Entitlement and Competitive awards and Cal Grant C award.

September 2, 2011 – Second chance deadline for community colleges students to apply for Cal Grant B. Since the number of awards available in September is limited, it is best to apply by March 2, 2011.

FEDERAL STAFFORD LOAN DEADLINE

Please check with the Financial Aid and Scholarship Office.

VERIFICATION POLICY

The school must have received a valid electronically processed FAFSA from the Department of Education and verification documents from a student whose application is selected for verification before the last date of the semester for which he or she was enrolled.

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.

The Financial Aid and Scholarship Office may request additional documentation based on the information submitted on your financial aid application such as:

- Tax Returns
- Verification of Untaxed Income Benefits
- Dependent or Independent Verification Worksheet
- Other documentation as needed to verify your application or situation

ENROLLMENT FEES AND NON-RESIDENT TUITION

CALIFORNIA RESIDENT STUDENTS

The Admissions Office determines the residency status for all students. The 2011-2012 enrollment fees for a California resident is \$36 per unit*. Enrollment fees may be waived for students who are eligible for a Board of Governors Fee Waiver Program (BOGFW). Non-resident students are not eligible for BOGFW.

**Note: Fees and tuition may be subject to change.*

NON-RESIDENT STUDENTS

The tuition fee for non-resident out-of-state students is \$190.00 per unit and \$207.00 per unit for students who are from out-of-the-country. For all terms beginning on or after January 1, 2011, all nonresidents who enroll in four units or fewer shall be exempt from the non-resident tuition fee. This tuition fee is in addition to enrollment fees.

**Note: Fees and tuition may be subject to change.*

DEFERRED TUITION FOR NON-RESIDENT STUDENTS

A student on financial aid may defer payment of tuition. Keep in mind that the Federal Pell Grant and other aid may not pay the full tuition; therefore, a student is responsible to pay the remaining balance, which may be several hundred dollars depending upon the number of units taken. Tuition fees must be paid at time of registration.

ENROLLMENT AT OTHER COLLEGES

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic year period, your enrollment status will be the sum total of all units in which you are enrolled throughout the District. For financial aid programs that are limited in funding, a six (6) unit minimum enrollment is required at your home campus. Check with the Financial Aid and Scholarship Office for specific financial aid program-unit minimum enrollment requirements.

If you plan to enroll in courses outside of the Los Angeles Community College District (LACCD) and wish to have those courses count for enrollment and payment, you must complete a consortium agreement.

Please Note: Payments for courses outside of LACCD will be paid after the grades are submitted to the Financial Aid and Scholarship Office.

ITV CLASSES

Students taking ITV courses, must be enrolled in at least one (1) unit at the home school that is processing their financial aid in order to receive financial aid, provided eligibility exist. For all other programs, students must be enrolled in a minimum of six (6) units at the home school; units from other colleges may not be combined for all other programs.

Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College. Students enrolled only in ITV courses who wish to be considered for financial aid must apply to Los Angeles Mission College as the home school for financial aid purposes.

STATE FINANCIAL AID PROGRAMS

BOARD OF GOVERNORS FEE WAIVER PROGRAM (BOGFW)

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

The BOGFW is offered by the California Community Colleges. BOGFW waives the \$36 per unit enrollment fee. Applicants do not

have to be enrolled in a specific number of units or courses to receive the BOGFW. All BOG 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:

RECEIPT OF BENEFITS

At the time of enrollment, you are a recipient of benefits under the TANF/CalWorks Program, Supplemental Security Income/State Supplementary Program (SSI/SSP), or General Assistance Program (GA). Documentation proof of benefits is required.

QUALIFY BY INCOME STANDARDS

You meet the following income standards:

Number in Total Family Income 2010 Household adjusted gross income (including yourself) and/or untaxed income

FAMILY SIZE	2010 INCOME
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
5	\$38,685
6	\$44,295
7	\$44,905
8	\$55,515

Each Additional Family Member \$5,610

FEDERAL STUDENT AID APPLICANTS

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

DEPENDENT'S FEE WAIVER

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

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

CONGRESSIONAL MEDAL OF HONOR

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

SURVIVING DEPENDENTS OF TERRORIST ATTACKS 9/11/2001

You are eligible if you are a dependent of a victim of the September 11, 2001 terrorist attacks. Submit documentation from the California Compensation and Government Claims Board.

DOMESTIC PARTNERSHIP

If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for the Fee Waiver, and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

**CALIFORNIA STUDENT AID COMMISSION
(CSAC) PROGRAMS**
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, 2011. A second deadline for community college applicants is September 2, 2011, 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 deadline dates 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 and Scholarship Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

TYPES OF GRANTS AVAILABLE: ENTITLEMENT GRANTS

- Cal Grant A – provides grants funds to help pay for tuition/fees at qualifying institutions offering baccalaureate associate degree programs. If you receive a Cal Grant A but choose to attend a California community college first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- Cal Grant B – provides subsistence payments for new recipients in the amount of \$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.

LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT

The Law Enforcement Personnel Dependents (LEPD) Grant is a program administered by the California Student Aid Commission that provides grants for eligible students.

Student eligibility:

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

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

For more information and to obtain an application:

- Go to www.csac.ca.gov. Commission Programs or email specialized@csac.ca.gov for more information.
- Call the California Student Aid Commission's Specialized Program Branch at (888) 224-7268, option #3, or submit a request in writing to:

California Student Aid Commission
Specialized Programs
P.O. Box 419029
Rancho Cordova, CA 95741-9029

CHILD DEVELOPMENT GRANT PROGRAM

The Child Development Grant Program is for students who plan to teach or supervise at a licensed children's center. Selected grant recipients attending a two-year post-secondary institution are eligible to receive up to \$1,000 per academic year. The grants, renewable for an additional year, are awarded to students attending a public or private two- or four-year college in California. To learn more about this program and to apply online, visit the California Student Aid Commission website at www.csac.ca.gov, Commission Program or call (888) 224-7268 Option #3.

CALIFORNIA CHAFEE GRANT PROGRAM

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current 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 apply online, visit the Commission website at www.csac.ca.gov or call (888) 224-7268. Email your

questions to studentssupport@csac.ca.gov with "Attn: Chafee" in the subject line or email your application to:

California Student Aid Commission
Specialized Programs Operations Branch
Attn: California Chafee Grant Programs
P.O. Box 419029
Rancho Cordova, CA 95741-9029
Or fax to (916) 526-7977

OTHER RESOURCES

Some students may qualify for the following programs:

- Veterans Benefits
- Vocational Rehabilitation Assistance
- AmeriCorps

SCHOLARSHIPS

Throughout the year, the Financial Aid and Scholarship Office receives announcements on scholarship opportunities. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students who are majoring in certain areas. Contact the Financial Aid and Scholarship Office for more information.

FEDERAL FINANCIAL AID PROGRAM

FEDERAL PELL GRANTS

The Federal Pell Grant provides gift aid assistance to undergraduates who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on your Expected Family Contribution (EFC) and enrollment status.

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) unit minimum enrollment requirement at the college where students are receiving financial aid; units from other colleges may not be combined for this award.

FEDERAL WORK-STUDY

The Federal Work-Study Program (FWS) enables students to earn a portion of their financial aid award through part-time employment either on or off-campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) units at their home campus to be considered for this program; units from other campuses cannot be combined.

FEDERAL ACADEMIC COMPETITIVENESS GRANT (ACG)

ACG is a federal grant given to students who meet the following criteria:

- Federal Pell Grant recipient
- Enrollment of at least half-time (6 units or more)
- 1st or 2nd year undergraduate, and
- Completed a rigorous secondary school program of study

First-year undergraduate students may be eligible for up to \$750 per academic year. Second-year undergraduate students may be eligible for up to \$1,300 per academic year. Students must have completed one academic year with a 3.0 GPA to qualify for the 2nd year ACG award.

LOANS (AID THAT YOU HAVE TO PAY BACK)

A caution about student loans: It takes time for a loan application to be processed by the school, lender, and/or the government. Student loan checks are delivered to the students after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) units at the home campus.

FEDERAL PERKINS LOAN PROGRAM

The Federal Loan Program is a low 5% fixed interest loan to help students with exceptional need meet their educational expenses. Loan amounts awarded within the Los Angeles Community College District are determined by individual colleges and the availability of funds.

Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be at least in half-time studies, and can be extended to ten (10) years and nine (9) months after such date. 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.

Usually, the length of the repayment period is determined by the total amount borrowed. Should a student experience unforeseen circumstances which prevent repayment at the \$120 per quarter minimum level, a request for deferment or forbearance can be submitted to:

Los Angeles Community College District
Central Loan Administration Unit
770 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90017

To determine eligibility for loan rehabilitation or loan cancellation for teaching, qualified employment, military service and total and permanent disability, please contact the CLAU at (800) 822-5222.

FEDERAL DIRECT LOANS PROGRAMS (FDLS)

Direct Loan Program consists of the Subsidized Loans and the Unsubsidized Programs. Contact the Financial Aid and Scholarship Office for more information.

FEDERAL DIRECT LOANS

Federal Direct Loans (subsidized) are fixed interest loans made to students who show financial need while attending college at least half-time. For 2011-2012, the interest rate is 4.5% for subsidized loans. These loans are made available by the federal government. "Subsidized" means the government pays the interest while you are in college and for six (6) months after you stop attending college, which is considered your grace period. After this six-month grace period expires, repayment begins.

In addition to completing a FAFSA, an applicant must submit a separate Loan Request Form and attend a Loan Entrance, Exit Counseling Workshop, and sign a promissory note.

Federal Direct Loans (unsubsidized) are non-need-based loans. The interest for unsubsidized loans for 2011-2012 is 6.8%. The government will not pay the interest for you while you are in school, in deferment status, or during your grace period. The borrower pays all interest during the life of the loan.

OTHER FEDERAL FINANCIAL AID**BUREAU OF INDIAN AFFAIRS GRANT (BIA)**

The Secretary of the Interior established the Bureau of Indian Education (BIE) as its own Bureau operating parallel with the Bureau of Indian Affairs. The BIE, formerly known as the office of Indian Education Program (OIEP), is a service organization devoted to providing quality education opportunities for American Indian people.

STUDENTS MAY APPLY IF THEY:

- Are a member of, or at least one-quarter degree Indian blood descendant of a member of an American Indian tribe who is eligible for special programs and services provided by the United States through the Bureau of Indians Affairs to Indians because of their status.
- Are accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the Associate in Arts or Bachelor's degree.
- Demonstrate financial need as determined by the financial officer of the postsecondary institution.

The grant application is available from the education office of the Tribe in which you are affiliated or possess membership. As the federally recognized tribes are administering the grant program for their tribe's tribal members, call your tribe first. If your tribe is not administering the grant program, they can direct you to the nearest Bureau of Indian Education Line Officer for the application with instructions for completing and returning the application.

For additional information, please contact:

Bureau Of Indian Education
Central Office - West
1011 Indian School Road, NW (Suite 332)
P.O. Box 829
Albuquerque, New Mexico 87103
(505) 563-5529
(505) 563-5321 (fax)

Visit their website at www.diep.bia.edu.

SUMMER FINANCIAL AID

Students must submit their 2010-2011 Free Application for Federal Student Aid (FAFSA) to receive Pell Grant including the Fee Waiver during Summer 2011. Contact the Financial Aid and Scholarship Office for more information.

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, dependent care, vocational/technical, and disability-related expenses. Exceptions may be made to the budget in cases where need can be shown and documented.

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). EFC is the amount that the government believes you and your family can be reasonably expected to contribute toward your college costs this year.

COST OF ATTENDANCE MINUS EXPECTED FAMILY CONTRIBUTION = FINANCIAL NEED.

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.

Grant checks are based on the number of units a student is enrolled in at the time of disbursement. Full-time is considered 12 or more units per semester; three-quarter time is considered 9-11 1/2 units per semester; half-time is considered 6-8 1/2 units per semester; less than half-time is 1/2 - 5 1/2 units per semester.

Pell Grants are scheduled for payments twice a semester. ACG, FSEOG and Cal Grants are scheduled for payment once per semester for students enrolled in six (6) or more units. Federal Work-Study is paid twice a month. Loans are disbursed once per semester.

THE FINANCIAL AID AWARD

The campus processing the student's aid produces and delivers an Award Letter and Award Guide to the student. The award letter lists the Cost of Attendance, the EFC, Total Awards, Resources, and Unmet Need amounts applicable to the academic year. Students may receive revised versions of the original award letter throughout the academic year. The revisions may reflect additional fees or allowances added to the cost of attendance, educational resources which must be accounted for, semesters of enrollment (partial year vs. full year and vice versa) changes, and addition or deletion of specific awards.

The award letter confirms completion of the file review process and usually moves the award to disbursement set up of financial aid funds. Some students may need to resolve internal holds before awards can be disbursed. Students must contact the Financial Aid Office if disbursements do not arrive within three weeks of receipt of an award letter.

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 and Scholarship Office.

FINANCIAL AID DISBURSEMENT

Disbursement dates and deadlines are mandated by the Federal, State, District and/or Institutional regulations and policies, and must be met or applications cannot be accepted or processed.

Effective Fall 2010, all financial aid students will be issued a debit card called MyLACCD card. Financial aid funds will be disbursed to financial aid students through their debit card from Higher One. The MyLACCD card will be mailed out to all financial aid applicants; therefore it is critical that students update their address with the Admissions Office or Financial Aid and Scholarship Office to ensure receipt of their debit card from Higher One. Students can go to www.myLACCDcard.com to activate their card and select their disbursement preference. Students have two options to select from Easy Refund, or Direct Deposit to an account of their choice/ACH. Easy Refund allows students to access their financial aid money as it

becomes available. Direct Deposit/ACH takes 2-3 days after the funds are available for the funds to be deposited to the account of the student's choice.

Federal Work-Study warrants will be sent to students by mail to the address on file in the Admissions Office, or transferred electronically to the student's bank account, and on rare occasions sent to the College Business Office. Federal Work Study funds are the only funds that will not be disburse through their Higher One debit card.

Disbursement will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If your enrollment status has increased and if you are issued an additional disbursement, it will be deposited to your account. Disbursement 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 each semester, no further award adjustments can be made. Students are encouraged to log-on the Student Information System (SIS) at www.lacc.edu/studentinformation to view their disbursement information. Please note that the disbursement schedules are based on full-time enrollment. The actual disbursement amount will depend on the enrollment status at the time of the disbursement run.

Any outstanding institutional debt will be deducted from your financial aid disbursement. If you do not activate your debit card or direct your financial aid disbursement to an account of your choice, it will be delayed. You may only receive federal aid at one institution at a time per payment period (Summer, Fall, or Spring). Students may not receive federal aid for remedial coursework beyond 30 units. In accordance with Federal Refunds and Repayment Regulations, if you completely withdraw from all of your classes after receiving your financial aid, you may be required to repay all or portion of the financial aid you received. Failure to repay these funds will result in the loss of future financial aid at any institution.

If you decide for whatever reason to audit a class, you are not eligible to receive a Board of Governors Fee Waiver or any other financial aid for this course. You are solely responsible for the payment of the audit class. No exceptions to this policy can be made.

CHANGE OF ENROLLMENT STATUS

Colleges must review payment of funds to students each enrollment period to determine if students have received an overpayment. If you are paid at one level of enrollment and then drop units, you may be subject to repayment of some of the funds you received.

It is your responsibility to drop your classes through the Admissions Office if you do not attend. Failure to drop classes may result in a financial aid overpayment, which may require repayment of the financial aid you received.

Example: You were enrolled in 12 units (full-time) at the beginning of the semester and received your first check for \$1,000.00. You then drop 3 classes (9 units) and remain in 3 units (less than half-time). The full payment for less than half-time enrollment is \$432.00. You are overpaid \$568.00 and will need to repay this amount before receiving any further financial aid.

If it is determined that you owe a repayment, and you do NOT repay the funds, a hold will be placed on your academic record, your debt will be reported to the U. S. Department of Education for collection, and you will not be eligible for further financial aid at any postsecondary institution until the debt is paid in full.

RETURN TO TITLE IV

Students who received federal financial aid and then withdraw from ALL classes may have to repay some of the federal funds they received.

All students receiving federal aid, who withdraw from the institution in the first 60% of the term, are subject to Return Regulations. The Financial Aid and Scholarship Office will calculate the amount of federal funds earned up to the point of withdrawal, and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid at all colleges. 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 and Scholarship Office before withdrawing from all of your classes, so that 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.

STUDENT INFORMATION

Students may inquire about the following information at the Financial Aid and Scholarship Office:

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

STUDENT RESPONSIBILITIES

STUDENTS MUST TAKE RESPONSIBILITY FOR:

1. Having a valid Social Security Number (SSN) on file in the office of Admissions and Records for the purpose of reporting a Cal Grant grade-point average, loan deferments, etc.

2. Enrolling in an eligible program, which is defined as a Certificate of Achievement, an Associate Degree (A.A./A.S.), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an educational goal and major, and update changes with the office of Admissions and Records.
3. Maintain Satisfactory Academic Progress to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (SAP Policy is also in the college catalog).
4. Submitting all financial applications and documents by specified deadlines.
5. Completing all financial application forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
6. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
7. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
8. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
9. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return of Title IV, overpayments, over-awards).
10. Not misreporting information. Intentional misreporting of information 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 student's application to denial. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the office of the Inspector General.

SATISFACTORY ACADEMIC PROGRESS (SAP) GENERAL INFORMATION

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Family Educational Loan (FFEL)
- Cal Grant B and C
- Child Development Teacher Grant
- Chaffee Grant
- Academic Competitiveness Grant (ACG)

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 LACCD colleges participate in an outside consortium agreement.

GENERAL REQUIREMENTS

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

- A Certificate of Achievement program that prepares a student for gainful employment in a recognized occupation.
- An Associate Degree (A.A. or A.S.), or
- A two-year academic Transfer program that is acceptable for full credit toward a Bachelor's Degree.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS STUDENTS MUST:

- Maintain a 2.0 cumulative GPA (Grade-Point Average).
- Have attempted fewer than ninety (90) units for students who indicated A.A./A.S. Degree or transfer as their educational goal.
 1. 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.
 2. Students who have already earned an associate or higher degree will need to follow the appeal procedure.
 3. In progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade-point average in the qualitative measure, nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
 1. Entries recorded in the students' academic record as Incomplete (INC), No-Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

APPLICATION OF STANDARDS

Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.

- Students who are disqualified from financial aid will be notified by mail and may inquire about the appeal procedure in the Financial Aid and Scholarship 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 the Spring semester:

1. Total units attempted (excluding Basic Skills/Remedial classes) are equal to or greater than ninety (90) units.
2. Associate or higher degree has been earned.
3. Cumulative GPA is less than 2.0.
4. 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:

1. Cumulative GPA is less than 2.0.
2. Cumulative non-grades are greater than 33%.

ADVISORY LETTER

Students whose number of units attempted reaches forty-five (45) will receive a reminder/advisory letter.

MAXIMUM TIME LENGTH

Students who are attending for the purpose of obtaining an Associate in Arts Degree (A.A.), an Associate in Science Degree (A.S.), a Certificate of Achievement, or completion of requirements for transfer to a four-year college are allowed 90 attempted units in which to complete their objective.

Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965, as amended.

Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.

SHORT-LENGTH CERTIFICATE PROGRAMS

Some certificate objectives in the Los Angeles Community Colleges may be completed in less time than that required for the Associate in Arts, Associate in Science and transfer objectives.

The following table shows the normal completion time and maximum time for Certificates of Achievement of varying length:

UNITS REQUIRED FOR THE CERTIFICATE PROGRAM	NORMAL LENGTH	MAXIMUM LENGTH
12-24	2 semesters	3 semesters
25-36	3 semesters	5 semesters
37-48	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 transfer to a four-year school in addition to obtaining the certificate.

FRAUD

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

OTHER INFORMATION YOU SHOULD KNOW**FEDERAL SCHOOL CODE**

001222 - EAST LOS ANGELES COLLEGE

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 determined that students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

RETENTION

Information regarding the retention of Los Angeles Community College District students can be obtained from the Admissions Office of each campus.

SUBSTANCE ABUSE

Each college is required to provide information to students aimed at preventing substance (drug and alcohol) abuse. Contact the Student Health Center for details on what information and/or services are available at your college.

SCHOLARSHIPS

East Los Angeles College offers a variety of scholarships.

The requirements for each scholarship vary with each organization and department. Such qualifying requirements can be based on the following: your financial need, overall GPA, educational field, overall units, and sometimes your ethnicity. While many scholarships are offered once a year, many others are offered year round and students are strongly encouraged to check with the office of Student Services in E1 for availability of scholarships.

The office of Student Services will also gladly assist you in establishing your own personal profile and student e-mail account for scholarship searches on the Internet. Stop by or contact the office of Student Services at (323) 265-8777. Applications for East Los Angeles College's Scholarships, College and Foundation Scholarships/Endowments are available in the Financial Aid and Scholarship Office and are typically due in March.

EAST LOS ANGELES COLLEGE FOUNDATION ENDOWMENTS

- A. William Palmer Memorial Scholarship for Automotive Technology Endowment
- Boyle/O'Boyle Scholarship Endowment
- Delta Sigma Scholarship Endowment
- Dr. Helen Miller Bailey Memorial Scholarship Endowment
- Dr. Jeannie M. T. Yang Scholarship Endowment
- East Los Angeles College Foundation Endowment
- Ed Zapanta/Circle K Scholarship Endowment
- George & Bernandette Nursing Scholarship Endowment
- Honors Program Scholarship Endowment
- J. A. & M. Johnson Future Teachers Scholarship Endowment
- Johnson J. Liu Scholarship Endowment
- Leslie C. Conwell Scholarship Endowment
- Los Angeles Chinese Women's Club Endowment

- Los Angeles Times Scholarship Endowment
- Margie Mentel Memorial Endowment
- Mathematics Department Scholarship Endowment
- Max & Marie Offenberg Family Scholarship Endowment
- Mervyn's Scholarship Endowment
- R. C. Williams III Memorial Scholarship Endowment
- Ramon S. Ramos Memorial Scholarship Endowment
- Teresa Ferster Glazier Trust

OSHER DESIGNATED ENDOWMENTS

- Angel & Gregoria Almeida
- Boyle/O'Boyle
- Circle K
- Dr. Efrain G. Fuentes
- East Los Angeles College Foundation
- Ernest H. Moreno
- Ernestina Benavides Memorial
- Garfield Medical Center
- Gil Ontiveros
- Henry Fukuhara Memorial
- Henry Wong Family Memorial
- Jaime Escalante Memorial
- Manuel "Manny" Gutierrez
- Max & Marie Offenberg Family
- Milford & Pat Zornes Memorial
- Monterey Park Hospital
- Philip A. Cohen
- Preferred Bank
- R. C. Williams III Memorial
- Raymond Cheng
- West San Gabriel Valley, Boys & Girls Club

EAST LOS ANGELES COLLEGE FOUNDATION SCHOLARSHIPS

- Alicia Morin Robillon Memorial Scholarship
- American Mathematical Association of Two-Year Colleges (AMATYC) Contest Scholarship
- Boyle/O'Boyle Veteran's Scholarship
- Circle K Fraternity Scholarship
- David Morin Mathematics Scholarship
- ELAC Administrator's (Dave Fisher) Scholarship
- ELAC Counseling Scholarship
- Equal Access to Education Scholarship
- Gladys German Memorial Scholarship

ENGLISH DEPARTMENT SCHOLARSHIPS

- English Department Faculty Scholarship for Outstanding Achievement
- English Department Scholarship for English Majors
- Equal Access for English Department Scholarship
- ESL Exceptional Achievement Award—ESL 3A
- ESL Exceptional Achievement Award—E.S.L. 4A
- ESL Exceptional Achievement Award—E.S.L. 5A
- ESL Exceptional Achievement Award—E.S.L. 6A

EAST LOS ANGELES COLLEGE SCHOLARSHIPS

- C & H Ingalls Scholarship
- Estate of Deodata Gamboa Scholarship
- Roewenkamp Memorial Scholarship
- Thomas Silliman Memorial Scholarship

ACADEMIC DEPARTMENTAL SCHOLARSHIPS

Students can inquire within a specific department about scholarships.

ARCHITECTURE

- Architecture 152 Scholarship \$300
- Beata Anaya Scholarship \$2,000
- Delmar Beckhart Memorial Scholarship. \$500
- Dieterich-Post Scholarship. \$500
- D. Michael Hamner Architect Award \$300
- East Los Angeles Freehand Drawing Prize. VARIES
- Gen3 Entertainment Arts VARIES
- Hammel, Green & Abrahamson, Inc.
Design Excellence Award \$500
- Metro Construction Scholarship. \$1,000
- Osborn Architects Design Excellence Award \$750
- Quatro Group Design Award \$1,000
- Randall-Baylon Architects/RACAIA Scholarship \$1,000
- Robert T. and Millie Weiss Scholarships. \$1,000
- Souders/Huey Book Grant. VARIES
- Woodbury University Scholarship VARIES

PSYCHOLOGY

- Irvin F. Richardson Memorial Scholarship VARIES

Student Services

BOOKSTORE

D7

(323) 265-8730

Instructional materials are available in alternative formats (Braille, large print, e-text, etc.) for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

The East Los Angeles College Bookstore hours are 7:45 a.m. to 7:15 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. (Shorter hours during vacations and during Summer session). Extended hours are posted during the beginning of each semester. Full refunds on textbooks will be allowed during the first 15 school days of the Fall and Spring semesters and during the first 5 days of the Summer semester and short-term courses, if they meet the following conditions:

1. ALL RETURNS must be accompanied by a current cash register receipt. No exceptions.
2. New textbooks must be returned in new condition and without any marks, **EVEN YOUR NAME**. New books that are refunded as used will receive 75% of the new price. We reserve the right to judge the condition of returned items.
3. Methods of refunds:
 - a. Cash purchases will be refunded in cash.
 - b. Charge purchases will be refunded by credit to your charged account.
 - c. Check purchases will receive a check in about four to six weeks after the date of purchase, unless the canceled check (front and back) are presented to the Fiscal Office.
4. Textbooks purchased after the 15th school day must be returned within 24 hours accompanied by a current dated cash register sales receipt.
5. No refunds will be given on any unwrapped textbooks that have computer disks or record cassettes.
6. No refunds are permitted on purchases made during the last 10 days of classes and final exam.

For further information call (323) 265-8727.

FISCAL OFFICE

E1-135

(323) 265-8701

The Fiscal Office is the campus center for fee collections and disbursement of funds which includes financial aid checks, refund checks, scholarship checks, and student loan checks. The office also disburses cash and check refund for enrollment fees, bookstore and community service classes. Semester parking permits and monthly bus passes may be purchased in the Fiscal Office. In addition, various material fees can be paid at the Fiscal Office. The office is also responsible for establishing and maintaining all Associate Student Union accounts.

Included in the Fiscal Office is the Purchasing Department, and the Payroll and Personnel Departments in G1-109 which processes and maintains records for all certificated, classified, unclassified and student workers on campus.

The Fiscal Office hours are 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:00 p.m. Friday.

CHILD DEVELOPMENT CENTER

(323) 265-8788

The Campus Child Development Center offers its services to children 3-10 years of age. In order to qualify for the current school year, children must be 3 years old by December 2nd. The Evening Program accepts children up to 10 years of age.

Applications are received on a continuous basis for the current year. Applications for the following year will be accepted beginning the 3rd week of March.

Applications placed on the eligibility list are valid for only one school year. Parents will need to reapply every year (3rd week of March).

PROGRAMS OFFERED ARE (FALL THROUGH SPRING):

ALL DAY, AGES 3-5

7:45 a.m. – 3:30 p.m. Monday-Thursday
7:45 a.m. – 12:00 p.m. Friday

MORNING, AGES 3-5

7:45 a.m. – 12:30 p.m. Monday-Thursday
7:45 p.m. - 12:00 p.m. Friday

AFTERNOON, AGES 3-5

12:00 p.m.– 4:00 p.m. Monday-Thursday

Summer program is contingent upon available funding. All programs are subject to change without prior notice.

Note: A minimum of two days enrollment per week is required for the All-Day, Morning and Afternoon Programs. One day (3 hours) enrollment per week is permitted for the Evening Program.

We offer breakfast, lunch, dinner and a snack to all children enrolled in our program at no cost during the times they are enrolled. Nutritional services are provided by the California Department of Education Nutrition Services Division.

For further information call (323) 265-8788.

CAREER & JOB SERVICES

E1-176

(323) 415-4126

Career & Job Services offers many services and resources to assist students in the process of career exploration and employment opportunities:

- Office hours are 8:00 a.m. - 7:00 p.m. Monday - Thursday, and 8:00 a.m. - 3:30 p.m. on Fridays. Hours are subject to change.
- Job and internship listings are posted weekly at the ELAC website and in the center to include part-time and full-time opportunities.
- Workshops on career-related topics and job preparation skills are offered throughout the semester.
- The Career Library offers a collection of books, computer programs, and other resources on career-related topics and job preparation skills.
- Assessments and inventories are available for career exploration.
- Appointments are available for resume critiques, mock interviews, and deciding on a career path. To schedule an appointment, call (323) 415-4126.

COUNSELING**E1-127****(323) 265-8751**

The Counseling Staff at East Los Angeles College believes that its primary responsibility is to assist all students in realizing their full potential and educational goals.

The College's Counseling Center provides an extensive program of individual and group counseling and orientation courses, to help students plan appropriate courses of study, to adjust vocational problems. With this assistance from the counselors, students will be able to assume the responsibility for choosing, planning and achieving their educational and personal goals.

The Counseling Center is located in E1-127. Counseling services are available from 8:00 a.m. to 7:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. Students are encouraged to make appointments well in advance of registration periods. Appointments are scheduled starting at 8:00 a.m. in person on Fridays for the upcoming week. Priority is given to the students who schedule in person.

To schedule by phone, call (323) 265-8751 (main campus) or (323) 357-6213 (South Gate campus). We recommend that appointments for the following week be made on Monday morning beginning at 8:00 a.m. There is no guarantee of making a counseling appointment over the phone. Students are encouraged to call throughout the week for any appointment cancellations. Students currently registered for classes at East Los Angeles College may make appointments to see a counselor over the Internet. We recommend that appointments for the following week be made on Friday morning beginning at 8:00 a.m. via the Internet.

HOW TO USE THE COUNSELING CENTER

Counselors are available to speak with students on a quick question and on an appointment basis. Students are strongly urged to make an appointment with a Counselor for the purpose of arranging a study program. This should be done well before scheduled registration dates. Academic Advisement is based on a student's abilities, major, placement scores, and educational plans.

CONTINUING STUDENTS

To ensure enrollment in the proper classes, students should consult a counselor periodically or on a semester-by-semester basis for program review. To avoid long delays, counseling appointments should be made well in advance of registration.

PERSONAL COUNSELING

One time or another, many students find themselves faced with personal concerns, which may cause frustration and anxiety. Counseling can be of valuable assistance. Students are urged to take advantage of this service. Personal Development classes and other special interest guidance classes are also available to assist students with personal problems.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS) E1-227**(323) 265-8769**

EOPS is a state-funded student support program that helps students who have not done well in school in the past, or thought that they did not have the money or language skills to attend college. In addition, EOPS helps students maintain satisfactory progress to stay in college. The programs and services are designed to help students successfully take the best steps necessary to pursue and achieve their goals.

ELIGIBILITY REQUIREMENTS

- Be a California resident
- Be enrolled as a full-time student (12 units or more)
- Have fewer than seventy (70) units of degree applicable college credit
- Qualify to receive a Board of Governors Waiver (BOGW)(Enrollment Fee Waiver)
- Be determined to be educationally eligible by the program

BENEFITS AND SERVICES

Students who are determined EOPS eligible may receive the following benefits:

- Registration & Enrollment Assistance
- Educational Planning & Goal Advisement
- Program Review & Follow-up
- University Transfer Assistance
- Books Grants & Bus Passes (Monetary Award)
- Assistance in Completion of Financial Aid Applications
- Development Workshops
- Cultural Activities
- Single Parent Program (See CARE)

For further information, call (323) 265-8769 or visit the office located in E1-227. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m.

CARE PROGRAM**E1-227****(323) 265-8798**

Cooperative Agencies Resources for Education (CARE) is a student support program for single parents funded by the state. CARE provides additional services to single parents to help them reach their educational goals. To be eligible for CARE, a student must be an EOPS student, a single parent, head of household, a participant of CalWORKS/GAIN, receiving cash aid, have at least one child under the age of 14, and enrolled in 12 or more units.

CARE services may include: advisement, workshops, meal tickets, book grants, book loans, tutoring, scholarship application assistance, legal aid assistance, graduation cap and gown vouchers, scientific calculators, and other services. If you have any questions, please call (323) 265-8798 or visit the EOPS Office.

FOOD SERVICES**HUSKY STORE (B2-20)**

Monday - Thursday 7:00 - 8:00 p.m.
Friday and Saturday 7:00 - 12:00 p.m.

**Hours subject to change.*

Vending machines are located at Huskie Junction, the E-5 Building, and the "A" Bungalows.

STUDENT HEALTH SERVICES**G8-111****(323) 265-8651**

Student Health Services is located in building G8. Through a partnership between East L.A. College and White Memorial Medical Center,

Student Health Services promotes students' physical, emotional, spiritual and social well-being. It offers programs designed to help students meet their educational, career and personal goals by encouraging healthy attitudes and behavior, and fostering students' responsibility for their own health. Visit their location for a brochure. Call (323) 265-8651 to arrange an appointment to see a licensed board-certified physician, licensed psychologist and marriage-family-child therapist.

DISABLED STUDENT PROGRAM AND SERVICES (DSPS) E1-160

(323) 265-8787

This information and instructional materials are available in alternative formats (Braille, large print, e-text, etc.) for qualified persons with disabilities. Please call (323) 265-8787 for additional information.

The Disabled Students' Program and Services (DSPS) provides educational, academic, vocational, and personal support services to students with verified disabilities. A primary goal of the statewide Disabled Student Program and Services (DSPS) is to assure an equal educational opportunity for students with disabilities. The services listed below have been designed to alleviate the barriers that may interfere with that opportunity.

ACADEMIC AND VOCATIONAL ADVISEMENT

The DSPS program provides full registration support, referrals to campus services such as tutoring centers, orientation to the college community, loan of and assistance with adaptive equipment, and can act as liaison in connecting with college faculty and staff. DSPS Specialists may prescribe academic accommodations when appropriate based on the documented disability. Referrals are also made to the state Department of Rehabilitation for assistance with such things as career selection, transportation, and textbooks. Personal counseling is also available as appropriate.

ACADEMIC ACCOMMODATIONS

Students with disabilities may be provided with supportive accommodations in the educational setting based upon the documented disability. This may include classroom aids such as a tape recorder or talking calculator, or prescribed services such as a text enlarger, test facilitation, or text reader. Instructional materials may also be provided in alternative formats such as Braille, large print, and e-text for those students who need such modifications.

On-campus transportation is also available for students with mobility limitations.

LEARNING DISABILITIES PROGRAM

The Learning Disabilities Program is designed to identify and assist students who may be eligible for additional academic support to compensate for a disability that directly affects some component of learning. Examples of possible accommodations include textbooks in an auditory format, test facilitation, and study strategies geared to the specific type of disability.

HIGH TECH CENTER - E1-152A

DSPS has a computer laboratory available for student use. This lab offers computer-assisted instruction in a format accessible to students with disabilities. The tables and computer keyboards can be adapted, and text may be enlarged and/or read out loud. Voice-activated systems are available for students who may not be able to use a keyboard. These computers may be used for coursework or skill-building activities. Internet access is also available.

For further information, please call the DSPS Office at (323) 265-8787 or 8681. For V/TDD, Please call (323) 265-8746.

HOUSING

The college maintains no housing facilities. Students are responsible for their own housing.

INSTRUCTIONAL CENTERS

LEARNING ASSISTANCE CENTER - E7-210

The Learning Assistance Center is designed to assist all students in their pursuit of excellence at East Los Angeles College. All services focus on assisting community college students to become independent, responsible learners.

The central activity is peer tutoring for students in basic skills; reading, writing, mathematics, science, study and test-taking skills and other college-level courses. The Computer-Assisted Instruction Lab is available to supplement tutoring or to serve as an alternative learning mode. Workshops and study groups are available, as well as Internet and e-mail services.

SUPERVISED LEARNING ASSISTANCE

Students may also sign up for the following course in the Learning Assistance Center:

Supervised Learning Assistance 1T (0)

Note: concurrent course enrollment; referral by an instructor.

TBA, 20 HOURS PER SEMESTER.

Upon faculty/counselor referral, students will receive tutoring and computer-assisted instruction in a designated subject area in the Learning Assistance Center. Cumulative progress and attendance records will be maintained for this noncredit, open-entry/open-exit course. No tuition will be charged nor will grades be received for enrollment in this course. Supervised Learning Assistance 1T will not appear on the student's transcript.

The high-tech lab for disabled students is located in E1. Students should contact this program directly for use of its services.

Registration for the LAC is located in room 210.

To register for the program, students must be referred by an instructor or counselor. The Learning Assistance Center is located in Building E7, Room 210 and the phone number is (323) 265-8762.

LIBRARY - C1-128

The ELAC libraries offer a variety of resources and services to students, faculty and staff. They include:

- Books (Print and Electronic) and DVDs
- Textbook and reserve collection
- Magazines, journals and newspapers
- ELAC Campus News Digital Archives (coverage: 1945-1999)
- Online databases accessible on and off-campus
- Research help
- Research skills instruction
- Computers, printers, scanner and copiers
- Wireless Internet access
- Book borrowing privileges at California State University, Los Angeles

Librarians are available to assist with research needs during the library's regular business hours. The libraries also offer two 1-unit credit courses in Library Research and Internet Research Methods. For more information, please call (323) 265-8758.

SOUTH GATE EDUCATIONAL CENTER

The Center offers academic programs that meet a variety of student needs. For the high school student, a Bridge Program is currently underway with the surrounding high schools. For the high school graduate, the college offers services such as counseling and transfer advisement. For the working adult, the college provides a number of certificates of achievement that serve to either enhance their present working skills, train them for a better position or prepare them for a new career altogether.

The South Gate Educational Center is currently located at 2340 Firestone Blvd., South Gate, California, 90280-2646.

For more information call (323) 357-6200. Office hours are 9:00 a.m. – 10:00 p.m., Monday through Thursday, and 9:00 a.m. – 4:30 p.m. Fridays.

TRANSFER CENTER - E1-176

The Transfer Center provides many services to students wishing to transfer to four-year colleges and universities. The Center publishes a monthly calendar of activities that includes: workshops on specific majors; assistance with college and financial aid applications; College Fairs; and more.

University representatives from UCLA, USC, and California State Los Angeles, among many others, visit the center on a regular basis to provide up-to-date information on the admission requirements, support programs and services, financial aid, housing facilities, and specific majors. Students can make appointments with representatives or attend a workshop to shop around for the university of their choice.

A complete library of college/university catalogs, and brochures on transfer are available to all students. Assistance with applications for the University of California, California State Universities, and some independent colleges is available in the Center. Application fee waivers are available for eligible students.

Students may obtain additional information regarding transfer concerns in person or by calling (323) 265-8623. The center is open Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Fridays, 8 a.m. to 4 p.m.

MATH TUTORING LAB - K5 BUILDING

All students can take advantage of free mathematics tutoring through the Math Tutoring Lab. Walk-in peer tutoring help is available for all mathematics courses. Students are asked to register for a free tutorial section and login and out to keep track of the hours they spend in the lab. The lab is open Monday through Thursday from 9 a.m. until 9 p.m., Friday from 9 a.m. until 4 p.m., and on Saturday from 9 a.m. until 5 p.m. No appointment is necessary. Video tapes and calculators are available for checkout upon request (video tapes may go home for 3 days, calculators may only be checked out and used in the center). For further information call (323) 415-4137 or 4191.

MEnTe PROGRAM LAB - K5 BUILDING

Any mathematics student can make use of the mathematics tutorial software on the computers in the MEnTe Lab. The Lab contains software for courses from basic arithmetic through calculus. Students can also use the Lab for completing work for on-line mathematics courses.

All students who are taking mathematics courses are automatically given user names and passwords to access the software. Students who wish to access mathematics software but are not registered for mathematics courses may register for the free tutorial section through the Math Tutoring Center that shares the Lab with the MEnTe Program.

The lab is open Monday through Friday from 7:30 a.m. through 9 p.m. and on Saturday from 9 a.m. through 5 p.m.

For further information call (323) 265-8784.

WRITING CENTER K5-1

The Writing Center offers tutoring, word processing, and Internet access for students in all subjects. Students may improve their writing and thinking skills through one-on-one tutoring sessions, group workshops, and grammar assistance programs. Tutors assist with all stages of writing such as brainstorming, organizing thoughts, developing ideas, writing thesis statements, and analyzing texts. Workshops cover the same areas as well as grammar and punctuation. Students are also welcome to our Conversation Lab where they can improve their listening as well as speaking skills in a relaxed environment.

The Writing Center hours are Monday through Wednesday 7:00 a.m. - 8:00 p.m., Thursday 7:00 a.m. - 6:00 p.m., Friday 8:00 a.m. - 2:00 p.m., and Saturday 9:00 a.m. - 2 p.m. Walk-in and scheduled appointments are available.

ACADEMIC COMPUTING ENVIRONMENT (ACE)

Faculty and Students are automatically assigned an ACE account which provides access to all ACE systems. The ACE systems include e-mail (MS Exchange), computer lab, academic portal (MS SharePoint), campus-wide printing (GoPrint), positive attendance tracking (CI Track/CI Track Web), video streaming (Starbak), and student referral (CI Track).

VETERANS' SERVICES AND PROGRAMS

E1-142

(323) 265-5052

The programs of this college are approved for the training of veterans and other eligible persons.

Provisions for Veterans under Public Law 358. To qualify for V.A. benefits a veteran must have served at least 181 days of active duty, and have received other than a dishonorable discharge. A veteran may receive educational benefits of 1 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2-time rate, and one-month reduction for each month of the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one-month reduction for each month at the full-time rate.

ADMISSION REQUIREMENTS FOR VETERANS

1. File application for V.A. Educational Benefits (V.A. Form 22-1990 or 22-8821) and an application for admittance in to the college.
2. Fill out Veterans Card for school records declaring major, transfer school, and schools previously attended.
3. Request transcripts from all colleges attended. Have them sent directly to the Admissions Office. This applies even if the attendance

at a college was for a short time with no units completed or if it was prior to entering the service.

4. File V.A. Form 22-1995, if you are a transfer student - Request for Change of Program or Place of Training.
5. Apply each semester for continuous V.A. Educational Benefits.

PROGRAM PLANNING FOR VETERANS

Veterans are required to complete a Student Educational Plan and submit to Veterans clerk.

The counseling department will advise you in preparing your Student Educational Plan (known as the SEP). This plan basically consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.

The Veterans Administration will not pay for courses that do not fit in a veteran's selected major.

1. 70 Unit Rule - Once a veteran has received an Associate Degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.
2. If a veteran desires units beyond the Associate Degree (60-69 units), approval is needed from a four-year college, and/or the college counseling department.

ELECTIVE CREDIT FOR MILITARY SERVICE

1. Credit for military service will be awarded toward Associate Degree requirements as follows:

- Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
- Three units of elective credit toward the 60 units required for an associate degree

2. Application Requirements:

- Complete an LACCD Application
- Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
- Provide verification of U.S. military service, as follows:

Military Personnel on Active Duty: documentation must verify at least 181 days of active duty.

Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty.

3. Acceptable Documentation for Verifying Military Course Completion:

- Army/American Council on Education Registry Transcript System (A/ASRTS)
- Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
- DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
- Course completion certificates

- Sailor/Marine American Council on Education Registry Transcript (SMART)

- Community College of the Air Force (CCAF) Transcript

- Defense Acquisition University (DAU) Transcript

4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

5. Transcript Annotation

Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

LOS ANGELES COUNTY SHERIFF SERVICES

(323) 265-8800

The Los Angeles Community College District has a Sheriff Department for the protection of students, staff, visitors, and other persons on campus from bodily harm or the deprivation of their property. They are also responsible for the protection of the district's buildings and property, the enforcement of federal, state and county laws, and the rules and regulations for East Los Angeles College. Aside from the regular duties of crime prevention and investigations, patrol and traffic enforcement, the Sheriff Department will respond to assist students, staff and visitors on campus in a variety of personal emergencies, i.e., emergency notification (in compliance with the Privacy Act), lost and found property, police escort upon request, etc. For further information regarding their services, you can contact the Sheriff Department. "One Day" parking permits are available at the Stadium Lot, Baseball Field, and 6th floor of Parking Structure 3 for a \$2.00 fee.

LOST AND FOUND

The Lost and Found Office is located in the Sheriff Department in the Southwest corner of the football stadium, between tunnels 12 and 13. The Sheriff Department is staffed 24 hours a day, 7 days a week. Persons who have lost an item can check at their convenience for their lost property at the Sheriff Department. Persons who find an item and return it to the Lost and Found Office are asked to identify themselves, and to disclose the location where the item was found. This information is logged at the office before storage. If items with identification are turned in, contact is attempted by the Sheriff Department. The Sheriff Department reserves the right to dispose of items not claimed within 30 days. Lost and Found can be reached at (323) 265-8800.

PARKING REGULATIONS

The Board of Trustees of the Los Angeles Community College District, in compliance with the laws of California, have established regulations regarding traffic and parking on campus, including, but not limited to, the following:

- Any motor vehicle parked at East Los Angeles College Monday through Saturday, must clearly display a valid parking permit from the rear view mirror facing the front, or placed on the top left corner of the dashboard (Permit Facing Up). Parking permits may be purchased at the Fiscal Office. Vehicles not properly displaying a valid

parking permit are subject to citation for violation of California Vehicle Code (CVC) Section 21113(A). Park in marked stalls only.

- Board Rule #7401 “The Board of Trustees or the District will not be responsible for damage, loss of vehicle or its contents unless the District is liable under the Government Codes 810 to 966.6 inclusive.”
- Students who have paid the ASU fees are allowed to purchase an “ASU” parking permit, which allows them to park in the Stadium Lot, Baseball Field, Avalanche Roads, and levels 2–6 of Parking Structure 3. Any vehicles found parking in any of these lots failing to display valid parking permits, will be cited and assessed a fine. (Reference: CVC Section 21113(A)). Park in marked stalls only.
- Handicapped students are allowed to park in all student lots. There are designated handicapped parking stalls in every one of these parking areas. To park in these stalls, vehicle must display a valid handicapped placard, along with a valid parking permit. Any vehicle parked in a handicap stall without displaying a handicapped placard will be fined (CVC Section 22507.8(A)).
- Instructors and staff are allowed to park in the Stadium Concourse and in P3 level 1. Vehicles must display a current Staff Parking Permit. Any vehicle parked in any of these lots without a valid parking permit is subject to citation (CVC Section 21113(A)). Park in marked stalls only.
- Parking spaces designated “Car Pool” are for staff car-poolers only. Vehicles parked in such stalls must display both a valid staff/faculty permit and a Car Pool permit. Any vehicles parked in a Car Pool stall without a Car Pool parking permit will be fined. Car Pool is limited to faculty staff only. For information call (323) 265-8669. (See: CVC Section 21113(A)).
- Any vehicle traffic or vehicle parked on campus fire roads without the specific consent of the Sheriff Department, will be cited for violation of CVC Section 21113(A).
- Any vehicle parked in a “No Parking” zone will be cited for violation of CVC Section 10.48.170.
- “ONE DAY” parking permits (for the stadium lot and lower soccer field only) may be purchased for \$2.00 at the stadium lot vending machine.
- All parking rules and regulations will be strictly enforced, 24 hours a day, (Monday - Saturday).
- No overnight parking.

There is a one-week grace period at the beginning of each semester (including the first Summer session). However, citing will begin the second week of classes. Failure to display a valid student permit will result in the issuance of a citation (CVC21113(A)). Students are restricted to Student Parking Lots only.

Four points to aid students to avoid parking citations issued by the Sheriff Department or the City of Monterey Park Police:

1. Parking permits for off-street parking are issued by the City of Monterey Park and are available to residents in the immediate vicinity of the college only.
2. Parking on public streets without a valid city parking permit may result in a parking citation.
3. To avoid parking citations, please purchase student parking permits and park in the designated student lots.
4. Student parking permits must be renewed every semester.

STUDENT ACTIVITIES – STUDENT CENTER

East Los Angeles College maintains the Student Center where students can meet informally. This Center includes the following offices: Associated Student Union (323) 260-8196, and Student Activities (323) 265-8742. For more information call above numbers.

The Student Center is open between 8:00 a.m. and 8:00 p.m. Monday through Thursday, and Friday from 8:00 a.m. to 4:00 p.m. Student Government office hours are posted in Student Activities Office.

STUDENT ACTIVITIES

The office of Student Activities is responsible for a diverse program which includes but is not limited to: extra-curricular activities, drives (e.g. Red Cross Blood Drive), commencement, major cultural events, ASU/Club events, and award luncheons. For more information call (323) 265-8742.

ASSOCIATED STUDENT UNION (ASU)

The students of East Los Angeles College manage their own affairs through the organization known as the Associated Students Union. All regularly enrolled students are encouraged to become members. For more information, call the ASU President (323) 265-8650, Ext. 8135.

QUALIFICATION FOR ASU OFFICERS

Administrative Regulation E-22 pertains to elected Associated Student Union (ASU) officers appointed to elected positions and heads of ASU Standing Committees. Administrative Regulation E-22 does not apply to clubs, club representatives, ASU special committees, and all-college committees.

1. A candidate for office, an elected or appointed Associated Students Union officer, must adhere to the following standards:
 - a. Be a currently paid member of the ASU at the college where the election is being held; and have successfully completed no more than 80 degree-applicable units.
 - b. Be a candidate for only one campus office on the same ballot.
 - c. Have a cumulative and current GPA of 2.0 at the college/district during the semester in which the student government office is applied for and held. Current means the most recently completed semester.
 - d. Not be on progress probation. Progress probation is defined as fifty percent or higher of the percentage of all units in which a student has enrolled and for which entries of “W” (Withdrawal), “INC” (Incomplete), and “NP” (No–Pass) have been recorded.
 - e. Be actively enrolled, attending and successfully completing classes in a minimum of five (5) units. Students may be enrolled in more than one college in the district yet a minimum of five (5) units must be taken at the college where the student is seeking office.

Any candidate or officer with a disability may request an accommodation for the above requirements of 1e.

2. A student cannot be a candidate for ASU office if he/she has served more than four semesters in a student government elected and/or appointed office, or in any office or position where he/she voted on the expenditure of ASU funds in any college.
 - a. Ten weeks or more in office or service will be counted as a full semester.
 - b. An officer may serve a fifth semester if eligible at the time of assuming office (e.g. has served three semesters and is a candidate

for an office with a one-year term) with the approval of the college president or designee.

Please contact the ASU Advisor concerning Administrative Regulation E-22.

The ASU Constitution provides for a tripartite form of government consisting of executive, legislative, and judicial branches. The executive branch is headed by the president, who serves for a one-year term. He/she serves as chairperson of the Board of Directors (BOD), which is composed of elected/appointed officers. The BOD is the legislative branch, which has the power to approve presidential appointments. The Inter-Club Council is headed by the ASU Vice President. A judicial branch is developed around a Supreme Court. The court tries all impeachments and reviews BOD legislation.

Input is vital if an educational institution wishes to be successful in adapting to the growing needs of its students. The opportunity for student involvement exists through the ASU.

ASU MEMBERSHIP STICKER

Membership in the Associated Student Union is important to a quality program of extra and co-curricular activities which includes student government, athletics, clubs, choir, drama, etc. Supporting ASU is beneficial to both the student and the college.

STUDENT ORGANIZATIONS

Approximately 19 campus organizations have open membership to students who are members of the Associated Student Union. Service clubs, special interest clubs, activity clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. The club program is coordinated by the Inter-Club Council (I.C.C)..

Additional information on organizations is available in the Associated Students Union Office, Student Center G8-119, President (323) 265-8650, Ext 8135.

CLUBS ON CAMPUS INCLUDE:

ADMINISTRATION OF JUSTICE
 ADVOCATES AND EDUCATORS FOR YOUNG CHILDREN
 AMERICAN SOCIETY OF ENGINEERS AND ARCHITECTS
 ASIAN STUDENT INTERCULTURAL ASSOCIATION (A.S.I.A.)
 CHICANO/COMMUNITY FOR CREATIVE MEDICINE
 CHILD DEVELOPMENT CLUB
 EASTSIDE ART COLLECTIVE
 EASTSIDE SPIRIT & PRIDE
 ECONOMICS STUDENT ASSOCIATION
 EL ACCESO
 EL PAC
 ENGINEERING CLUB
 GAK
 GAY/STRAIGHT ALLIANCE
 HISTORY AND CULTURE CLUB
 PHI THETA KAPPA HONOR SOCIETY
 PHILOSOPHY CLUB
 RHYTHM CLUB
 SOCIAL HUMANITIES SERVICES
 SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
 (SHPE – ENGINEERING CLUB)

SPANISH CLUB

STUDENT ARTIST'S ASSOCIATION

STUDENTS AGAINST SUBSTANCE ABUSE (S.A.S.A).

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 Regulation 21002 provides for a thorough evaluation of the candidates qualifications and ensures an equal opportunity for any individual from any District college campus to seek the position of student representative to the Los Angeles Community College District Board of Trustees. Qualifications - In accordance with existing law and District regulations to be established by the Chancellor, candidates for Student Trustee must:

1. Be residents of the District.
2. Be currently enrolled at a District college, and in good standing (i.e., not on academic or progress probation).
3. Be currently enrolled in 5 units.
4. Plan to continue as a District resident and enroll as a District student through the one-year term of office.
5. Have completed a minimum of 12 units and a maximum of 80 transferable units within the Los Angeles Community College District. Exception will be decided by the chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

Please contact the ASU advisor concerning Board Rule 21002.

CULTURAL ACTIVITIES

THE VINCENT PRICE ART MUSEUM

Located on the campus of East Los Angeles College, the Vincent Price Art Museum (VPAM) is the first institutional art space to serve the East Los Angeles area. VPAM is a cultural center that benefits the college and its community by offering significant exhibitions and by providing all of Los Angeles with the resource of a regional showcase.

Beginning in 1951, noted actor and collector, Vincent Price, donated art objects from his personal collection to ELAC, establishing the first "teaching art collection" owned by a community college. In 1957, the Vincent and Mary Grant Price Gallery -- as it was then known -- was founded. And, even today, ELAC remains one of the few community colleges in the United States with the resource of a major art collection. Over the course of more than sixty years, the gallery space has expanded and the collection has grown to more than 9,000 objects.

Countless exhibitions have been realized here including the recent mid-career survey of Barbara Carrasco; CUT: Makings of Removal group show; solo shows of ELAC alumni Diane Gamboa, Gronk, Kent Twitchell, Meillian Hwang and George Yepes, to name a few; and, significant surveys of masters like Rufino Tamayo, Howard Warshaw, and Rual Anguiano. Our annual juried student art show includes the disciplines of studio art, photography and architecture and is held each spring. In addition to works drawn from VPAM's own collection, we have collaborated on projects with the Los Angeles County Museum of Art, UCLA Museum of Cultural History (now the Fowler Museum), and Instituto Nacional de Bellas Artes in Mexico City.

The VPAM is now the cornerstone of ELAC's new performing and visual arts center. The new four-story museum, designed by the firm Arquitectonica, is located on the corner of Avenida Cesar Chavez and Collegian Avenue. It features three floors of gallery spaces for temporary shows and displays of the permanent collection. The collection is housed in a custom-designed basement storage area known as the Thomas Silliman Vault, named in honor of the long-serving director and generous benefactor of the Museum.

VPAM regularly employs ELAC student workers as gallery assistants and offers internships for credit to art, art history, and museum studies majors from local colleges and universities. Please contact VPAM for more information about opportunities and to learn about upcoming exhibitions: email vincentpriceartmuseum@elac.edu; on the web, vincentprice.elac.edu; and tel. (323) 265-8841.

THEATER ARTS

The Theater Arts program offers drama students an opportunity to learn about all aspects of drama - both on and off stage. The theater presents a number of major productions each semester. For further information, ticket reservations, or inclusion on the mailing list, contact the box office at (323) 265-8670.

INTERCOLLEGIATE ATHLETICS

East Los Angeles College offers competitive intercollegiate athletic programs for both men and women. Sports presently offered for men are football, basketball, baseball, wrestling, soccer, cross country, and track and field. Sports presently offered for women are badminton, basketball, volleyball, soccer, softball, cross country, and track and field.

Students must carry a minimum of 12 semester units, 9 of which must be in academic courses, to be eligible for the first season of participation in intercollegiate athletics. Second season athletes must complete a minimum of 24 semester units, 18 of which must be in academic courses, with a minimum grade-point average of 2.0 in order to be eligible to participate, and also carry a minimum of 12 units during every season of participation.

PUBLICATIONS

COLLEGE NEWSPAPER

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

CATALOG

The campus publishes a bi-yearly catalog.

SCHEDULE

The campus publishes Fall, Winter/Spring, and Summer schedules of classes as well as Community Services class offerings.



Scholastic Policies

ATTENDANCE

The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered is contrary to the Los Angeles Community College District rules and cannot be used as the basis for a petition to add a class.

Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may be excluded by the instructor.

STUDENT RESPONSIBILITIES

It is the responsibility of the student to notify the instructor of circumstances which will prevent attendance at any meeting of the class. Students may notify instructors by e-mail or by phone using the number listed on the course syllabus. If the number is not listed, use the number for the department chair listed in the class schedule and ask that the message be forwarded.

Whenever absences in hours exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

IT IS THE STUDENT'S RESPONSIBILITY TO DROP FROM A COURSE. Any drops or exclusions that occur between 30% and 75% of the term will result in a "W" on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class demonstrating extenuating circumstances. For further details, refer to "W" section of "Grading Symbols and Definitions".

TARDIES

Three tardies will be considered the equivalent of one hour of absence. A tardy is defined as coming in to class after the class officially begins.

FINAL EXAMINATIONS

Final examinations are given in all courses according to the schedule which is printed in the Schedule of Classes.

GRADING SYMBOLS AND DEFINITIONS

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

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

GRADE SYMBOL	DEFINITION	GRADE POINTS
A	Excellent.	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing.	0

P	Pass (at least equal to a "C" grade or better - units awarded are not counted in GPA)
NP	No-Pass (equal to a "D" or "F" grade - units are not counted in GPA). NP grades are punitive in terms of probation and disqualification.

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

The following non-evaluative symbols may be entered on a student's record, but are not part of the GPA calculation.

SYMBOL	DEFINITION
INC	Incomplete An incomplete symbol (INC) may be assigned when the course is not completed for unforeseen, emergency and justifiable reasons, with permission from the instructor, and the student intends to complete the work after the end of the term. The condition for the removal of the "INC" shall be stated by the instructor as well as the grade assigned in lieu of its removal in a written record on the Incomplete form filed at the Admissions Office. A final grade shall be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work (one year or less) has passed.

IP	In Progress The "IP" (In Progress) symbol indicates that the class extends beyond the normal academic term. It indicates that work is "in progress" but assignment of a final grade awaits completion of the course. The "IP" symbol remains on the student's record and is not used in calculating units attempted or grade-point average. The appropriate evaluative grade, units and grade points are assigned and appear on the student's record for the term in which the course is completed.
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W	Withdrawal Withdrawal from a class or classes shall be authorized through 75% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled. A student who remains in class beyond 75% of the time the class is scheduled shall be given a grade other than a "W". Withdrawal is not an automatic process. The student is responsible for officially withdrawing, through the office of Admissions and Records, to avoid receiving "F" OR "NP" (No-Pass) grades. "Ws" will be used as factors in progress probation and dismissal.
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A "W" shall not be assigned, or if assigned shall be removed from a student's academic record if a determination is made that the student withdrew from the course due to a discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would

SCHOLASTIC POLICIES

subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

MW Military Withdrawal

Military Withdrawal denotes withdrawal without penalty. This grade is not considered for progress probation. This grade is used when an active duty military or reservist has received orders to transfer to active military duty. Any student who is a member of an active or reserve United States military service and who has withdrawn from courses due to military orders, may file a petition with the District requesting refund of the enrollment fee. The District shall refund the entire enrollment fee unless academic credit has been awarded.

RD Report Delayed

A notation of RD shall be entered on a student's transcript when an instructor fails to turn grades in on time. The notation on the student's transcript shall be changed to the grade earned by the student following receipt of the grades from the instructor.

PASS/NO-PASS OPTION

Title 5, California Administrative Code, permits the granting of credit toward a degree or certificate for courses completed on a Pass/No-Pass basis.

NOTE THAT UC AND CSU POLICIES ON ACCEPTING P/NP VERSUS GRADES VARY BY CAMPUS. SEE YOUR COUNSELOR FOR CURRENT INFORMATION.

EAST LOS ANGELES COLLEGE OFFERS PASS/NO-PASS COURSES IN THE FOLLOWING CATEGORIES:

A. NON-OPTIONAL:

The courses wherein all students are graded on a Pass/No-Pass basis. These courses are indicated in the Schedule of Classes:

Accounting 24, 28
Administration of Justice 88, 89, 93-96, 105, 109, 110, 113, 118, 121, 125, 133, 139, 146, 147, 155, 165-169, 171, 176, 177, 179, 188, 195, 211, 215, 216, 220-226, 228, 229, 231-233, 236, 239-241, 243, 245-247, 251, 253, 258, 322, 324-329, 331-343, 347, 349-350, 352-354, 356, 357, 360, 361, 363, 365-368, 371, 372, 374, 376, 378, 400, 402, 404, 407-409, 411, 419, 421, 422, 430, 432, 433, 435, 440, 442-448, 452-457
Art 638, 845, 846
Computer Applications and Office Technologies 64, 133
Computer Science 291, 292
Dance Specialities 490
English 21
Fire Technology 63, 230, 231, 232
Learning Skills 16
Mathematics 103, 105, 112
Nursing 185, 250, 285, 385
Photography 28, 52
Psychology 43, 81, 82
Reading 20

B. OPTIONAL:

The College President may designate courses in the College Catalog wherein each student may elect, no later than the end of the first 30

percent of the term, whether the basis of evaluation is to be "Pass/No-Pass" or a letter grade. Pass/No-Pass petition forms listing all approved courses are available in admissions.

American Sign Language I, 2, 3, 4
Animation 212, 216, 217, 218, 219, 221, 222, 223, 224
Architecture ALL
Art ALL
Biology 185, 285, 385
Chemistry 51, 65, 70
Chicano Studies ALL
Chinese ALL
CAOT 9, 46, 62, 109, 140, 145, 185, 285
Engineering, General 185
English 185
Electronics 2
French ALL
Italian ALL
Japanese ALL
Logistics 101, 102, 103, 104, 105
Personal Development ALL
Physics ALL
Spanish ALL
Speech 106
Technical Stage Production 333

ACCEPTANCE OF CREDITS

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

RECORDING OF GRADE

A student electing to be evaluated on the "Pass/No-Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the letter grade of "C" (2.0 grade points) or better. A student who fails to perform satisfactorily will be assigned a "No-Pass" (NP) grade. The student will be responsible for all course fees for any "Pass/No-Pass" attempt.

GRADE POINT CALCULATION

In computing a student's grade-point average, grades of "Pass/No-Pass" are omitted. However, units attempted for which "No-Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.

STANDARDS OF EVALUATION

The student who is enrolled in a course on a "Pass/No-Pass" basis will be held responsible for all assignments and examinations required in the course and the standards of evaluation are identical for all students in the course.

GRADE CHANGES

GRADE CHANGE PETITION

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course, and concurrence of the

SCHOLASTIC POLICIES

office of Academic Affairs. The Grade Challenge policy is contained in Administrative Regulation E-55. The Ombudsperson is able to facilitate the process.

The changing of a grade is a serious matter that must be supported with documentation provided by the student of the course. To request a grade change, students may submit a petition for review to the Admissions Office.

NO GRADE MAY BE CHALLENGED BY A STUDENT AFTER ONE YEAR FROM THE END OF THE TERM IN WHICH THE COURSE WAS TAKEN.

TRANSCRIPTS

Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

Upon written request of the student, a copy of the student's academic record shall be forwarded by the Admissions Office to a designated addressee promptly by U.S. mail.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the college's ability to provide this service.

The student's transcript may be withheld if there are any unpaid fees or charges due to the College or other restrictive hold.

SCHOLASTIC AWARDS

DEAN'S HONOR LIST

FULL -TIME DEAN'S HONOR LIST

1. Twelve (12) or more graded units completed in the qualifying semester.
2. Grade-point average of 3.5 or higher in the qualifying semester.

PART -TIME DEAN'S HONOR LIST

1. Six (6) or more graded units completed in the semester where student is being considered for inclusion on the Dean's Honor List.
2. Grade-point average of 3.5 or higher in the qualifying semester.

PRESIDENT'S HONOR LIST

Colleges may choose to have a President's Honors List. If the college has a President's Honor List, students who have appeared on a college's Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

GRADUATION HONORS

Graduation honors and awards are based on the student's cumulative grade-point average in degree-applicable courses at East Los Angeles College.

SUMMA CUM LAUDE

This award is granted to the student who, at the time of graduation, has the highest grade-point average for work taken at East Los Angeles College.

MAGNA CUM LAUDE

This award is granted to the student who at the time of graduating has the second highest grade-point average for work taken at East Los Angeles College.

CUM LAUDE

This award is granted to those graduating students who have attended East Los Angeles College for a minimum of 24 units of work and who have maintained not less than a 3.5 grade-point average in all college work taken at East Los Angeles College and all other institutions. Cum Laude graduates will have the option to purchase a gold honor cord to wear during the graduation ceremony.

ACADEMIC STANDARDS

ACADEMIC RENEWAL

Students whose records include substandard academic performance may petition to have their academic record reviewed for academic renewal under the following conditions:

- A. Students must have achieved a grade-point average of 2.5 in their last 15 semester units or 2.0 in their last 30 semester units completed at any accredited college or university, and
- B. At least two calendar years must have elapsed from the time the course work to be removed was completed.

IF THE ABOVE CONDITIONS ARE MET, ACADEMIC RENEWAL SHALL BE GRANTED CONSISTING OF:

- A. Eliminating from consideration in the cumulative grade-point average and cumulative total units, up to 18 semester units of course work, and
- B. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Granting of Academic Renewal does not mean the course can be repeated beyond the maximum repeatability listed for the course.

Graduation honors and awards are to be based on the student's cumulative grade-point average for all college work attempted.

This Administrative Regulation, as authorized by Board Rule 6700, Chapter VI, Article VII, 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.

FIRST AND SECOND COURSE REPETITION TO REMOVE SUBSTANDARD GRADE

Students may repeat units in which substandard grades ("D", "F", "NC", or "NP") were awarded in the District.

Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade-point average and the student's academic record so annotated. The previous substandard grades will be removed from cumulative grade-point average and cumulative total units. Courses completed by Credit by Exam may not be used to remove substandard grades.

This policy is adopted for use for courses in the Los Angeles Community College District only. The District may adopt regulations to limit course repetition within specific programs. Other institutions

may differ and students planning to transfer to another college should contact that institution regarding its policy.

THIRD COURSE REPETITION TO REMOVE SUBSTANDARD GRADE

A student may petition to repeat a course with substandard grades (“D”, “F”, “NC” or “NP”) a third time if extenuating circumstances exist. Extenuating circumstances are 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. Students cannot preregister for a third course repeat. Students need to obtain an add permit from an instructor and submit the signed add permit along with a petition to repeat a course a third time. Approval to repeat the same course a third time is determined by the supervising Dean in Academic Affairs. If approved, upon completion of the third repetition, the highest grade will be used in GPA calculation and the lowest substandard grades will be removed.

COURSE REPETITION: SPECIAL CIRCUMSTANCES

Repetition of courses for which a satisfactory grade of “A”, “B”, “C”, “CR” or “P” has been recorded shall be permitted only upon an advanced petition by the student and with written permission from the College President or designee based on findings that either circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. In such repetition under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade-point average.

REPEATABLE COURSES

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked “RPT” in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Enrollment in these courses is limited in any similar course to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.

The limitation also applies to courses which are not repeatable in themselves but for which equivalent courses exist. For example, there are several equivalent course titles in Art, Music, Theater, and Physical Education which are considered to have the same course content.

Excess repetition will result in an administrative drop from the course.

DIRECTED STUDY

A maximum total of 6 units in directed study are accepted for credit.

AWARDING CREDIT

The colleges within the LACCD will accept upper division coursework completed at other colleges for the purpose of fulfilling Associate Degree requirements using the following guidelines:

1. Coursework must be completed at a United States regionally accredited institution.
2. A student must submit official transcripts from the originating institution.
3. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content equivalency to a general education, major or elective course offered at an LACCD campus.

4. Upper division courses in Math or English composition may be used to satisfy competency requirements for the Associate Degree.

Use of Upper Division Courses to Satisfy IGETC or CSU GE Breadth

Policy on the use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems. Consult the IGETC Standards and CSU Executive Order 1033 for complete details

East Los Angeles College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

PREVIOUSLY EARNED COLLEGE UNITS:

College credits earned at any accredited institutions of higher education. Credits are posted to transcripts upon completion of all other graduation requirements. Students must request copies of official sealed transcripts be mailed to the office of Admissions and Records from each college attended.

Acceptance of Course to Meet Associate Degree and General Education Requirements:

The college within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of Associate degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be degree applicable.
3. A student must submit official transcripts from the originating institution.
4. The college will honor each course in the same general education area in which the originating institution placed each course.
5. A minimum grade of “C” is required in each course used to fulfill the English and Mathematics competency requirement.

ADVANCED PLACEMENT CREDIT:

1. Course Equivalency

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associate Degree, shall be determined by the college using policies developed in consultation with the college’s Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. Use of Advanced Placement exams for meeting General Education requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees.

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and graduation competency for the Associate in Arts and Associate in Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (3, 4, or 5) on an AP Exam to receive the credit indicated on pages 56-57.

3. Advanced Placement Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education (ACE):

In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Pages 56-57 indicate how AP tests are used to meet these requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

1. Course Equivalency

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting General Education and Graduation Competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. Use of CLEP exams for meeting General Education requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees.

CLEP Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate in Arts and Associate in Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score.

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam (for example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

3. CLEP Unit Credit

For the purpose of granting unit credit towards meeting General Education and Graduation Competency requirements, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course.
- 6 semester hours for most full-year courses.

- 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college-level foreign language course work.

Note: See pages 58-59.

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. It is widely recognized for its high academic standards.

- The two-year curriculum is rigorous and intellectually coherent, encouraging critical thinking through the study of a wide range of subjects in the traditional academic disciplines while encouraging an international perspective.
- Beyond completing college-level courses and examinations, Diploma Program students are also required to engage in community service, individual research, and an inquiry into the nature of knowledge.
- The two-year course of study leads to final examinations in six subject areas.

THE IB GOVERNANCE IS COMPOSED OF:

- An IB Board of Governors
- Six committees (access and advancement, audit, compensation, education, finance and governance)

REQUIREMENTS:

1. Course Equivalency

Course equivalency for IB (International Baccalaureate) exams, for purposes other than meeting General Education and graduation competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. Use of IB Exams for meeting General Education Requirements and Graduation Competency requirements for the Associate in Arts and Associate in Science Degrees

IB Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate in Arts and Associate in Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5.

Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the AP exam in Biology and the IB Biology HL exam, they will only receive credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

LACCD Credit for Advanced Placement Exams

AP Subject Area	AP Score	Total semester units Awarded Toward Associate Degree	semester units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14	IGETC Applicability Source: IGETC Standards v 1.1	CSU GE Breadth Applicability Source: CSU Coded Memo A/AS-2009-11
Art Studio Drawing Portfolio	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art Studio 2D Design	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art Studio 3D Design	3, 4, 5	6	3	Section C: Humanities			N/A	N/A
Art History	3, 4, 5	6	3	Section C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biological Sciences	3, 4, 5	8	3	Section A: Natural Science			5B with lab 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Chemistry	3, 4, 5	8	3	Section A: Natural Science			5A with lab 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking			N/A	N/A
Computer Science Exam AB	3, 4, 5	6	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking			N/A	N/A
Economics – Macroeconomics	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Economics - Microeconomics	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
English Language & Composition	3, 4, 5	6	6	Section D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature & Composition	3, 4, 5	6	6	Section D: Language & Rationality: Area 1. English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
French Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Government & Politics: U.S.	3, 4, 5	3	3	Section B1: American Institutions		American Institutions Satisfied	4 3 semester units/ 4 quarter units	D8+US-2 3 semester units
Government & Politics: Comparative	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units

LACCD Credit for Advanced Placement Exams

AP Subject Area	AP Score	Total semester units Awarded Toward Associate Degree	semester units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14	IGETC Applicability Source: IGETC Standards v 1.1	CSU GE Breadth Applicability Source: CSU Coded Memo A/AS-2009-11
History: European	3, 4, 5	6	6	Section B2: Social and Behavioral Sciences AND Section C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
History: U.S.	3, 4, 5	6	6	Section B1: American Institutions		American Institutions Satisfied	3B or 4 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
History: World	3, 4, 5	6	6	Section B2: Social and Behavioral Sciences			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
Human Geography	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language & Culture	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Mathematics – Calculus AB	3, 4, 5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Mathematics – Calculus BC	3, 4, 5	6	6	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Music Theory	3, 4, 5	6	3	Section C: Humanities			N/A	C1 3 semester units (removal fall 09)
Physics B	3, 4, 5	6	3	Section A: Natural Science			5A with lab 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity & Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A with lab 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Section B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature	3, 4, 5	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Section D: Language & Rationality: Area 2. Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units

LACCD Credit for College-Level Examination Program (CLEP) Exams

CLEP Exam	ACE Recommended Score	Total semester units Awarded Toward Associate Degree ¹	semester units Applied Toward Associate Degree GE Requirements	Associate Degree GE Section Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14
BUSINESS EXAMS						
Financial Accounting	50	3	N/A			
Information Systems and Computer Applications	50	3	3	Section D2: Communication and Analytical Thinking		
Introductory Business Law	50	3	N/A			
Principles of Management	50	3	N/A			
Principles of Marketing	50	3	N/A			
COMPOSITION AND LITERATURE						
American Literature	50	6	3	Section C: Humanities		
Analyzing and Interpreting Literature	50	6	3	Section C: Humanities		
College Composition replaces English Composition w/ essay effective 07/01/10	50	6	3	Section D: Language & Rationality: Area 1. English Composition		
College Composition Modular Replaces English Composition and Freshman College Composition exams effective 07/01/10	50	6	3	Section D: Language & Rationality: Area 1. English Composition		
English Literature	50	6	3	Section C: Humanities		
Humanities	50	6	3	Section C: Humanities		
FOREIGN LANGUAGES						
French Language, Level 1	50	6	3	Section C: Humanities		
French Language, Level 2	59	12	3	Section C: Humanities		
German Language, Level 1	50	6	3	Section C: Humanities		
German Language, Level 2	60 ²	12	3	Section C: Humanities		
Spanish Language, Level 1	50	6	3	Section C: Humanities		
Spanish Language, Level 2	63	12	3	Section C: Humanities		
Level 1 - equivalent to the first two semesters (or 6 semester hours) of college-level foreign language course work						
Level 2 - equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work						
HISTORY AND SOCIAL SCIENCES						
American Government	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States I: Early Colonization to 1877	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States II: 1865 to present	50	3	3	Section B1: American Institutions		American Institutions Satisfied
Human Growth and Development	50	3	3	Section B2: Social and Behavioral Sciences		

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LACCD Credit for College-Level Examination Program (CLEP) Exams

CLEP Exam	ACE Recommended Score	Total semester units Awarded Toward Associate Degree ¹	semester units Applied Toward Associate Degree GE Requirements	Associate Degree GE Section Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Social Sciences and History	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences		
SCIENCE AND MATHEMATICS						
Biology	50	6	3	Section A: Natural Sciences		
Calculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Chemistry	50	6	3	Section A: Natural Sciences		
College Algebra	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
College Mathematics	50	6	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Precalculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Natural Sciences	50	6	3	Section A: Natural Sciences		

¹The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of "C" in the corresponding course.

²This score is recommended for exams administered after June 30, 2008. Sources: <http://www.collegeboard.com/student/testing/clep/about.htm>

LACCD Credit for International Baccalaureate (IB) EXAMS

IB Subject Area	Minimum Passing Score A.A./A.S. CSU GE IGETC	Total semester units Awarded Toward Associate Degree	semester units Applied Toward Associate Degree GE Requirements	Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14	Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12	Title 5 Ameri- can Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14	IGETC Applicability Source: IGETC Standards v 1.3	CSU GE Breadth Applicability Source: CSU Coded Memo AA-2010-09
IB Biology HL	5 (ALL)	6	3	Section A: Natural Science			5B 3 semester units/ 4 quarter units	B2 3 semester units
IB Chemistry HL	5 (ALL)	6	3	Section A: Natural Science			5A 3 semester units/ 4 quarter units	B1 3 semester units
IB Economics HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4B 3 semester units/ 4 quarter units	D2 3 semester units
IB Geography HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4E 3 semester units/ 4 quarter units	5D 3 semester units
IB History (any region) HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			3B or 4F 3 semester units/ 4 quarter units	C2 or D6 3 semester units
IB Language A1 (English) HL	4 (A.A./A.S.)	6	3	Section D: Language & Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A1 (any language) HL for IGETC Area applicability	Refer below to IB Language A1 (any language) HL for CSU GE Area applicability
IB Language A2 (English) HL	4 (A.A./A.S.)	6	3	Section D: Language & Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A2 (any language) HL for IGETC Area applicability	Refer below to IB Language A2 (any language) HL for CSU GE Area applicability
IB Language A1 (any language, except English) HL	4 (A.A./A.S.) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A2 (any language, except English) HL	4 (A.A./A.S.) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A1 (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language A2 (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6		Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language B* (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			6A Meets proficiency reg.	N/A
IB Mathematics HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section D: Language & Rationality: Area 2 Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
IB Physics HL	5 (ALL)	6	3	Section A: Natural Science			5A (without lab) 3 semester units/ 4 quarter units	B1 3 semester units
IB Psychology HL	5 (ALL)	3	3	Section B2: Social and Behavioral Sciences			4I 3 semester units/ 4 quarter units	D9 3 semester units
IB Theater HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3A 3 semester units/ 4 quarter units	C1 3 semester units

¹The 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.

3. IB Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

Students can receive a score of 1 (poor or elementary) to 7 (excellent) for each subject studied. Universities and colleges typically expect individual HL subject scores to be a minimum of 4 (satisfactory) or sometimes 5 (good) for credit consideration.

4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how IB exams are used to meet these requirements.

5. Annotation of IB GE/Elective Credit on LACCD Transcripts

IB credit should be annotated on LACCD transcripts using the following format: IB Exam name: Score received; A.A./A.S. GE Area met; units awarded (if applicable); A.A./A.S. electives; units awarded (if applicable); competency met (if applicable). See Page 60 for more information.

ELECTIVE CREDIT FOR MILITARY SERVICE:

1. Credit for military service will be awarded toward Associate Degree requirements as follows:

- Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
- Three units of elective credit toward the 60 units required for an associate degree

2. Application Requirements:

- Complete an LACCD Application
- Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
- Provide verification of U.S. military service, as follows:
 1. Military Personnel of Active Duty: documentation must verify at least 181 days of active duty
 2. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty

3. Acceptable Documentation for Verifying Military Course Completion:

- Army/American Council on Education Registry Transcript System (A/ASRTS)
- Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
- DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
- Course completion certificates

- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Community College of the Air Force (CCAF) Transcript
- Degense Acquisition University (DAU) Transcript

4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

5. Transcript Annotation

Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

CREDIT BY EXAMINATION

Students may receive credit for courses included in the list that follows by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be approved by the subject department chair.

ELIGIBILITY:

- 1) Be currently registered and have a minimum cumulative grade-point average of 2.0 in any work attended at the college.
- 2) Have completed 12 units within the Los Angeles Community College District and cleared all holds.
- 3) Not be currently enrolled in, nor have completed a more advanced course in the discipline.
- 4) Must have received credit for the prerequisite course.

THE FOLLOWING COURSES MAY BE TAKEN BY EXAM:

Administration of Justice.	1, 2, 3, 4, 5, 6, 14, 49, 67, 75, 160
Architecture	170, 172
Automobile Technology	101
Computer Applications & Office Technologies	31, 33, 34, 97
English	101
Health (Men's P.E).	11
Nursing	265, 266, 267, 268, 269, 270, 271, 272, 273, 276, 277
Photography	10, 17, 32, 47

Students may need to enroll in a special Credit by Exam course to obtain credit. The student will be responsible for any tuition fees. A student who does not pass the exam for a course may not repeat the exam.

TRANSFER CREDIT POLICY

FOREIGN TRANSCRIPT CREDIT POLICY

The intent of this policy is to provide a process for granting Associate Degree credit for course work completed at institutions of higher education outside the United States, which are deemed comparable or equivalent to the first two years of college. Credit is authorized for work completed at these institutions under the provisions of this regulation.

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade-point average, students may submit a petition to have course work completed at

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institutions of higher education outside the United States accepted by the College.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
4. In order to be considered for ELECTIVE (unit) credit, the evaluation of the student's transcript, conducted by the independent transcript evaluation service required by section 3 of this regulation, must include the following:
 - a) Description of the country's higher education system and the role of the institution in that system.
 - b) Verification that the institution is approved by the appropriate approving/accrediting agency within that country (e.g., ministry of education).
 - c) The hours completed and their semester-unit equivalences.
 - d) Grades--U.S. equivalent (i.e., A-F), Pass/No-Pass, or percentage, including the percentage required for a passing grade.

Note: Unless the provisions of Section 5 of this regulation are also met, only elective credit may be granted.

5. The college may also grant course EQUIVALENCY, in keeping with college procedures for determining whether the courses, taken at the institution of higher education outside the United States, are equivalent to courses in the college's curriculum. Students can consult with a college counselor on recommended equivalences. Final determination of course equivalency credit will be made by the academic department.
6. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by the college, except that:
 - a) No course may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement, unless the course was taken in a country where English is the native language.
 - b) No course may be used to satisfy the Associate Degree's American Institutions requirement.

Note: In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements, elective credit may nevertheless be granted.

7. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Students wishing to transfer should consult with their prospective transfer institution.

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 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 toward the granting of the Associate in Arts (A.A). Degree will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the College to which application is made; and
 - 3) Current enrollment at East Los Angeles College.
- b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- c. Candidates for the Associate in Arts or Associate in Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- 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. Student Credit for Military Service Training

Students who are currently serving in or have served in the military service may, after successful completion of units with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:

- a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission and the State Fire Marshall.
- b. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline.
- c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed eighteen (18) semester units or their equivalent.

This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.

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

ACADEMIC PROBATION AND DISMISSAL

PROBATION POLICIES

1. PLACEMENT ON ACADEMIC PROBATION

A student who has attempted at least 12 semester units, shall be placed on academic probation following any semester when the grade-point

average for total cumulative units attempted at East Los Angeles College is less than 2.0 (grade “C”).

2. REMOVAL FROM ACADEMIC PROBATION

A student shall be removed from academic probation upon earning a grade-point average of 2.0 (grade “C”) or higher in total cumulative units attempted at East Los Angeles College.

3. PROGRESS PROBATION

A student who has enrolled in a total of at least 12 semester units within the LACCD as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of “W”, “I”, “NC” and “NP” are recorded reaches or exceeds fifty percent (50%).

4. REMOVAL FROM PROGRESS-PROBATION

A student on progress probation because of an excess of units for which entries of “W”, “I”, “NC” and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

POLICY ON DISQUALIFICATION

A student at East Los Angeles College who is on academic or progress probation shall be subject to disqualification whenever he or she meets one of the two conditions listed below:

1. ACADEMIC DISQUALIFICATION

Any student on academic probation for three consecutive semesters shall be subject to disqualification. However, any student on academic probation whose most recent semester grade-point average equals or exceeds 2.0 or whose cumulative grade-point average equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.

2. PROGRESS DISQUALIFICATION

Any student who is on progress probation for three consecutive semesters shall be subject to disqualification for lack of satisfactory progress. However, any student on progress probation whose most recent semester work indicates fewer than 50 percent units of “W”, “I”, “NC” and “NP” shall not be disqualified but shall be continued on progress probation.

3. DISMISSAL

A student who is subject to dismissal shall be notified by the Admissions office of the 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 District college.

4. APPEAL FOR EXTENDED PROBATION

A student who is subject to dismissal may be continued on probation for the subject to dismissal semester (Spring/Fall only) under the following conditions:

- The dismissal determination is based on the academic record for one semester in which the record does not reflect the student’s usual level of performance due to accident, illness, or other circumstances beyond the control of the student.
- The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills. The student must meet with a college counselor and complete and file an Academic Contract with the Admissions Office.

5. RE-ADMISSION AFTER DISMISSAL

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Re-admitted students are returned to probationary status and will be subject to dismissal.

6. APPEAL OF DISMISSAL

The student has the right to file with the college Admissions Office a written petition to appeal a proposed dismissal action if the student feels that a situation exists which warrants an exception to the dismissal action. The student must file the written petition of appeal within 15 calendar days after the dismissal letter was mailed. If the student fails to file a written petition within the 15-day period, the student waives all future rights to appeal the dismissal action. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

INSTRUCTIONAL ALTERNATIVES: CREDIT

COOPERATIVE EDUCATION

Cooperative Education is a three-way relationship between the student, the college, and the employer. It is an academic program that offers an opportunity to combine classroom learning with on-the-job experience; the purpose of which is to help the student choose a career or find the “right” job and to achieve success based on the choice. It also provides opportunities for the student who is already employed or who is seeking employment in a particular field of study. The student learns to establish short- and long-range career objectives and to recognize his/her progress through establishing measurable learning objectives.

Supervision, evaluation and suggestions for improvement are provided.

COOPERATIVE EDUCATION BENEFITS FOR THE STUDENT

- College credit
- Career guidance in a realistic setting
- An opportunity to apply classroom learning on the job
- Networking and job contacts
- An opportunity to recognize changing job conditions and job prospects
- An opportunity to experience socialization in the workplace
- Challenges and rewards
- Transferable college units

HONORS PROGRAM

The East Los Angeles College Honors Program is designed for students with a minimum 3.0 GPA who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which extensive critical analysis, discussion, writing, and researching are required. Interdisciplinary work is also stressed. To facilitate this level of interaction, enrollment is limited to twenty-five students per class. Honors courses are offered in a wide range of subjects on a rotating basis (see list of courses below).

In addition to a challenging classroom experience, Honors students receive specialized counseling services, as well as access to UCLA

libraries. They also participate in research conferences and field trips to local museums, theaters, and universities. Students who complete the program are guaranteed priority admission consideration at UCLA and eleven other participating universities in California and Washington. Additionally, all Honors courses are specially designated on the transcripts.

Evening and/or part-time students are welcome. For further information, contact Susanne Spangler, Director, at (323) 265-8655.

HONORS COURSES

Area 1: English Communication

ENGLISH 101, 103

Area 2: Mathematics and Quantitative Reasoning

MATHEMATICS 227

Area 3: Arts and Humanities

ANTHROPOLOGY 121

ART 101, 102, 105, 111

CHICANO STUDIES 51, 52

ENGLISH 102

HISTORY 7

HUMANITIES 1, 60

MUSIC 111

PHILOSOPHY 1, 12, 14, 20, 33

THEATER ARTS 100

Area 4: Social and Behavioral Sciences

ANTHROPOLOGY 102

CHICANO STUDIES 7, 8

ECONOMICS 1, 2

GEOGRAPHY 2

HISTORY 1, 2, 11, 12

POLITICAL SCIENCE 1

PSYCHOLOGY 1

SOCIOLOGY 1, 2, 11

Area 5: Physical and Biological Sciences

ANTHROPOLOGY 101

BIOLOGY 3

EARTH SCIENCE 1, 2

ENVIRONMENTAL SCIENCE 1

GEOGRAPHY 1, 15

GEOLOGY 4

MICROBIOLOGY 20

OCEANOGRAPHY 1

PSYCHOLOGY 2

Area 6 Language Other Than English

SPANISH 3

DISTANCE EDUCATION - ONLINE COURSES

Online Learning courses are available in a variety of subjects. They are academically the same as the on-campus courses, and meet the same General Education and Transfer requirements as their on-campus counterparts.

These courses are designed for students who enjoy learning independently cannot attend campus on a regular basis, and who are comfortable using a computer. Online courses operate asynchronously, which means students may go online to do their course work at times that are

convenient for them. They may have no class meetings, apart from an orientation meeting and, in some cases, examinations.

The following courses have been approved as online courses at ELAC. Departments continue to develop new course offerings, so students should check the latest schedule of classes or the online course website at <http://online.elac.edu> for up-to-date information. This information is available in an alternative format for qualified persons with disabilities. Please call (323) 415-5313 for additional information.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING	5
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 173	CRIMINALISTICS II	3
ADM JUS 174	OFFENDER PROFILING IN CRIMINAL INVESTIGATIONS	3
ADM JUS 428	ETHICS IN FORENSIC SCIENCE	3
ANTHRO 101	HUMAN BIOLOGICAL EVOLUTION	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
ART 111	HISTORY OF CONTEMPORARY ART	3
CH DEV 1	CHILD, GROWTH AND DEVELOPMENT	3
CH DEV 10	CHILD HEALTH	3
CH DEV 11	CHILD, FAMILY AND COMMUNITY	3
CH DEV 30	INFANT AND TODDLER STUDIES I	3
CAOT 1	KEYBOARDING I	3
CAOT 32	BUSINESS COMMUNICATIONS	3
CAOT 35	WORD PROCESSING: CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 39	WORD PROCESSING: KEYBOARDING AND OPERATIONS	3
CAOT 48	CUSTOMER SERVICE	3
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 85	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET	3
CAOT 91	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
CAOT 133	HOW TO SUCCEED IN AN ONLINE COURSE	1
CAOT 145	ePORTFOLIO	3
CO SCI 200*	MICROCOMPUTERS IN BUSINESS	3
CO SCI 201*	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 208*	BEGINNING BASIC PROGRAMMING	3
CO SCI 237*	TELEPROCESSING SYSTEMS, DEVICES, AND PROTOCOLS	3
CO SCI 255*	ELECTRONIC COMMERCE (E-COMMERCE)	3
CO SCI 257*	INTRODUCTION TO WEB PAGE DESIGN	3
CO SCI 291	PROGRAMMING LABORATORY	1
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
FAM&CS 21	NUTRITION	3
FAM&CS 31	MARRIAGE AND FAMILY LIFE	3

FRENCH 1	ELEMENTARY FRENCH I	5	REAL ES 1	REAL ESTATE PRINCIPLES	3
FRENCH 2	ELEMENTARY FRENCH II.	5	REAL ES 3	REAL ESTATE PRACTICES.	3
FRENCH 3	INTERMEDIATE FRENCH I	5	REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I.	3
FRENCH 10	FRENCH CIVILIZATION	3	REAL ES 24	COMMON-INTEREST DEVELOPMENTS	3
GEOG 31	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS.	3	SOC 1	INTRODUCTION TO SOCIOLOGY	3
GIS 31	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS.	3	SOC 2	AMERICAN SOCIAL PROBLEMS	3
HEALTH 2	HEALTH AND FITNESS	3	SOC 3	CRIME AND DELINQUENCY	3
HEALTH 4	CONTEMPORARY MAJOR DISEASES AND ILLNESSES	3	SOC 7	JUVENILE DELINQUENCY	3
HEALTH 7	PHYSICAL FITNESS AND NUTRITION	3	SOC 11	RACE AND ETHNIC RELATIONS	3
HEALTH 8	WOMEN'S PERSONAL HEALTH	3	SOC 12	MARRIAGE AND FAMILY LIFE.	3
HEALTH 11	PRINCIPLES OF HEALTHFUL LIVING	3	SOC 21	HUMAN SEXUALITY	3
HEALTH 15	STRESS MANAGEMENT STRATEGY	3	SPEECH 101	ORAL COMMUNICATION I	3
HEALTH 27	FOCUS ON HEALTH: PRENATAL CARE	2	THEATER 100	INTRODUCTION TO THE THEATER	3
HEALTH 29	FOCUS ON HEALTH: BREAST CARE.	1	THEATER 505	HISTORY OF MOTION PICTURES.	3
HEALTH 31	FOCUS ON HEALTH: DIABETES.	1			
HEALTH 32	FOCUS ON HEALTH: HEART AND CIRCULATION	1			
HISTORY 2	INTRODUCTION TO WESTERN CIVILIZATION II.	3			
HISTORY 11	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I	3			
HISTORY 12	POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II.	3			
JAPAN 3	INTERMEDIATE JAPANESE I.	5			
ITALIAN 10	ELEMENTARY ITALIAN I	5			
LAW 1	BUSINESS LAW I.	3			
LAW 2	BUSINESS LAW II	3			
LAW 3	CIVIL RIGHTS AND THE LAW	3			
LAW 13	WILLS, TRUSTS, AND PROBATE ADMINISTRATION.	3			
LAW 18	MARRIAGE AND FAMILY LAW.	3			
LIB SCI 101	LIBRARY RESEARCH METHODS	1			
LIB SCI 102	INTERNET RESEARCH METHODS.	1			
LOGTIC 101	INTRODUCTION TO LOGISTICS IN THE NONTRADITIONAL OFFICE	1			
LOGTIC 102	BUSINESS TERMINOLOGY FOR LOGISTICS.	2			
LOGTIC 103	RECORDS MANAGEMENT FOR LOGISTICS.	2			
MATH 105	ARITHMETIC FOR COLLEGE STUDENTS.	3			
MATH 112*	PRE-ALGEBRA	3			
MATH 115*	ELEMENTARY ALGEBRA	5			
MATH 125*	INTERMEDIATE ALGEBRA.	5			
MATH 227*	STATISTICS	4			
MATH 230*	MATHEMATICS FOR LIBERAL ARTS STUDENTS	3			
MATH 245*	COLLEGE ALGEBRA	3			
MATH 260	PRE-CALCULUS	5			
MUSIC 101	FUNDAMENTALS OF MUSIC	3			
MUSIC 111	MUSIC APPRECIATION I	3			
PERSDEV 1	INTRODUCTION TO COLLEGE	1			
PHILOS 1	INTRODUCTION TO PHILOSOPHY	3			
PHILOS 6	LOGIC IN PRACTICE	3			
PHILOS 8	DEDUCTIVE LOGIC	3			
PHILOS 19	CONTEMPORARY PROBLEMS IN BIOETHICS.	3			
POL SCI 1	THE GOVERNMENT OF THE UNITED STATES	3			
PSYCH 1	GENERAL PSYCHOLOGY	3			
PSYCH 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3			

**This course has a prerequisite.*

Check the latest schedule of classes for current information about online class offerings.

ADELANTE PROGRAM

The Adelante First Year Experience is committed to the educational success of students. Adelante is a comprehensive program involving student services, linked courses, a stimulating learning environment, and committed faculty which together provide all Adelante first-year students with the very best opportunities to succeed in transferring to a four-year university. For further information please call (323) 415-5387 or visit www.adelante.elac.edu.

ESCALANTE PROGRAM

The principal objective of the Jaime Escalante Math and Science Program is to engage inner-city disadvantaged junior high and high school youths in a demanding academic regimen of pre-college and college mathematics in order to foster matriculation into college and college-level math and science courses. The Escalante Program aims at raising the percentage of students which pass or are exempt from taking the Entry Level Mathematics (ELM) Placement Examination, giving inner-city students an equal chance for success in college. Once in college, Escalante students begin with college-level math classes, thereby decreasing the number of years spent in school.

The Escalante Math and Science Program provides students with a challenging academic environment in which to practice and master complex mathematical theory and applications. This program operates on the basic principle that, given the availability of excellent teaching and a commitment to work hard, more time spent by the student working on the subject will result in improved student outcomes.

The Escalante Program is an integrated sequence of intermediate and advanced mathematics coursework supported by the commitment of each student and instructor to a rigorous schedule. Classes are taught by instructors selected for their teaching skills and history of success with students.

Escalante classes fall within the purview of the mathematics departments of the participating schools and are designed to augment and integrate with the middle and high school's own curriculum. The secondary school's regular instructional program is augmented by the Escalante Program, which provides six years of math in a four-year span, with an opportunity to take two College Board exams for college credit.

MEnTe PROGRAM

The Mathematics Enrichment through Technology, or MEnTe, Program is a federally funded program that incorporates technology to teach mathematics. In addition to providing hardware and software for use in mathematics classrooms, the program provides a computer lab for students to use for accessing tutorial software on their own time. The MEnTe Program also serves students studying physics and engineering.

The MEnTe Lab is open Monday through Friday from 7:30 a.m. to 9 p.m., and Saturday from 9 a.m. to 5 p.m.

For further information contact the MEnTe Office at (323) 265-8774.

MESA PROGRAM

MESA (Mathematics, Engineering and Science Achievement) serves educationally and financially disadvantaged students, and to the extent possible by law, emphasizes participation by students from groups with low eligibility rates to four-year colleges. Our goals are to help students transfer to four-year colleges by providing comprehensive academic support and enrichment, as well as to provide them with the tools and strategies to be successful once they transfer and beyond.

California MESA Community College Program (CCP) Components:

ACADEMIC EXCELLENCE WORKSHOPS - MESA students that have successfully taken select courses facilitate a group-learning experience in these workshops. Cooperative learning is encouraged, with a focus on developing academic study skills and mastery of concepts.

ADVISING STAFF - A team of graduate students provide academic advisement. Students are also advised in financial aid, internship, scholarship, and other enrichment opportunities. The outcome is students are competitive applicants to four-year universities.

FACILITATION OF RESEARCH OPPORTUNITIES - Through partnerships with four-year universities, federal- and state-funded grants, students are given the opportunity to participate in research experiences at top universities with renowned researchers. This program has been instrumental in engaging students in STEM fields, and in increasing the number of students interested in obtaining graduate and doctorate degrees.

LOAN PROGRAM - On a semester basis, the MESA program loans out books, calculators and laptops in order to help with the burden of coming up with financial resources. Students must be in good academic standing and comply with MESA guidelines to receive this assistance.

PERSONAL STATEMENT AND RESUME ASSISTANCE - Because students are constantly encouraged to apply for scholarships and internships, having a personal statement and resume on hand is highly encouraged. Graduate students assist students through the process of completing these.

COLLABORATION WITH STUDENT ORGANIZATION - We work closely with the student run organizations Society for Hispanic Professional Engineers (SHPE), Priory of Biology and Chemistry (POBC), Physics Club, Math Club and Chicanos(as) for Creative Medicine (CCM). MESA facilitates field trips, outreach activities, speaker presentations, leadership development activities, and state and national conferences/meetings through these affiliations.

MESA LIBRARY AND MEDIA CENTER - The MESA Library and Media Center is a current project in the making (courtesy of Title IV Funding). Our library will have various resources including books,

journals and interesting DVDs which students can view on our new television. Through this project, we hope to engage students in STEM studies by presenting relevant topics in sustainable and renewable energy, bioengineering, biomedicine, and biochemistry.

PUENTE PROJECT

The Puente Project's mission is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Puente provides students with English instruction, academic advising and mentoring.

For further information, contact Dorothy Teola at (323) 267-3763 or teoladv@elac.edu, or Carlos Centeno at (323) 780-6713 or centenc@elac.edu.

TECH PREP

Tech Prep prepares high school students to go to college and enter high-performance technology careers. Starting in the 11th grade, Tech Prep students learn technical skills as well as academics. Career preparation is the main goal of Tech Prep and its contextual learning. Tech Prep high school students can graduate in two years with their technical degree from East L.A. College or continue their studies into college to earn their four-year degree.

East L.A. College departments offering Tech Prep programs coordinated with high schools include:

ADMINISTRATION OF JUSTICE

ARCHITECTURE

ART

AUTO TECHNOLOGY

BUSINESS ADMINISTRATION

CHILD, FAMILY AND EDUCATION STUDIES

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

ELECTRONICS

ENGINEERING

JOURNALISM

LIFE SCIENCES

MUSIC

NURSING

PHOTOGRAPHY

PSYCHOLOGY

THEATER ARTS

Contact the Tech Prep program office at (323) 265-8859 for a brochure and further information.

INSTRUCTIONAL TELEVISION (ITV)

Each semester, the District-wide Instructional Television program of the Los Angeles Community College District presents transferable college credit courses via 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 by mail, complete reading and study assignments, attend seminars held on weekends at a Los Angeles Community College near their home, and take a midterm and final exam. A Los Angeles Community College District instructor is assigned to each telecourse.



Interested students are invited to visit the Instructional Television office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, California 91342, or to call (818) 364-7600 for registration information.

WINTER AND SUMMER INTERSESSIONS

Winter and Summer intersessions are held in accordance with the guidelines established by the Board of Trustees. The Winter intersession schedule is included in the Spring class schedule. The Summer intersession schedule is published separately.

INSTRUCTIONAL ALTERNATIVES

COMMUNITY SERVICES

(323) 265-8793

The Community Services department responds to needs and interests of our diverse community by offering short-term programs for personal development, leisure, recreation and special interest. All courses are not-for-credit and self-supporting (fee-generating).

- A. ADULT EDUCATION - Instruction in Business, Consumer and Professional Skills.
- B. CHILDREN'S COLLEGE - Courses designed to meet the needs of our young people, i.e., Arts and Crafts; Language; Math; Music; Fine Arts; Dance; and Personal Development.
- C. RECREATIONAL ACTIVITIES - Courses in Dance; Fitness; Swimming; Martial Arts; Basketball; and Golf.
- D. TRAFFIC SCHOOL - Court approved for eight hours. Contact office for dates, (323) 265-8794.

CALWORKS PROGRAM

(323) 265-8998

CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College Program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

THESE SERVICES INCLUDE:

- Information
- Vocational training
- Basic skills training: GED, ESL, Adult Basic Education
- Liaison with DPSS (Department of Public Social Services) regarding training programs and contracts
- Childcare assistance and referrals
- Work study assignments, on/off campus
- Job development: employment skills, resumes, interview skills, and job opportunities
- Learning assistance and tutorial coursework

The CalWORKs program through DPSS provides childcare services, transportation, and textbooks.

**STUDENTS: PLEASE NOTE THAT THE CALWORKS PROGRAM AT ELAC CAN ASSIST YOU IN MEETING THE NEW 32/35 HOUR WORK-PARTICIPATION REQUIREMENT, WHICH CAN INCLUDE THE HOURS YOU ARE ATTENDING CLASSES.*

Graduation Requirements

A PETITION TO GRADUATE MUST BE FILED BY THE STUDENT. CHECK THE SCHEDULE OF CLASSES FOR DEADLINE DATES.

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

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

CATALOG RIGHTS

Students maintaining attendance have "catalog rights" in the choice of regulations determining graduation requirements. Maintaining attendance is defined as completing at least one course in each calendar year. It is the responsibility of the student to indicate at the time the graduation/certificate petition or transfer GE certification request is submitted which catalog he/she elects to follow.

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 purpose of determining whether the student meets the requirements for ELAC graduation or for certification to transfer to UC or CSU.

The continuing student may select the catalog which was in effect when the student initially enrolled at ELAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

UNIT REQUIREMENT

Minimum of 60 to 64 units of degree-applicable (DA) course credit in a selected curriculum. All classes are degree applicable unless they list NDA following the course title.

RESIDENCE REQUIREMENT

Completion of at least 12 units of work in residence and attendance at the college during the semester in which the graduation requirements are completed. Exceptions may be made by the Dean of Admissions under special circumstances.

SCHOLASTIC REQUIREMENT

All courses that count toward the associate degree major or area of emphasis must be "satisfactorily completed" with grades A, B, C or P (Pass). A "C" (2.0) grade-point average or better in all work attempted in the curriculum upon which the degree is based is also required.

COMPETENCY REQUIREMENTS

The following courses and examinations are approved to meet the competency requirement for the associate degree as defined in Board Rule 6201.12 for all students entering prior to Fall 2009:

A. Mathematics Competency

1) Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:

- Mathematics 113 and 114, 115, 116, 117 and 118, 119, 123A&B, 146, 147 or any higher-level Mathematics course with a prerequisite of at least mathematics 115 or its equivalent
- Computer Technology 60
- Electronics 10, 12, 14
- General Engineering Technology 121
- Engineering Technology 49, 50, 51
- Statistics 1

OR

2) Achievement of a score of 15 or higher on the District (Elementary Algebra) Mathematics Competency Examination.

B. Reading & Written Expression Competency

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

ENGLISH 28	INTERMEDIATE READING AND COMPOSITION
ENGLISH 31	COMPOSITION AND CRITICAL READING
ENGLISH 61	INTERMEDIATE READING AND COMPOSITION - PERSONAL EXPERIENCE
ENGLISH 62	READING AND WRITING - CONTEMPORARY ISSUES
ENGLISH 63	READING AND WRITING - THE ARTS
ENGLISH 65	INTERMEDIATE READING AND COMPOSITION - FICTION
ENGLISH 101	COLLEGE READING AND COMPOSITION I
ENGLISH 363	ESL FOR ACADEMIC PURPOSES III
JOURNALISM 101	COLLECTING AND WRITING NEWS

2) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12 for all students entering beginning Fall 2009:

A. Mathematics Competency

The competency requirement in mathematics for the Associate Degree may be met by completion of one of the following:

1) Completion of one of the following courses (or its equivalent at another college) with a grade of "C" or better:

- Mathematics 123C, 124A&B, 125, or 127 & 128 or any higher-level Mathematics course with a prerequisite of at least mathematics 125 or its equivalent

2) A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.

- 3) A score of 3 or higher on the following AP Exams:
- Calculus AB
 - Calculus BC
 - Statistics
- 4) Completion of the college assessment exam in mathematics and achievement of a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124A & B, 125, or 127 & 128). That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.

B. Reading & Written Expression Competency

The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following:

- 1) Completion of English 101 (or its equivalent at another college) with a grade of "C" or better.
- 2) A score of 3 or higher on the following AP Exams:
 - English Language and Composition
 - English Composition and Literature
- 3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.
- 4) Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement.

GRADUATION APPLICATION PROCEDURES:

Associate degrees are not automatically awarded when the student completes the requirements. The student must file a petition in the office of Admissions and Records according to the following schedule:

GRADUATION PERIOD:	FILING PERIOD
SUMMER	APRIL - JULY
FALL	AUGUST - NOVEMBER
SPRING	JANUARY - APRIL

A commencement ceremony is conducted for spring graduation, but the graduation date is posted on the student's transcripts after the graduation period in which the Associate degree is earned.

ADDITIONAL AND CONCURRENT ASSOCIATE DEGREE

Additional Associate Degrees: Students who have previously earned an associate degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements - i.e., scholarship, residency, competency, general education and major requirements.
2. Completion of a minimum of six (6) new units in a major requiring 18-35 units or twelve (12) new units in a major following Plan B of General Education requiring 36 or more units. Major course requirements completed in previous degrees awarded can be used again for additional degrees.

3. All courses that count toward the associate degree major or area of emphasis must be satisfactorily completed with grade of "C" or higher or "P" (Pass).
4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
5. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules - Academic Senate and the Board of Trustees Shared Governance Policy. Concurrent degrees: Concurrent degrees are degrees awarded in the same semester. Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:
 1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
 2. There is no maximum number of concurrent degrees that a student may be awarded.
 3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.

Important: Students who have taken college courses elsewhere (outside the LACCD system) must have an official transcript sent from each of those colleges to ELAC's office of Admissions and Records when they enroll at ELAC.

Failure to submit transcripts from other colleges when enrolling at ELAC will cause problems in creating the student's educational plan and in awarding equivalent credit for courses taken elsewhere, and could eventually delay the student's graduation from ELAC.

COURSE REQUIREMENTS

Students who are majoring in programs of study for which 18-35 units are required in the major should complete *Graduation Plan A*.

Students who are majoring in programs of study for which 36 or more units are required in the major should complete *Graduation Plan B*.

Per Senate Bill SB 1440, students pursuing an Associate in Arts for Transfer (AA-T) or an Associate in Science for Transfer (AS-T) must complete the general education requirements for these degrees with full certification of the *CSU GE Breadth Certification Plan* or the *IGETC* as defined by CSU Executive Order 1033 and the IGETC Standards respectively. Course work from Areas A1, A2, A3 and B4 of the CSU GE Breadth Certification Plan must be completed with a "C" or better to be applied toward degree requirements.

GENERAL EDUCATION CATEGORIES AND STUDENT LEARNING OUTCOMES

Categories of courses that fulfill general education requirements for Plans A and B are as follows:

AREA A: Natural Science

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Describe the relationships between science and other human activities through the examination of the physical universe, its life forms, and/or its natural phenomena.
- Apply or discuss the scientific method as it relates to common issues and problems found in the natural sciences.

AREA B: Social and Behavioral Sciences

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Apply critical thinking methods to the ways that individuals or societies behave or have behaved, in a particular situation, event or series of events, within their own or among other societies (e.g., compare and contrast how individuals, societies and social sub-groups operate).

AREA C: Humanities

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Demonstrate an awareness/understanding of diverse human responses to the world around them through artistic or cultural creation.
- Demonstrate an understanding of various aesthetics and an ability to make value judgments on artistic or cultural creations.

AREA D1: Language and Rationality--English Composition

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Demonstrate an understanding of the principles of language by using language to clearly and precisely express rational thought.

AREA D2: Language and Rationality--Communication and Analytical Thinking

Upon receipt of an associate degree from East Los Angeles College, a student will be able to:

- Critically evaluate communication in a symbol system appropriate to the academic discipline being studied.

AREA E: Health and Physical Education

After completing a General Education course in health and physical education, students will be able to:

- Apply techniques, skills and/or knowledge as related to the designated activities.
- Demonstrate the components for health and wellness.

PLAN A**MAJOR REQUIREMENTS**

Minimum of 18 units in a single or related field.

GENERAL EDUCATION REQUIREMENTS

Completion of at least 30 units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

A. NATURAL SCIENCES (3 SEMESTER UNITS)

ANTHROPOLOGY 101, 103
 ANATOMY 1
 ASTRONOMY 1, 15, 16
 BIOLOGY 3, 6, 20, 46
 CHEMISTRY 51, 56, 65, 101
 EARTH SCIENCE 1
 ENVIRONMENTAL SCIENCE 1, 23, 24
 FAMILY AND CONSUMER STUDIES 21
 GEOGRAPHY 1, 3

GEOLOGY 1, 4
 METEOROLOGY 3
 MICROBIOLOGY 1, 10, 20
 OCEANOGRAPHY 1
 PHYSICS 1, 6, 7, 11, 17, 21, 22
 PHYSIOLOGY 1
 PSYCHOLOGY 2

B. SOCIAL AND BEHAVIORAL SCIENCES (9 SEMESTER UNITS)**1. American Institutions**

(3-6 semester units)

AFRICAN-AMERICAN STUDIES 4, 5
 CHICANO STUDIES 7, 8
 HISTORY 5, 6, 11, 12, 52, 81, 82
 POLITICAL SCIENCE 1

2. Other Social and Behavioral Sciences

(3-6 semester units)

ADMINISTRATION OF JUSTICE 1
 ANTHROPOLOGY 102, 132
 ASIAN-AMERICAN STUDIES 1, 3, 7
 CHICANO STUDIES 2, 3, 4, 19, 20, 47, 50, 56, 63, 71, 72, 80
 CHILD DEVELOPMENT 1, 42, 45
 ECONOMICS 1, 2
 ENVIRONMENTAL SCIENCE 17
 FAMILY AND CONSUMER STUDIES 31
 GEOGRAPHY 2, 5, 14, 18
 HISTORY 1, 2, 86, 87
 JOURNALISM 105
 POLITICAL SCIENCE 2, 7
 PSYCHOLOGY 1, 11, 13, 14, 41, 52, 77
 PUBLIC RELATIONS 1
 SOCIOLOGY 1, 2, 3, 4, 7, 11, 12, 13, 21, 22

C. HUMANITIES (3 SEMESTER UNITS)

AMERICAN SIGN LANGUAGE 1, 2, 3, 4
 ANTHROPOLOGY 104, 121
 ARCHITECTURE 110, 130, 131
 ART 101, 102, 103, 105, 109, 111, 117, 118, 201, 501, 502, 700, 708
 ASIAN-AMERICAN STUDIES 7, 11
 BROADCASTING 1
 CHICANO STUDIES 37, 42, 44, 46, 51, 52, 54, 57, 58, 62
 CHILD DEVELOPMENT 3
 CHINESE 1, 2, 3, 21, 22
 DANCE STUDIES 458
 DANCE TECHNIQUES 419, 431, 460, 472, 481, 482, 483, 484, 485, 486, 487, 488, 490
 ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 215, 216, 218, 220, 239, 240, 241, 250, 252
 FRENCH 1, 2, 3, 4, 5, 10, 21, 22
 HISTORY 7, 86
 HUMANITIES 1, 60, 61
 ITALIAN 1, 2, 10, 21, 22
 JAPANESE 1, 2, 3, 4, 21, 22

MUSIC 101, 111, 121, 122, 132, 136, 141, 181-184, 201, 202, 211, 321-324, 341, 411-413, 521, 563, 601-604, 611, 621-624, 631-634, 650-654, 731, 733, 734, 741, 775

PHILOSOPHY 1, 12, 13, 14, 19, 20, 28, 31, 33, 43

PHOTOGRAPHY 10, 121

SPANISH 1, 2, 3, 4, 5, 6, 9, 10, 12, 16, 35, 36

SPEECH 135

THEATER ARTS 100, 200, 505

D. LANGUAGE AND RATIONALITY (12 SEMESTER UNITS)

1. English Composition

(3-6 semester units)

Note: Courses that are marked with an "" meet the English Competency Requirement for graduation.*

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 32

ENGLISH 28, 61, 62, 63, 65, 101*, 102

JOURNALISM 101

2. Communication and Analytical Thinking

(6-9 semester units)

BUSINESS 15

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 35

COMPUTER SCIENCE 201, 203, 208, 243

ENGINEERING, GENERAL 102, 221

ENGLISH 103

GEOGRAPHY 31

GEOGRAPHICAL INFORMATION SYSTEMS 31

HEALTH INFORMATION TECHNOLOGY 207

LIBRARY SCIENCE 101

MATHEMATICS 120 OR HIGHER, EXCEPT FOR 185, 192, 285, 385

PHILOSOPHY 6, 8

READING 28, 29, 101

SPEECH 101, 102, 104

E. HEALTH AND PHYSICAL EDUCATION (3 SEMESTER UNITS)

1. Health Education

(2-3 semester units)

HEALTH 2, 4, 7, 8, 11

2. Physical Activity

(1 semester unit, unless exempt)

Chosen from one of the following Subjects (refer to pages 227-229 for a list of Physical Activities that will meet this requirement):

DANCE SPECIALTIES

DANCE TECHNIQUES

PHYSICAL EDUCATION

PHYSICAL FITNESS AND BODY MOVEMENT

Note: Health 2 includes the Physical Education activity.

PLAN B

MAJOR REQUIREMENTS

Minimum of 36 units in a single or related field.

GENERAL EDUCATION REQUIREMENTS

Completion of at least 18 units of general education which shall include not less than the minimum number of units indicated in each of the following areas:

A. NATURAL SCIENCES (3 SEMESTER UNITS)

ANTHROPOLOGY 101, 103

ANATOMY 1

ASTRONOMY 1, 15, 16

BIOLOGY 3, 6, 20, 46

CHEMISTRY 51, 56, 65, 101

EARTH SCIENCE 1

ENVIRONMENTAL SCIENCE 1, 23, 24

FAMILY AND CONSUMER STUDIES 21

GEOGRAPHY 1, 3

GEOLOGY 1, 4

METEOROLOGY 3

MICROBIOLOGY 1, 10, 20

OCEANOGRAPHY 1

PHYSICS 1, 6, 7, 11, 17, 21, 22

PHYSIOLOGY 1

PSYCHOLOGY 2

B. SOCIAL AND BEHAVIORAL SCIENCES (3 SEMESTER UNITS)

1. American Institutions

(3 semester units)

AFRICAN-AMERICAN STUDIES 4, 5

CHICANO STUDIES 7, 8

HISTORY 5, 6, 11, 12, 52, 81, 82

POLITICAL SCIENCE 1

C. HUMANITIES (3 SEMESTER UNITS)

AMERICAN SIGN LANGUAGE 1, 2, 3

ANTHROPOLOGY 104, 121

ARCHITECTURE 110, 130, 131

ART 101, 102, 103, 105, 109, 111, 117, 118, 201, 501, 502, 700, 708

ASIAN-AMERICAN STUDIES 7, 11

BROADCASTING 1

CHICANO STUDIES 37, 42, 44, 46, 51, 52, 54, 57, 58, 62

CHILD DEVELOPMENT 3

CHINESE 1, 2, 3, 21, 22

DANCE STUDIES 458

DANCE TECHNIQUES 419, 431, 460, 472, 481, 482, 483, 484, 485, 486, 487, 488, 490

ENGLISH 102, 127, 203, 204, 205, 206, 207, 208, 211, 212, 213, 215, 216, 218, 220, 239, 240, 241, 250, 252

FRENCH 1, 2, 3, 4, 5, 10, 21, 22

HISTORY 7, 86

HUMANITIES 1, 60, 61

ITALIAN 1, 2, 10, 21, 22

JAPANESE I, 2, 3, 4, 21, 22

MUSIC 101, 111, 121, 122, 132, 136, 141, 181-184, 201, 202, 211, 122, 12, 321-324, 341, 411-413, 521, 563, 601-604, 611, 621-624, 631-634, 650-654, 731, 733, 734, 741, 775

PHILOSOPHY I, 12, 13, 14, 19, 20, 28, 31, 33, 43

PHOTOGRAPHY 10, 121

SPANISH I, 2, 3, 4, 5, 6, 9, 10, 12, 16, 35, 36

SPEECH 135

THEATER ARTS 100, 200, 505

D. LANGUAGE AND RATIONALITY (6 UNITS REQUIRED)

1. English Composition

(3 semester units)

Note: Courses that are marked with an "" meet the English Competency Requirement for graduation.*

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 32

ENGLISH 28, 61, 62, 63, 65, 101*, 102

JOURNALISM 101

2. Communication and Analytical Thinking

(3 semester units)

BUSINESS 15

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 35

COMPUTER SCIENCE 201, 203, 208, 243

ENGINEERING, GENERAL 102, 221

ENGLISH 103

GEOGRAPHY 31

GEOGRAPHICAL INFORMATION SYSTEMS 31

HEALTH INFORMATION TECHNOLOGY 207/LIBRARY SCIENCE 101

MATHEMATICS 120 OR HIGHER, EXCEPT FOR 185, 192, 285, 385

PHILOSOPHY 6, 8

READING 28, 29, 101

SPEECH 101, 102, 104

E. HEALTH AND PHYSICAL EDUCATION (3 SEMESTER UNITS)

1. Health Education

(2-3 semester units)

HEALTH 2, 4, 7, 8, 11

2. Physical Activity

(1 semester unit, unless exempt)

Chosen from one of the following Subjects (refer to pages 227-229 for a list of Physical Activities that will meet this requirement):

DANCE SPECIALTIES

DANCE TECHNIQUES

PHYSICAL EDUCATION

PHYSICAL FITNESS AND BODY MOVEMENT

Note: Health 2 includes the Physical Education activity.

REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREES

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees priority consideration for 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 priority consideration for 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 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 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, no majors for the AA-T or AS-T have been approved. Majors are under development. Please see a counselor for more information.

REQUIREMENTS:

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

1. Minimum of 60 CSU-transferable semester units.
2. 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. Completion of a minimum of 18 semester units in a "AA-T" or "AS-T" major. 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).
4. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 73-77).

Transfer Requirements

TRANSFER PROGRAM

Information has been compiled here to help the many East Los Angeles College students who plan to continue studying at another college or university after completing studies at East Los Angeles College.

East Los Angeles College provides the lower division preparation and general education requirements for most universities in California.

With careful planning, a student can complete the equivalent courses of the first two years of study at most universities and complete the requirements for the Associate Degree simultaneously.

Students are urged to study the requirements of the University to which he or she plans to transfer and to check regularly with the counselors in the Counseling Office to be certain that they are taking courses which will meet their transfer requirements.

It is also recommended that students regularly use the many services provided by the University Center to assist them in preparation for transfer.

CATALOG RIGHTS

If a student has continuous enrollment as defined by the catalog, the student may elect to follow the catalog in effect at the time of entrance or any subsequent catalog. This applies to graduation requirements, CSU and IGETC certification.

ASSIST - WWW.ASSIST.ORG

As a prospective transfer student, it is important to make sure that the community college courses you take are acceptable to the university for transfer credit. ASSIST is California's official statewide repository of transfer information for the California State University (CSU) and University of California (UC) university systems, offering easy access to a single database of course transfer information. ASSIST will help you determine if you will receive credit for courses you've already taken or plan to take and how those courses will apply to a specific academic major or general education requirement.

ARTICULATION AGREEMENTS

Articulation agreements identify coursework completed at one institution that meets the requirements of another institution for major preparation, general education, or transferable units. Most articulation agreements are between a community college and a university, but there are also agreements between universities. Articulation agreements are agreed upon by both institutions involved in transferring course credits. Articulation agreements with the CSU and UC systems may be accessed on www.assist.org. Other agreements with independent institutions are accessible on the ELAC website under "Transfer Requirements" or through the Counseling Department in E1.

CALIFORNIA STATE UNIVERSITY

ADMISSION

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with a counselor in the Counseling Office.

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (84-105 quarter units) are eligible for admission if (a) they are in good standing at East Los Angeles College, and (b) have achieved a 2.0 or better grade-point average in all college units attempted (non-residents, 2.4 or better). Any student applying for admission for Fall 1998 or later must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning for admission.

DEPARTMENTAL MAJORS

In some transfer programs, East Los Angeles College does not offer all courses required by the departmental major. It is essential, therefore, to refer to the appropriate California State University catalog for complete departmental majors. Since many of the Departmental Majors Requirements are revised after a college catalog has been printed, students are also urged to consult with a counselor for current information.

GENERAL EDUCATION REQUIREMENTS

The following program meets the needs of the student for essentially all the California State Universities; however, due to the fact that the requirements for general education often change. It is essential for students to consult with a counselor for information about any recent changes.

To be eligible for the Bachelor's degree from a State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. The California Administrative Code authorizes East Los Angeles College to certify that the student has completed the lower division portion of the General Education requirements, i.e., 39 semester units, from the pattern listed below.

Students may complete these 39 units of General Education at East Los Angeles College for transfer to the California State University and College system and will be certified if a minimum of nine units of course work is completed in each of the categories "A" through "D". Less than 39 units of General Education or completion of one or more categories may be partially certified as meeting requirements for the four-year institution.

GENERAL EDUCATION CERTIFICATION FOR 2011-2012

CALIFORNIA STATE UNIVERSITY

39 Units Required

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 SEMESTER OR 12-15 QUARTER UNITS)

One course required from each subarea:

1. SPEECH 101, 102
2. ENGLISH 101
3. PHILOSOPHY 6, 8, ENGLISH 102, 103, SPEECH 104

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 SEMESTER OR 12-15 QUARTER UNITS)

One course in subareas B1, B2, and B4, plus laboratory activity related to one of the completed science courses.

Note: At least one science course must include a laboratory class. Laboratory classes are marked with a "+".

1. Physical Science

ASTRONOMY 1, 15, 16
 CHEMISTRY 51+, 56+, 65+, 101+, 102+, 201+, 211+, 212+, 221+, 231+
 EARTH SCIENCE I, 2+
 ENVIRONMENTAL SCIENCE I, 24
 GEOGRAPHY I, 3, (SAME AS METEOROLOGY 3), 4, 15+, 18
 GEOLOGY I, 4+, 6+
 METEOROLOGY 3
 PHYSICS 1+, 2+, 3+, 4+, 6+, 7+, 11+, 17+, 21+, 22+

2. Life Science

ANATOMY 1+
 ANTHROPOLOGY 101
 BIOLOGY 3+, 6+, 7+, 20+, 46
 MICROBIOLOGY 1+, 10+, 20+
 OCEANOGRAPHY I
 PHYSIOLOGY 1+
 PSYCHOLOGY 2

3. Laboratory Activity

ANTHROPOLOGY III
 EARTH 2
 GEOGRAPHY 15
 GEOLOGY 6.

This requirement may also be satisfied by completion of any lecture with lab course listed in Area B1 or B2 above that is marked with a "+".

4. Mathematics/Quantitative Reasoning

GENERAL ENGINEERING 121, 221
 MATH 227, 230, 235, 236, 241, 245, 260, 261, 262, 263, 270, 275, 280, 284, 286.

C. ARTS AND HUMANITIES (9 SEMESTER OR 12-15 QUARTER UNITS)

Three courses are required. One course must be taken from the Arts (C1) and one course must be taken from the Humanities (C2).

1. Arts

ARCHITECTURE 130, 131
 ART 101, 102, 103, 105, III, II8, 201, 211, 300, 313, 501, 522, 708
 ASIAN-AMERICAN STUDIES II
 CHICANO STUDIES 44 (SAME AS SPANISH 16), 51, 52, 54, 58
 CHILD DEVELOPMENT 3, 4
 DANCE STUDIES 458
 HUMANITIES I, 61
 MUSIC III, 121, 122, 132, 141, 412, 413, 650-654, 731, 741
 PHOTOGRAPHY 121
 SPANISH 9, 16 (SAME AS CHICANO STUDIES 44)
 SPEECH 106, 135
 THEATER ARTS 100, 200, 232, 291, 293, 505

2. Humanities

AMERICAN SIGN LANGUAGE 3
 ANTHROPOLOGY 104
 ARCHITECTURE 130, 131
 ASIAN-AMERICAN STUDIES II

CHICANO STUDIES 37, 42 (SAME AS SPANISH 12), 44 (SAME AS SPANISH 16), 46, 57, 62

CHINESE I, 2, 3, 22

ENGLISH 102, 127, 203-208, 211-213, 215, 216, 218, 220, 239, 240, 241, 250, 252

FRENCH I, 2, 3, 4, 5, 10, 21, 22

HISTORY I, 2, 6, 7, 11, 12, 82, 86

HUMANITIES I, 60

ITALIAN I, 2, 10, 21, 22

JAPANESE I, 2, 3, 4, 21, 22

PHILOSOPHY I, 12, 14, 19, 20, 31, 33 (SAME AS HISTORY 7)

SPANISH I, 2, 3, 4, 5, 6, 9, 12 (SAME AS CHICANO STUDIES 42), 16 (SAME AS CHICANO STUDIES 44), 35, 36

D. SOCIAL SCIENCES (9 SEMESTER OR 12-15 QUARTER UNITS)

Three courses required. Courses must be taken in at least two subareas.

0. Sociology and Criminology:

ADMINISTRATION OF JUSTICE 2
 CHICANO STUDIES 56
 SOCIOLOGY I, 2, 3, 7, 11, 13, 21, 22

1. Anthropology and Archeology:

ANTHROPOLOGY 102, 103, 104, 121, 132
 CHILD DEVELOPMENT 45

2. Economics:

ECONOMICS I, 2

3. Ethnic Studies:

AFRICAN-AMERICAN STUDIES 4*, 5*
 ASIAN AMERICAN STUDIES I
 CHICANO STUDIES 2, 7*, 8*, 20, 47, 56, 80
 SOCIOLOGY II

4. Gender Studies:

CHICANO STUDIES 47
 HISTORY 52*
 SOCIOLOGY 22

5. Geography:

ENVIRONMENTAL SCIENCE 17 (SAME AS GEOGRAPHY 14)
 GEOGRAPHY 2, 14

6. History:

AFRICAN-AMERICAN STUDIES 4*, 5*
 CHICANO STUDIES 7*, 8*, 19
 HISTORY I, 2, 5, 6*, 11*, 12*, 52*, 81*, 82*, 86, 87
 HUMANITIES I
 ITALIAN 10

7. Interdisciplinary Social or Behavioral Science:

ASIAN-AMERICAN STUDIES 3, 7,, 11
 CHICANO STUDIES 44 (SAME AS SPANISH 16)
 FAMILY AND CONSUMER STUDIES 31
 JOURNALISM 105
 SOCIOLOGY 12
 SPANISH 9, 16

8. Political Science, Government, and Legal Institutions:

ADMINISTRATION OF JUSTICE I
 CHICANO STUDIES 80
 POLITICAL SCIENCE I, 2, 7

9. Psychology:

CHILD DEVELOPMENT I
 PSYCHOLOGY I, II, 13, 14, 41, 52, 77

Note: CSU Graduation Requirement in U.S. History Constitution and American Ideals - May be met prior to transfer by taking one U.S. History Course and Political Science 1. U.S. History courses are marked with a "". These courses are not required for certification and may be counted in Area D above.*

**E. LIFELONG LEARNING AND SELF-DEVELOPMENT
(3 SEMESTER OR 4 QUARTER UNITS)**

**Note: Only one unit of DANCEST, DANCETQ, P.E., PHYS ED or PHYSFIT activity may be applied toward this area.*

CHICANO STUDIES 2, 3
 CHILD DEVELOPMENT I
 DANCE STUDIES 452*, 814*, 822*, OR ANY DANCE TECHNIQUES*
 ENVIRONMENTAL SCIENCE I
 FAMILY AND CONSUMER STUDIES 21, 31
 HEALTH 2, 4, 8, 11, 12, 15
 PERSONAL DEVELOPMENT 20
 PHILOSOPHY 19
 PHYSICAL EDUCATION* OR PHYSICAL FITNESS AND
 BODY MOVEMENT*, P.E. 701*
 POLITICAL SCIENCE 7
 PSYCHOLOGY 13, 41, 43, 52, 77
 SOCIOLOGY 12, 21
 SPEECH 106

**APPLICATION FOR GENERAL EDUCATION
CERTIFICATION REQUIRED**

East Los Angeles College will accept credits from any regionally accredited institution of higher education for general education certification for the California State University system.

In order to receive full credit for General Education Certification from East Los Angeles College and not to be held to the variable California State University pattern, you need to complete 39 units from the above pattern. You must petition the Admissions Office to certify your transcripts.

**GENERAL EDUCATION CERTIFICATION FOR
THE CALIFORNIA STATE UNIVERSITY**

A student planning to transfer to the California State University system should request to have their general education units certified by East Los Angeles College.

General Education Certification is a contractual agreement between East Los Angeles College and the California State University and Colleges. Students meeting the requirements for Full Certification will have met the necessary requirements completing all lower division general education for the California State Universities. Three additional upper division general education classes will be required at the university.

In order to be fully certified, a student must complete a total of 39 units of general education at East Los Angeles College and/or any accredited institution of higher education. A total of 39 units is reached by completing courses in categories A through E (see previous pages for General Education course listings).

When partial certification is requested, a checklist is completed by our credit clerks indicating which categories have been met. Your records are then evaluated by the university based on the contractual agreement rather than on requirements for non-community college transfer students. Certification must be requested at the Admissions Office at the time your final Transcript Request Form is submitted.

For further clarification please review the general education certification pattern with your counselor.

TRANSFER REQUIREMENTS**ADVANCED STANDING ADMISSION**

It is suggested that students planning for transfer to the University of California discuss their transfer plans with a counselor semester by semester, in-as-much as major changes frequently occur in requirements subsequent to the printing of this catalog.

The University defines an advanced standing applicants as a high school graduate who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation. Advanced standing applicants may not disregard their college records and apply for admission as freshmen.

ADVANCED STANDING ADMISSION REQUIREMENTS:

Any student ineligible as a freshman to the University of California because of grade-point and subject deficiencies will be eligible for admission to the University of California after completing 60 transferable college units with a grade-point average of 2.4 or better. Students will be required to make up all but two of the "A-G" requirements before admission. These students are urged to see a counselor.

In addition, students who were ineligible for the University only because of a subject deficiency may transfer to the University after completing eight or more semester units in college with a grade-point average of 2.0 or better, including the appropriate subjects which were lacking with grades of "C" or better. Also see a counselor for assistance.

Students planning to transfer to the University of California are required to complete 60 semester units of transferable work with a minimum 2.4 grade-point average. No more than 70 semester units (105 quarter units) from community colleges will be credited towards a bachelor's degree. If you have attended and received credit from any four-year college or university, you will be ineligible for admission to a UC with 80 semester units or more.

Students eligible to enter the University directly on graduation from high school may transfer at any time provided their grade-point average is 2.0 or better.

As an integral part of the system of public education in California, the University 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.

In addition, credit is allowed for having completed with high scores certain tests of the College Board. These include Advanced Placement Examinations and International Baccalaureate Examinations (see pages 54-61 for more information).

2011-2012 UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division general education requirements at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the CSU General Education Breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation such as Engineering or business majors at UC Berkeley may not find the IGETC option to be advantageous. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. Please see a counselor for more information.

If you are planning to transfer to any of the California State Universities or University of California systems, you need to have your course work in IGETC certified by East Los Angeles College. You **MUST REQUEST** certification at the time you order your final transcript. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UCs, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement.

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

AREA 1 – ENGLISH COMMUNICATION

UC Requirement	Two courses required, one from group A and one from group B
CSU Requirement	Three courses required, one each from groups A, B, and C
GROUP A	English Composition, one course. (3 semester/4-5 quarter units) English 101
GROUP B	Critical Thinking - English Composition, one course. (3 semester/4-5 quarter units) English 102, 103
GROUP C	Oral Communication (CSU requirement only) 1 course. (3 semester/4-5 quarter units) Speech 101, 102, 104

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Required: One course (3 semester/4-5 quarter units).

GENERAL ENGINEERING 221

MATH 227, 235, 236, 245, 260, 261, 262, 263, 270, 275, 284, 286

AREA 3 - ARTS AND HUMANITIES

Required: Three courses. One course must be taken from the Arts and one course must be taken from the Humanities. (9 semester/12-15 quarter units).

ARTS

ART 101, 102, 103, 105, 111

CHICANO STUDIES 51, 52, 54, 58

DANCE STUDIES 458

MUSIC 111, 121, 122, 132, 141

PHOTOGRAPHY 121

THEATER 100, 505

HUMANITIES

AMERICAN SIGN LANGUAGE 3

ANTHROPOLOGY 104, 132

ART 118

ASIAN-AMERICAN STUDIES 3, 11

CHICANO STUDIES 37, 42 (SAME AS SPANISH 12), 44 (SAME AS SPANISH 16), 46, 51, 57, 62

ENGLISH 102, 203-208, 211-213, 215, 216, 218, 220, 239, 240, 241, 250, 252

FOREIGN LANGUAGE: CHINESE 3, FRENCH 3, 4, 5; JAPANESE 3, 4;
SPANISH 3, 4, 5, 6, 9, 12 (SAME AS CHICANO STUDIES 42), 16
(SAME AS CHICANO STUDIES 44)

FRENCH 10

HISTORY 1, 2, 6, 7, 11, 12, 82, 86

HUMANITIES 1, 60

ITALIAN 10

PHILOSOPHY 1, 12, 14, 19, 20, 31, 33

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

Required: Three courses taken from at least two subjects or an interdisciplinary sequence. (9 semester/12-15 quarter units).

ADMINISTRATION OF JUSTICE 1, 2

AFRICAN-AMERICAN STUDIES 4, 5

ANTHROPOLOGY 102, 103, 104, 121

ASIAN-AMERICAN STUDIES 1, 7

CHICANO STUDIES 2, 3, 7, 8, 19, 20, 47, 80

CHILD DEVELOPMENT 1

ECONOMICS 1, 2

ENVIRONMENTAL SCIENCE 17 (SAME AS GEOGRAPHY 14)

FAMILY AND CONSUMER STUDIES 31

GEOGRAPHY 2, 14 (SAME AS ENVIRONMENTAL SCIENCE 17)

HISTORY 1, 2, 5, 6, 11, 12, 52, 81, 82, 86, 87

ITALIAN 10

JOURNALISM 105

POLITICAL SCIENCE 1, 2, 7

PSYCHOLOGY 1, 11, 41, 52

SOCIOLOGY 1, 2, 11, 12, 13, 21, 22

CSU Graduation Requirement in U.S. History, Constitution and American Ideals: Two courses (6 units), one from group 1 and one from group 2. These courses are not part of IGETC and may be completed prior to transfer.

GROUP 1 African-American Studies 4, 5 Chicano Studies 7, 8, History 6, 11, 12, 52, 81, 82

GROUP 2 Political Science 1

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

Required: Two courses, one course must be taken from the Physical Science and one course must be taken from the Biological Science; at least one science course must include a laboratory (marked with a "+"). (7-9 semester/9-12 quarter units).

PHYSICAL SCIENCES

ASTRONOMY 1, 15, 16

CHEMISTRY 56+, 65+, 101+, 102+, 201+, 211+, 212+, 221+, 231+

EARTH SCIENCE 1, 2+

ENVIRONMENTAL SCIENCE 1, 24

GEOGRAPHY 1, 3, (SAME AS METEOROLOGY 3), 15+

GEOLOGY 1, 4+, 6+

METEOROLOGY 3 (SAME AS GEOGRAPHY 3)

PHYSICS 1+, 2+, 3+, 4+, 6+, 7+, 11+, 17, 21+, 22+

BIOLOGICAL SCIENCES

ANATOMY 1+

ANTHROPOLOGY 101, 111+

.BIOLOGY 3+, 6+, 7+, 10, 20+, 46

MICROBIOLOGY 1+, 20+

OCEANOGRAPHY 1

PHYSIOLOGY 1+

PSYCHOLOGY 2

AREA 6A - LANGUAGE OTHER THAN ENGLISH

(UC requirement only).

May be met by completion of two years of the same foreign language in high school or by completion of a level 2 or above college foreign language course. (Courses at Level 3 or above may be double counted in Area 3B: American Sign Language, Chinese, French, Italian, Japanese and Spanish).



University of California Credit Limit Index

ACCOUNTING

No credit for:

ACCOUNTING 21 OR 22 IF TAKEN AFTER I

1 course from:

ACCOUNTING 21 AND 22 COMBINED ARE EQUIVALENT TO I

Maximum credit: 5 units, Accounting 21 and 22 must both be taken in order to receive transfer credit.

ADMINISTRATION OF JUSTICE

1 course from:

ADMINISTRATION OF JUSTICE I, 4

ANATOMY

8 units from:

ANATOMY I, BIOLOGY 20, PHYSIOLOGY I

BIOLOGY

1 course from:

BIOLOGY 3, 25

8 units from:

BIOLOGY 20, ANATOMY I, AND PHYSIOLOGY I

No credit for:

BIOLOGY 3, 25 IF TAKEN AFTER BIOLOGY 6

CHEMISTRY

1 course from:

CHEMISTRY 21I, 22I

No credit for:

CHEMISTRY 65 IF TAKEN AFTER IOI

CHINESE

2 courses from:

CHINESE 8

DANCE

4 units from:

DANCE TECHNIQUES, PHYSICAL EDUCATION, AND PHYSICAL FITNESS AND BODY MOVEMENT ACTIVITY COURSES

DIRECTED STUDY

The granting of transfer credit for courses of this kind is contingent upon a review of the course outline by a UC campus.

ENGINEERING, GENERAL

1 course from:

ENGINEERING, GENERAL 22I OR MATH 227

1 course from:

ENGINEERING, GENERAL 21I, 212

ENGLISH

8 units from:

ENGLISH AS A SECOND LANGUAGE 6A

FRENCH

2 courses from:

FRENCH 8

GEOLOGY

5 units from:

GEOLOGY I AND 6, OR 4

HEALTH

1 course from:

HEALTH 2, 7, 8, II

ITALIAN

2 courses from:

ITALIAN 8

JAPANESE

2 courses from:

JAPANESE 8

LAW

1 course from:

LAW I, 2

MATHEMATICS

1 course from:

MATHEMATICS 227 OR GENERAL ENGINEERING 22I

2 courses from:

MATHEMATICS 236 COMBINED WITH 26I AND 262

1 course from:

MATHEMATICS 245, 260

1 course from:

MATHEMATICS 215, 216

MICROBIOLOGY

1 course from:

MICROBIOLOGY I, 20

PHYSICAL EDUCATION

8 units from:

PHYSICAL EDUCATION 708, 709, 710, 71I, 713, 725

4 units from:

PHYSICAL EDUCATION, DANCE TECHNIQUES, AND PHYSICAL FITNESS AND BODY MOVEMENT ACTIVITY COURSES

PHYSICS

1 series from:

PHYSICS I, 2, 3, 4, COMBINED WITH 6, 7, OR 2I, 22

No credit for:

PHYSICS II IF TAKEN AFTER PHYSICS I, 6, AND 2I

PHYSIOLOGY

8 units from:

PHYSIOLOGY I, ANATOMY I, AND BIOLOGY 20

SPANISH

2 courses from:

SPANISH 8

THEATER

1 course from:

THEATER 200, 270

Course Names and Abbreviations

The following list represents the abbreviations used in the courses required for Skills Certificates, Certificates of Achievement, Associate Degrees and Transfer Curriculum.

ACCOUNTING	ACCTG	GEOLOGY	GEOLOGY
ADMINISTRATION OF JUSTICE	ADM JUS	HEALTHHEALTH
AFRICAN-AMERICAN STUDIES	AFRO AM	HEALTH INFORMATION TECHNOLOGY	HTHTEK
ALLIED HEALTH	ALD HTH	HISTORY	HISTORY
AMERICAN SIGN LANGUAGEASL	HUMANITIESHUMAN
ANATOMY	ANATOMY	INSURANCEINSUR
ANIMATIONANIMATN	INTERNATIONAL BUSINESSINTBUS
ANTHROPOLOGY	ANTHRO	ITALIANITALIAN
ARCHITECTURAL INTERIORS	INT	JAPANESEJAPAN
ARCHITECTURAL LANDSCAPE	LAN	JOURNALISMJOURNAL
ARCHITECTURE	ARC	LAWLAW
ART	ART	LEARNING SKILLS	LRNSKIL
ASIAN-AMERICAN STUDIES	ASIAN	LIBRARY SCIENCE	LIB SCI
ASTRONOMYASTRON	LOGISTICSLOGTIC
AUTOMOBILE TECHNOLOGYAUTOMO	MANAGEMENTMGMT
BIOLOGY	BIOLOGY	MANUFACTURING AND INDUSTRIAL TECHNOLOGY	MIT
BROADCASTING	BRDCSTG	MARKETING	MARKET
BUSINESS	BUS	MATHEMATICSMATH
CHEMISTRY	CHEM	METEOROLOGY	METEOR
CHICANO STUDIESCHICANO	MICROBIOLOGY	MICRO
CHILD DEVELOPMENT	CH DEV	MUSICMUSIC
CHINESE	CHINESE	NURSING	NURSING
COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES	CAOT	OCEANOGRAPHY	OCEANO
COMPUTER SCIENCE INFORMATION TECHNOLOGY	CO SCI	PERSONAL DEVELOPMENT	PERSDEV
COOPERATIVE EDUCATION	COOP ED	PHILOSOPHY	PHILOS
DANCE SPECIALTIESDNCESPC	PHOTOGRAPHY	PHOTO
DANCE STUDIESDANCEST	PHYSICAL EDUCATION	PHYS ED
DANCE TECHNIQUES	DANCETQ	PHYSICAL FITNESS AND BODY MOVEMENT	PHYSFIT
EARTH SCIENCE	EARTH	PHYSICS	PHYSICS
ECONOMICS	ECON	PHYSIOLOGY	PHYSIOL
EDUCATION	EDUC	POLITICAL SCIENCE	POL SCI
ELECTRON MICROSCOPY	ETN MCR	PSYCHOLOGYPSYCH
ELECTRONICS	ELECTRN	PUBLIC RELATIONS	PUB REL
EMERGENCY DEPARTMENT ASSISTANTE D A	READING	READING
ENGINEERING, CIVIL	ENG CIV	REAL ESTATE	REAL ES
ENGINEERING, ELECTRICAL	ENG ELC	RESPIRATORY THERAPY	RESP TH
ENGINEERING, GENERAL	ENG GEN	SOCIOLOGYSOC
ENGINEERING SUPPORT	ENG SUP	SPANISH	SPANISH
ENGINEERING TECHNOLOGY, ELECTRICAL	EET	SPEECH COMMUNICATION	SPEECH
ENGLISH	ENGLISH	SUPERVISIONSUPV
ENGLISH AS A SECOND LANGUAGE	ESL OR E.S.L.	TECHNICAL STAGE PRODUCTION	TECTHTR
ENVIRONMENTAL DESIGN	ENV	THEATER ARTS	THEATER
ENVIRONMENTAL SCIENCE	ENV SCI	TRANSPORTATION PLANNING	TRN
FAMILY AND CONSUMER STUDIES	FAM &CS		
FINANCE	FINANCE		
FIRE TECHNOLOGY	FIRETEK		
FRENCH	FRENCH		
GEOGRAPHIC INFORMATION SYSTEMSGIS		
GEOGRAPHY	GEOG		

Academic Subjects

ADMINISTRATION OF JUSTICE:

ADMINISTRATION OF JUSTICE
FIRE TECHNOLOGY

ANTHROPOLOGY**GEOGRAPHY GEOLOGY:**

ANTHROPOLOGY
EARTH SCIENCE
ENVIRONMENTAL SCIENCE
GEOGRAPHICAL INFORMATION SYSTEMS
GEOGRAPHY
GEOLOGY
INTERNATIONAL BUSINESS
METEOROLOGY
OCEANOGRAPHY

ARCHITECTURE:

ARCHITECTURAL INTERIORS
ARCHITECTURAL LANDSCAPE
ARCHITECTURE
ENVIRONMENTAL DESIGN
TRANSPORTATION PLANNING

ART:

ANIMATION
ART

AUTOMOBILE TECHNOLOGY**BUSINESS ADMINISTRATION:**

ACCOUNTING
BUSINESS
COMPUTER SCIENCE INFORMATION
TECHNOLOGY
FINANCE
INSURANCE
LAW
MANAGEMENT
MARKETING
REAL ESTATE
SUPERVISION

CHEMISTRY**CHICANO STUDIES****CHILD, FAMILY AND
EDUCATION STUDIES:**

CHILD DEVELOPMENT
EDUCATION
FAMILY AND CONSUMER STUDIES

**COMPUTER APPLICATIONS AND
OFFICE TECHNOLOGIES:**

COMPUTER APPLICATIONS AND OFFICE
TECHNOLOGIES
LOGISTICS

COUNSELING:

PERSONAL DEVELOPMENT

ELECTRONICS**ENGINEERING:**

CIVIL ENGINEERING
ELECTRICAL ENGINEERING
ELECTRICAL ENGINEERING TECHNOLOGY
ENGINEERING SUPPORT
GENERAL ENGINEERING
MANUFACTURING AND INDUSTRIAL
TECHNOLOGY

ENGLISH:

ENGLISH
ENGLISH AS SECOND LANGUAGE
HUMANITIES
LEARNING SKILLS
READING

FOREIGN LANGUAGE:

AMERICAN SIGN LANGUAGE
CHINESE
FRENCH
ITALIAN
JAPANESE
SPANISH

JOURNALISM:

JOURNALISM
PUBLIC RELATIONS

LIBRARY SCIENCE**LIFE SCIENCES:**

ANATOMY
BIOLOGY
ELECTRON MICROSCOPY
EMERGENCY DEPARTMENT ASSISTANT
HEALTH INFORMATION TECHNOLOGY
MICROBIOLOGY
PHYSIOLOGY
RESPIRATORY THERAPY

MATHEMATICS**MUSIC****NONCREDIT:**

ACADEMIC PREPARATION/GED
BASIC SKILLS
CITIZENSHIP
ENGLISH AS A SECOND LANGUAGE
SUPERVISED LEARNING ASSISTANCE
VOCATIONAL EDUCATION

NURSING**PHILOSOPHY****PHOTOGRAPHY****PHYSICAL EDUCATION:**

DANCE SPECIALTIES
DANCE STUDIES
DANCE TECHNIQUES
HEALTH
PHYSICAL EDUCATION
PHYSICAL FITNESS AND BODY MOVEMENT

PHYSICS:

ASTRONOMY
PHYSICS

PSYCHOLOGY**SOCIAL SCIENCES:**

AFRICAN-AMERICAN STUDIES
ASIAN-AMERICAN STUDIES
ECONOMICS
HISTORY
POLITICAL SCIENCE
SOCIOLOGY

SPEECH AND THEATER ARTS:

BROADCASTING
SPEECH COMMUNICATION
TECHNICAL STAGE PRODUCTION
THEATER

Noncredit Department

F5-201

(323) 260-8174

Courses shown in this "Noncredit" section provide adults with skills that are critical to their ability to succeed in college or on the job. These courses help students learn English, learn to read and write, prepare for the GED (General Educational Development) test, gain American citizenship, and learn a job skill. All of the courses and services are free. Because these courses are noncredit, none of these courses provides units and cannot be counted towards a degree.

SUBJECTS

- **Academic Preparation/GED**
- **Basic Skills**
- **Citizenship**
- **ESL**
- **Supervised Learning Assistance**
- **Vocational Education**

FACULTY

Manalo, Marian A.

Associate Professor, Noncredit ESL, Basic Skills

Villacorte, Dennis A.

Associate Professor, Noncredit Basic Skills

ADJUNCT ASSOCIATE PROFESSORS

Bernhard, Gregory S.

Chen, Lei

Cho, Hannah

Chuah, Cheng

Dentino, John

DiGiovanni, Fanshen

Endore, Gita

Joven, Michael L.

Koupai, Kathy

Mayo, Howard A.

Pillay, Periasamy S.

Salma, Ummey

Sebag, Michael M.

Wong, Gregory

Wong, John F.

OTHER SERVICES

- **Resource Center Laboratory**

CERTIFICATES OF COMPLETION

- **Basic Math Success**
- **Basic Reading Success**
- **Basic Skills Mathematics Preparation**
- **Basic Writing Success**
- **English as a Second Language, Level 1**
- **English as a Second Language, Level 2**
- **English as a Second Language, Level 3**
- **English as a Second Language, Level 4**
- **Foundations for Academic Success**

- **Job Readiness**
- **Job Readiness and Career Exploration**

ACADEMIC PREPARATION/GED

Academic Preparation courses are designed for students who wish to improve reading, writing, math, and study skills before enrolling in college-level courses for credit. These courses also prepare students to take the GED test.

ESL CLASSES

The ESL program consists of four core ESL levels and elective offerings which include conversation classes and a variety of workshops. Certificates of Completion are offered if the student successfully completes core sections by meeting certain criteria. The ESL program can assist students to improve their English skills in order to live in the U.S.A. and also to prepare to transfer to a credit English class.

CITIZENSHIP CLASSES

Citizenship courses are designed to prepare students to take the U.S. citizenship exam. Instruction is provided in the areas of government, current events, test-taking strategies, and appropriate English Skills.

RESOURCE CENTER LABORATORY

The Resource Center Laboratory includes a computer Laboratory, library, tutors, and staff to assist you. Software programs available include Azar Interactive Grammar, TOEFL, Contemporary's GED, Glencoe Keyboarding, and PLATO. PLATO is an interactive comprehensive program which covers many academic and study subjects such as Mathematics, English, Science, Social Studies, Life and Career Skills, and ESL.

CERTIFICATES OF COMPLETION

BASIC MATH SUCCESS

SUBJECT & NO.	COURSE	UNITS
ACAD PR 11CE	MATHEMATICS: WHOLE NUMBERS AND DECIMALS	0
ACAD PR 12CE	MATHEMATICS: FRACTIONS	0
ACAD PR 14CE	MATHEMATICS: RATIO, PROPORTION, AND PERCENT	0

BASIC SKILLS MATHEMATICS PREPARATION

SUBJECT & NO.	COURSE	UNITS
BSICSKL 28CE	BASIC SKILLS PRE-ALGEBRA	0
BSICSKL 29CE	BASIC SKILLS ALGEBRA I.	0
BSICSKL 30CE	BASIC SKILLS GEOMETRY	0
BSICSKL 031CE	BASIC SKILLS ALGEBRA 2	0
BSICSKL 032CE	BASIC SKILLS TRIGONOMETRY/PRECALCULUS PREPARATION	0

BASIC READING SUCCESS

SUBJECT & NO.	COURSE	UNITS
ACAD PR 4CE	LANGUAGE ARTS: READING FICTION.	0
ACAD PR 5CE	LANGUAGE ARTS: READING NON-FICTION.	0

BASIC WRITING SUCCESS

SUBJECT & NO.	COURSE	UNITS
ACAD PR 1CE	LANGUAGE ARTS: WRITING MECHANICS	0
ACAD PR 2CE	LANGUAGE ARTS: WRITING SENTENCES	0
ACAD PR 3CE	LANGUAGE ARTS: WRITING ESSAYS	0

ENGLISH AS A SECOND LANGUAGE, LEVEL 1

SUBJECT & NO.	COURSE	UNITS
ESL 40CE	WRITING/GRAMMAR/READING/VOCABULARY/ LISTENING/SPEAKING I	0
ESL 44CE	CONVERSATION	0

ENGLISH AS A SECOND LANGUAGE, LEVEL 2

SUBJECT & NO.	COURSE	UNITS
ESL 41CE	WRITING/GRAMMAR/READING/VOCABULARY/ LISTENING/SPEAKING II	0
ESL 44CE	CONVERSATION	0

ENGLISH AS A SECOND LANGUAGE, LEVEL 3

SUBJECT & NO.	COURSE	UNITS
ESL 42CE	WRITING/GRAMMAR/READING/VOCABULARY/ LISTENING/SPEAKING III	0
ESL 44CE	CONVERSATION	0

ENGLISH AS A SECOND LANGUAGE, LEVEL 4

SUBJECT & NO.	COURSE	UNITS
ESL 43CE	WRITING/GRAMMAR/READING/VOCABULARY/ LISTENING/SPEAKING IV	0
ESL 44CE	CONVERSATION	0

FOUNDATIONS FOR ACADEMIC SUCCESS

SUBJECT & NO.	COURSE	UNITS
ACAD PR 40CE	FOUNDATIONS: CRITICAL THINKING.	0
ACAD PR 41CE	FOUNDATIONS: STUDY SKILLS	0

JOB READINESS

SUBJECT & NO.	COURSE	UNITS
VOC ED 96CE	BLUEPRINT FOR WORKSPACE SUCCESS	0
VOC ED 97CE	BLUEPRINT FOR CUSTOMER SERVICE	0
VOC ED 98CE	39 WAYS TO SHINE AS A NEW EMPLOYEE.	0

JOB READINESS AND CAREER EXPLORATION

SUBJECT & NO.	COURSE	UNITS
VOC ED 90CE	CAREER EXPLORATION/CLASSROOM TO REAL WORLD	0
VOC ED 96CE	BLUEPRINT FOR WORKSPACE SUCCESS	0
VOC ED 97CE	BLUEPRINT FOR CUSTOMER SERVICE	0
VOC ED 98CE	39 WAYS TO SHINE AS A NEW EMPLOYEE.	0

COURSE DESCRIPTIONS**ACADEMIC PREPARATION (ACAD PR)****1CE Language Arts: Writing Mechanics (0)**

LECTURE, 1.5 HOURS.

This course is an introduction to the essential elements of the structure of the English language. Word forms and their functions, punctuation rules and guidelines are presented and discussed as they are combined in order to express meaning.

2CE Language Arts: Writing Sentences (0)

LECTURE, 1.5 HOURS.

This course develops the skill of writing clear, concise sentences. Writing practice will be emphasized for the practice of different sentence types. Sentence-level grammar and punctuation are covered, as well as the combination of sentences in order to express layers of meaning.

3CE Language Arts: Writing Essays (0)

LECTURE, 1.5 HOURS.

This course is designed to prepare the student to write clear, focused, well-organized rhetorical compositions. Thinking and organizational skills are emphasized in the process of creating and connecting paragraphs to express a point of view.

4CE Language Arts: Reading Fiction (0)

LECTURE, 1.5 HOURS.

This course prepares the student to read critically and to comprehend complex textual ideas. Short stories are used as the foundation through which point of view, literary devices, style, and comprehension of embedded ideas can be explained.

5CE Language Arts: Reading Non-Fiction (0)

LECTURE, 1.5 HOURS.

This course describes the rhetorical modes common in expository writing which is common in newspapers, magazines, textbooks, and other text. The organization of ideas is studied in conjunction with the strategies with which to access information.

11CE Mathematics: Whole Numbers and Decimals (0)

LECTURE, 1.5 HOURS.

This course is a review of the basic number functions of whole numbers and decimals. The students practice and improve their skills in addition, subtraction, division and multiplication. Basic number concepts are reviewed and applied.

12CE Mathematics: Fractions (0)

LECTURE, 1.5 HOURS.

This course teaches the student how to add, subtract, divide and multiply fractions. It includes a review of the foundations as well as the practical applications of fractions to academic and to daily experience.

14CE Mathematics: Ratio, Proportion and Percent (0)

LECTURE, 1.5 HOURS.

This class uses a task-based approach to teach the concepts and applications of ratios, proportions and percents. The students apply problem-solving techniques to solve assignments as directed by the instructor.

40CE Foundations: Critical Thinking (0)

LECTURE, 1.5 HOURS.

This course in critical thinking and problem-solving guides the student through the well-established Bloom's taxonomy of knowing, understanding, applying, analyzing, synthesizing, and evaluating. The students learn by doing activities which follow, support, and reinforce each successive step.

41CE Foundations: Study Skills (0)

LECTURE, 1.5 HOURS.

This course in learning techniques and strategies covers preferred learning styles, note taking, test preparation strategies, test-taking techniques, and time management. The approach is task-based, practical, and easily applied to content coursework.

BASIC SKILLS (BSICSKL)**2CE Basic English Skills (0)**

LECTURE, 3 HOURS.

This course prepares students for the GED Language Arts: Reading test. Students develop the ability to revise and edit workplace and informational documents through the study of grammar and punctuation. Writing the essay is also taught.

28CE Basic Skills Pre-Algebra (0)

LECTURE, 8 HOURS.

This is a preparatory course for students who want to attain a readiness for Basic Skills Algebra 1. It is designed to help students develop mathematical, organizational and study skills necessary to succeed in Basic Skills Algebra 1.

29CE Basic Skills Algebra 1 (0)

LECTURE, 8 HOURS.

This course is designed to help students understand variable and symbol manipulation and the relationships between them. Topics include: algebraic concepts and methods involving quantities with expressions, equations, inequalities, and matrices; tables and graphs as tools to interpret expressions, equations, and inequalities; operating on expressions and matrices and solving equations and inequalities; and the power of mathematical abstraction and symbolism.

30CE Basic Skills Geometry (0)

LECTURE, 8 HOURS.

This course includes the study of two and three dimensions from an algebraic point of view. Topics include: translation between synthetic and coordinate representation; deduction of properties of figures using transformations and coordinates; identification and classification of figures in terms of congruence and similarity; interpretation and use of three-dimensional objects and geometric models; and application of properties of figures. Students utilize the extension of trigonometry to angles greater than 90 degrees as a precursor to the development of circular function trigonometry in later courses. Students also analyze properties of Euclidean transformations, relate translations to vectors, and develop an understanding of an axiomatic system through investigations and proofs.

31CE Basic Skills Algebra 2 (0)

LECTURE, 8 HOURS.

This course complements and expands on the mathematical concepts of Algebra 1 and some concepts of Geometry. Emphasis is placed on abstract thinking skills, the function concept, and the algebraic solution of problems in various content areas, including the solution of systems of equations, logarithmic and exponential functions, the binomial theorem, and the complex number system.

32CE Basic Skills Trigonometry/Precalculus Preparation (0)

LECTURE, 8 HOURS.

This course utilizes the techniques of both algebra and geometry. Trigonometric functions are defined geometrically, rather than in terms of algebraic equations.

33CE Developing Mathematical Thinking (0)

LECTURE, 2 HOURS.

This course is for students who want to attain a readiness for the study of Mathematics. It is designed to help students begin to develop the thinking, problem solving, organizational, and study skills necessary to succeed in Mathematics.

67CE Supervised English Tutoring (0)

LECTURE, 20 HOURS.

This course assists students in achieving objectives for any class that requires writing. Through individual as well as group tutoring outside of class time, students learn to develop critical thinking and writing skills at all levels from invention to organization, analysis, and clarity. Additionally, computer grammar programs and workshops assist students in strengthening their mechanical skills, and a conversation lab allows ESL students to practice their speaking skills.

CITIZENSHIP (CITIZN)**50CE Citizenship For Immigrants (0)**

LECTURE, 5 HOURS.

This course prepares students to take the United States of America citizenship examination. Instruction is provided in government organization, current events, test-taking strategies, and appropriate English writing and speaking skills. Citizenship forms, documents, and regulations are explained.

ENGLISH AS A SECOND LANGUAGE (ESL NC)**40CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking I (0)**

LECTURE, 10 HOURS.

This course is designed for students at the low-beginning level of English. It provides instruction in introductory grammar, simple reading and writing, basic sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on simple English, clear pronunciation, correct grammar, punctuation, and spelling.

41CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking II (0)

LECTURE, 10 HOURS.

This course is designed for students at the high-beginning level of English acquisition. It provides instruction in reading and writing, sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on general understanding of simple spoken and written English, clear pronunciation, correct grammar, punctuation, and communicative effectiveness.

42CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking III (0)

LECTURE, 5 HOURS.

This course is designed for students at the low-intermediate level of English language acquisition. It provides instruction in grammar, verbal communication skills, and comprehension of spoken English. Emphasis is placed upon a general understanding of spoken English and overall communicative effectiveness.

43CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking IV (0)

LECTURE, 5 HOURS.

This course is designed for students at the high-intermediate level of English acquisition. It provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the direct study of grammatical structures appropriate for the level, reading and discussion of short stories or short articles, writing sentences, fully developed paragraphs, listening for comprehension, and the practice of pronunciation and intonation patterns necessary for successful communication.

44CE Conversation (0)

LECTURE, 5 HOURS.

This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.

45CE Workplace English (0)

LECTURE, 5 HOURS.

This class is designed for students at the high-intermediate level of English acquisition. A workplace context is used in order to provide instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the study of vocabulary, functions, content, and grammatical structures appropriate for the workplace.

46CE Writing (0)

LECTURE, 5 HOURS.

This class is designed for students at the high-intermediate level of English acquisition. It provides instruction in sentence and discourse grammar, critical thinking, organization, topic and supporting sentences, and paragraph structure. Activities include the writing and rewriting of selected assignments, as well as the direct use of grammatical elements appropriate for the level.

SUPERVISED LEARNING ASSISTANCE (TUTOR)**1T Supervised Learning Assistance (0)**

LABORATORY, 20 HOURS.

Upon faculty/counselor referral, students receive tutoring and computer-assisted instruction in designated subject areas in various tutoring and computer labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open-entry course.

VOCATIONAL EDUCATION (VOC ED)**90CE Career Exploration/Classroom to Real World (0)**

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This noncredit course covers vocational topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation, college programs and prerequisites needed to pursue jobs within a particular career field. Following classroom preparation and research, students will rotate through a series of job assignments working along with professionals employed in the area of specialization chosen for the course. Throughout all rotations, students work closely with their teacher for supervision and monitoring of work related objectives/course assignments. Upon completion of career rotations, the students will have acquired real world experience needed to facilitate educational, career, and personal planning and goal setting.

96CE Blueprint for Workplace Success (0)

LECTURE, 2 HOURS.

This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a plan for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.

**97CE Blueprint for Customer Service (0)**

LECTURE, 1 HOUR.

This short-term vocational education course is designed to provide new and incumbent workers customer service skills required in getting to know their customer or client and increase their employability. The topics include knowing what customers want, listening to customers, and telephone customer service.

98CE 30 Ways to Shine as a New Employee (0)

LECTURE, .33 HOUR.

This short-term course is designed to provide new and incumbent workers "30 ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The topics covered include understanding the workplace culture and dealing with change.

General Studies

The following programs provide an opportunity to earn an Associate in Arts degree in a broad area of study and is intended for students who may or who may not be planning to transfer to a four-year college or university, or who may need to explore possibilities before committing themselves to a major. Students interested in achieving a General Studies Associates in Arts degree must complete the following:

1. Completion of Plan A—General Education requirements (30 units)
2. A minimum of 18 units in one Area of Emphasis
3. A minimum of 12 elective units (any UC/CSU transferable courses)

Students planning to transfer to a four-year college or university are cautioned that this curriculum may not provide for completion of the lower-division requirements for transfer; however, careful educational planning with a counselor can help to ensure that if a student does decide at a later date to transfer to a four-year college or university, the student will have a solid beginning in the transfer-planning process.

Please consult with a counselor for specific information regarding your intended major at the colleges/universities of choice.

General Studies with the following Areas of Emphasis:

ARTS AND HUMANITIES

These courses emphasize the interrelationship of cultural, literary, humanistic activities and the artistic expression of human beings. Students evaluate and interpret the way in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

No more than two courses from any one subject area may be applied to this 18-unit Area of Emphasis.

Note: Only one-5-unit Foreign Language course permitted.

SUBJECT & NO.	COURSE	UNITS
ASL 1	AMERICAN SIGN LANGUAGE I	4
ASL 2	AMERICAN SIGN LANGUAGE II.	4
ASL 3	AMERICAN SIGN LANGUAGE III	4
ASL 4	AMERICAN SIGN LANGUAGE IV	4
ANTHRO 121	ANTHROPOLOGY OF RELIGION, MAGIC AND WITCHCRAFT	3
ARC 130	HISTORY OF ARCHITECTURE I	2
ARC 131	HISTORY OF ARCHITECTURE II	2
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
ART 111	HISTORY OF CONTEMPORARY ART.	3
ART 118	HISTORY OF ANIMATION	3
ASIAN 11	CHINESE CIVILIZATION	3
CHICANO 37	CHICANO LITERATURE.	3
CHICANO 42	CONTEMPORARY MEXICAN LITERATURE	3
CHICANO 44	MEXICAN CIVILIZATION.	3
CHICANO 46	MEXICAN-AMERICAN FOLKLORE.	3

CHICANO 51	MEXICAN ART – PRE-COLUMBIAN AND COLONIAL	3
CHICANO 52	MEXICAN ART-MODERN	3
CHICANO 54	MEXICAN-AMERICAN ARTS IN AMERICAN CULTURE	3
CHICANO 57	CHICANAS AND CHICANOS IN FILM	3
CHICANO 58	LATIN AMERICAN DANCE CULTURES.	3
CHICANO 62	RELIGION IN MESOAMERICA.	3
CH DEV 3	CREATIVE EXPERIENCES FOR CHILDREN I	3
CH DEV 4	CREATIVE EXPERIENCES FOR CHILDREN II.	3
CHINESE 1	ELEMENTARY CHINESE I.	5
CHINESE 2	ELEMENTARY CHINESE II	5
CHINESE 3	INTERMEDIATE CHINESE I.	5
CHINESE 22	FUNDAMENTALS OF CHINESE II	3
DANCEST 458	LATIN AMERICAN DANCE CULTURES.	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
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
ENGLISH 211	FICTION.	3
ENGLISH 212	POETRY	3
ENGLISH 213	DRAMATIC LITERATURE	3
ENGLISH 215	SHAKESPEARE I	3
ENGLISH 216	SHAKESPEARE II	3
ENGLISH 218	CHILDREN'S LITERATURE	3
ENGLISH 220	THE CONTEMPORARY LATIN AMERICAN SHORT STORY	3
ENGLISH 239	WOMEN IN LITERATURE	3
ENGLISH 240	LITERATURE AND THE MOTION PICTURE I.	3
ENGLISH 241	LITERATURE AND THE MOTION PICTURE II	3
ENGLISH 250	MYTHOLOGY AND LITERATURE	3
ENGLISH 252	THE ENGLISH BIBLE AS LITERATURE.	3
FRENCH 1	ELEMENTARY FRENCH I	5
FRENCH 2	ELEMENTARY FRENCH II.	5
FRENCH 3	INTERMEDIATE FRENCH I	5
FRENCH 4	INTERMEDIATE FRENCH II.	5
FRENCH 10	FRENCH CIVILIZATION	3
FRENCH 22	FUNDAMENTALS OF FRENCH II	3
HISTORY 7	THE WORLD'S GREAT RELIGIONS	3
HISTORY 86	INTRODUCTION TO WORLD CIVILIZATION I	3
HUMAN 1	CULTURAL PATTERNS OF WESTERN CIVILIZATION	3
HUMAN 60	PEOPLE AND THEIR WORLD: TECHNOLOGY AND THE HUMANITIES.	3
HUMAN 61	PEOPLE AND THEIR WORLD: THE CREATIVE PROCESS.	3
ITALIAN 1	ELEMENTARY ITALIAN I	5
ITALIAN 2	ELEMENTARY ITALIAN II	5
ITALIAN 10	ITALIAN CIVILIZATION.	3
ITALIAN 22	FUNDAMENTALS OF ITALIAN II.	3

JAPAN 1	ELEMENTARY JAPANESE I	5
JAPAN 2	ELEMENTARY JAPANESE II	5
JAPAN 3	INTERMEDIATE JAPANESE I	5
JAPAN 4	INTERMEDIATE JAPANESE II	5
JAPAN 22	FUNDAMENTALS OF JAPANESE II	3
MUSIC 101	FUNDAMENTALS OF MUSIC	3
MUSIC 111	MUSIC APPRECIATION I	3
MUSIC 121	MUSIC HISTORY AND LITERATURE I	3
MUSIC 122	MUSIC HISTORY AND LITERATURE II	3
MUSIC 132	MUSIC OF MEXICO	3
MUSIC 141	JAZZ APPRECIATION	3
PHILOS 1	INTRODUCTION TO PHILOSOPHY	3
PHILOS 12	HISTORY OF GREEK PHILOSOPHY	3
PHILOS 13	HISTORY OF MEDIEVAL PHILOSOPHY	3
PHILOS 14	HISTORY OF MODERN EUROPEAN PHILOSOPHY	3
PHILOS 20	ETHICS	3
PHILOS 31	PHILOSOPHY OF RELIGION	3
PHILOS 33	COMPARATIVE SURVEY OF WORLD RELIGIONS	3
PHILOS 43	FEMINIST PHILOSOPHY	3
PHOTO 121	HISTORY AND APPRECIATION OF PHOTOGRAPHY	3
SPANISH 1	ELEMENTARY SPANISH I	5
SPANISH 2	ELEMENTARY SPANISH II	5
SPANISH 3	INTERMEDIATE SPANISH I	5
SPANISH 4	INTERMEDIATE SPANISH II	5
SPANISH 5	ADVANCED SPANISH I	5
SPANISH 6	ADVANCED SPANISH II	5
SPANISH 9	HISPANIC CIVILIZATION	3
SPANISH 10	LATIN-AMERICAN CIVILIZATION	3
SPANISH 12	CONTEMPORARY MEXICAN LITERATURE	3
SPANISH 16	MEXICAN CIVILIZATION	3
SPANISH 35	SPANISH FOR SPANISH SPEAKERS I	5
SPANISH 36	SPANISH FOR SPANISH SPEAKERS II	5
SPEECH 106	FORENSICS	2
SPEECH 135	STORYTELLING	3
THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 200	INTRODUCTION TO ACTING	3
THEATER 232	PLAY PRODUCTION	2
THEATER 505	HISTORY OF MOTION PICTURES	3

NATURAL SCIENCES

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Students demonstrate an understanding of the methodologies of science as an investigative tool. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

No more than two courses from any one subject area may be applied to this 18-unit Area of Emphasis.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1	INTRODUCTION TO HUMAN ANATOMY	4
ANTHRO 101	HUMAN BIOLOGICAL EVOLUTION	3
ANTHRO 111	LABORATORY IN HUMAN BIOLOGICAL EVOLUTION	2
ASTRON 1	ELEMENTARY ASTRONOMY	3
ASTRON 5	FUNDAMENTALS OF ASTRONOMY LABORATORY	1

ASTRON 15	ASTROBIOLOGY	3
ASTRON 16	COSMOLOGY	3
BIOLOGY 3	INTRODUCTION TO BIOLOGY	4
BIOLOGY 6	GENERAL BIOLOGY I	5
BIOLOGY 7	GENERAL BIOLOGY II	5
BIOLOGY 20	HUMAN ANATOMY AND PHYSIOLOGY	8
BIOLOGY 46	GENETIC ANALYSIS	3
CHEM 51	FUNDAMENTALS OF CHEMISTRY	5
CHEM 56	CHEMISTRY FOR NON-SCIENCE MAJORS	4
CHEM 65	INTRODUCTORY GENERAL CHEMISTRY	4
CHEM 101	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5
CHEM 201	QUANTITATIVE ANALYSIS I	4
CHEM 211	ORGANIC CHEMISTRY FOR SCIENCE MAJORS I	5
CHEM 212	ORGANIC CHEMISTRY FOR SCIENCE MAJORS II	5
CHEM 221	BIOCHEMISTRY FOR SCIENCE MAJORS	5
EARTH 1	EARTH SCIENCE	3
EARTH 2	EARTH SCIENCE LABORATORY	2
ENV SCI 1	THE HUMAN ENVIRONMENT: PHYSICAL PROCESSES	3
ENV SCI 24	GLOBAL CLIMATE CHANGE	3
GEOG 1	PHYSICAL GEOGRAPHY	3
GEOG 3	INTRODUCTION TO WEATHER AND CLIMATE	3
GEOG 4	MAP READING AND INTERPRETATION	2
GEOG 15	PHYSICAL GEOGRAPHY LABORATORY	2
GEOG 18	GEOGRAPHY OF MEXICO	3
GEOLOGY 1	PHYSICAL GEOLOGY	3
GEOLOGY 4	PHYSICAL GEOLOGY AND LABORATORY	5
GEOLOGY 6	PHYSICAL GEOLOGY LABORATORY	2
METEOR 3	INTRODUCTION TO WEATHER AND CLIMATE	3
MICRO 1	INTRODUCTORY MICROBIOLOGY	5
MICRO 10	ENVIRONMENTAL MICROBIOLOGY	4
MICRO 20	GENERAL MICROBIOLOGY	4
OCEANO 1	INTRODUCTION TO OCEANOGRAPHY	3
OCEANO 10	PHYSICAL OCEANOGRAPHY LABORATORY	2
PHYSICS 1	MECHANICS OF SOLIDS	4
PHYSICS 2	MECHANICS OF FLUIDS, HEAT AND SOUND	4
PHYSICS 3	ELECTRICITY AND MAGNETISM	4
PHYSICS 4	OPTICS AND MODERN PHYSICS	4
PHYSICS 6	GENERAL PHYSICS I	4
PHYSICS 7	GENERAL PHYSICS II	4
PHYSICS 11	INTRODUCTORY PHYSICS	4
PHYSICS 17	ENERGY AND THE ENVIRONMENT	4
PHYSICS 21	GENERAL PHYSICS I WITH CALCULUS	4
PHYSICS 22	GENERAL PHYSICS II WITH CALCULUS	4
PHYSIOL 1	INTRODUCTION TO HUMAN PHYSIOLOGY	4
PSYCH 2	GENERAL PSYCHOLOGY II	3

SOCIAL AND BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students study about themselves and others as members of a larger society to evaluate how societies and social subgroups operate.

No more than two courses from any one subject area may be applied to this 18-unit Area of Emphasis.

SUBJECT & NO.	COURSE	UNITS
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
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	3
ANTHRO 103	ARCHAEOLOGY: RECONSTRUCTING THE HUMAN PAST.	3
ANTHRO 132	NATIVE PEOPLE OF NORTH AMERICA	3
ASIAN 1	THE ASIAN IN AMERICA	3
ASIAN 3	THE PEOPLES AND CULTURES OF ASIA	3
ASIAN 7	COMPARATIVE CULTURE OF ASIA AND AMERICA	3
CHICANO 2	THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY	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
CHICANO 19	HISTORY OF MEXICO	3
CHICANO 20	THE MEXICAN AMERICAN IN CALIFORNIA	3
CHICANO 44	MEXICAN CIVILIZATION	3
CHICANO 47	THE MEXICAN-AMERICAN WOMAN IN SOCIETY	3
CHICANO 50	GENDER AND SEXUALITY IN CHICANO/LATINO COMMUNITIES	3
CHICANO 56	CHICANO/A YOUTH AND GANGS.	3
CHICANO 80	CHICANO POLITICS	3
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 45	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS II.	3
ECON 1	PRINCIPLES OF ECONOMICS I	3
ECON 2	PRINCIPLES OF ECONOMICS II.	3
ENV SCI 17	GEOGRAPHY OF CALIFORNIA	3
FAM &CS 31	MARRIAGE AND FAMILY LIFE.	3
GEOG 2	CULTURAL ELEMENTS OF GEOGRAPHY.	3
GEOG 5	GEOGRAPHY OF RESOURCE UTILIZATION	3
GEOG 14	GEOGRAPHY OF CALIFORNIA	3
HISTORY 1	INTRODUCTION TO WESTERN CIVILIZATION I	3
HISTORY 2	INTRODUCTION TO WESTERN CIVILIZATION 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 52	THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES	3
HISTORY 81	A HISTORY OF WORKING PEOPLE IN THE UNITED STATES I	3
HISTORY 82	A HISTORY OF WORKING PEOPLE IN THE UNITED STATES II.	3
HISTORY 86	INTRODUCTION OF WORLD CIVILIZATION I	3
HISTORY 87	INTRODUCTION TO WORLD CIVILIZATION II.	3
HUMAN 1	CULTURAL PATTERNS OF WESTERN CIVILIZATION	3
JOURNAL 105	MASS COMMUNICATIONS	3
POL SCI 1	THE GOVERNMENT OF THE UNITED STATES	3
POL SCI 2	MODERN WORLD GOVERNMENTS	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 16	INTIMACY, MARRIAGE AND FAMILY RELATIONSHIPS	3
PSYCH 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	3
PSYCH 52	PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY	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 7	JUVENILE DELINQUENCY	3
SOC 11	RACE AND ETHNIC RELATIONS	3
SOC 12	MARRIAGE AND FAMILY LIFE.	3
SOC 13	SOCIETY AND PERSONALITY	3
SOC 14	SOCIETY AND THE LAW	3
SOC 21	HUMAN SEXUALITY	3
SOC 22	SOCIOLOGY OF WOMEN	3
SOC 25	DRUGS AND CULTURE	3
SPANISH 9	HISPANIC CIVILIZATION.	3
SPANISH 16	MEXICAN CIVILIZATION.	3



CSU General Education Breadth

CERTIFICATE OF ACHIEVEMENT

Students are eligible to receive a Certificate of Achievement when they fulfill the requirements for California State University General Education Certification.

REFER TO TRANSFER REQUIREMENTS ON PAGES 73-75.

IGETC

CERTIFICATE OF ACHIEVEMENT

Students are eligible to receive a Certificate of Achievement when they fulfill the requirements for the Intersegmental General Education Transfer Curriculum.

REFER TO TRANSFER REQUIREMENTS ON PAGES 76-77.

Liberal Studies

LIBERAL STUDIES (TEACHING PREPARATION)

ASSOCIATE IN ARTS DEGREE

The Liberal Studies Associate in Arts degree is designed for future elementary school teachers. The curriculum is designed to satisfy lower-division transfer requirements, however, students should consult with a counselor for specific information regarding the intended major at the specific college or university of choice. Students interested in achieving a Liberal Studies Associate in Arts degree must complete the following:

SUBJECT & NO.	COURSE	UNITS
ASTRON 1	ELEMENTARY ASTRONOMY	3
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
ENGLISH 102	COLLEGE READING AND COMPOSITION II	3
HISTORY 86	INTRODUCTION TO WORLD CIVILIZATION I	3
MATH 215	PRINCIPLES OF MATHEMATICS I	3
MATH 216	PRINCIPLES OF MATHEMATICS II	3
GENERAL EDUCATION REQUIREMENTS PLAN A		32

AREA A

BIOLOGY 3 INTRODUCTION TO BIOLOGY 4

AREA B1

HISTORY 11 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I 3
 POL SCI 1 THE GOVERNMENT OF THE UNITED STATES 3

AREA B2

Any Social and Behavioral Science course 3

AREA C

Any Humanities Course 3

AREA D1

ENGLISH 101 COLLEGE READING AND COMPOSITION I 3

AREA D2

ENGLISH 103 COMPOSITION AND CRITICAL THINKING 3
 MATH 227 STATISTICS 4
 SPEECH 101 ORAL COMMUNICATION I 3

AREA E

HEALTH 2 HEALTH AND FITNESS 3

RESTRICTED ELECTIVES : 10

Choose at least 10 units from the following courses:

ART 103 ART APPRECIATION I 3
 CHEM 51 FUNDAMENTALS OF CHEMISTRY I 5

OR

CHEM 65 INTRODUCTORY GENERAL CHEMISTRY 4
 EARTH 1 EARTH SCIENCE 3

OR

GEOLOGY 1 PHYSICAL GEOLOGY 3

OR

GEOLOGY 4 PHYSICAL GEOLOGY AND LABORATORY 5
 ENGLISH 218 CHILDREN'S LITERATURE 3

HISTORY 12 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES II 3

HISTORY 87 INTRODUCTION TO WORLD CIVILIZATION II 3

MUSIC 101 FUNDAMENTALS OF MUSIC 3

PHILOS 6 LOGIC IN PRACTICE 3

OR

SPEECH 104 ARGUMENTATION 3

PHYSICS 11 INTRODUCTORY PHYSICS 4

Administration of Justice Department

C2-4 (323) 265-8834

The criminal justice system in the United States is a diverse and dynamic clustering of numerous agencies, departments, and professions. It is a continuing challenge to educational institutions, training academies, and criminal justice agencies to keep abreast of the myriad legal and sociological shifts that occur in this field on almost a daily basis.

The Administration of Justice Department at East Los Angeles College has been recognized at both the local and state levels for its innovative efforts toward the continuing education and training of both pre-service and in-service criminal justice system personnel. The winner of several Excellence in Workforce Development Awards from both the Los Angeles Community College District and the California Community College Association of Occupation Educators (CCCAOE), East's certificate, degree, and transfer programs set the standard in this field.

Our unique relationships with criminal justice agencies, including the Los Angeles County Sheriff's Department, our diverse, experienced, and award-winning faculty, our involved and dedicated Department Advisory Committee, and most importantly, our continued commitment to the development and education of our students, make our programs among the best available anywhere.

FOR A LISTING OF CLASSES CURRENTLY BEING OFFERED FOR THE SHERIFF'S DEPARTMENT, PLEASE CONTACT THE ADMINISTRATION OF JUSTICE DEPARTMENT AT (323) 265-8834.

SUBJECTS

- **Administration of Justice**
- **Fire Technology**

FACULTY

- Hauser, Patrick — Chair
Professor, Administration of Justice
- Cavanaugh, Janis
Assistant Professor, Administration of Justice
- Hosea, Jason
Assistant Professor, Fire Technology
- Hosea, Siage
Assistant Professor, Administration of Justice
- Johnson, Sharon
Professor, Administration of Justice
- Pittman, Cheryl
Associate Professor, Fire Technology
- Posner, Wayne
Professor, Administration of Justice
- Santoyo, Manuel
Associate Professor, Administration of Justice
- Stevenson, Mel
Associate Professor, Administration of Justice

ADJUNCT ASSOCIATE PROFESSORS

Administration of Justice:

- Argott, Anthony
- Rueff, John P.

Sedita, Robert N.
Selby, Steven S.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

ADMINISTRATION OF JUSTICE

- *Community Service Officer*
- *Custody Assistant Officer*
- *Fingerprint Classification*
- *LAUSD Crime Scene Investigation for Detectives*
- *Patrol Operations*
- *Peace Officer of the State of California*
- *Public Safety Dispatcher*
- *Security Officer*
- *Supervisory Training*
- *Traffic Investigator*

FIRE TECHNOLOGY

- *Emergency Medical Technician*
- *Fire Officer*

CERTIFICATES OF ACHIEVEMENT:

ADMINISTRATION OF JUSTICE

- *Administration of Justice*
- *Administration of Justice/Law Emphasis*
- *Administration of Justice/Sociological Emphasis*
- *Basic Police Academy Preparation*
- *Chemical Dependency Specialist in Criminal Justice*
- *Forensic Crime Scene Investigation*

FIRE TECHNOLOGY

- *Fire Technology/State Fire Marshall Core Classes*

ASSOCIATE DEGREE PROGRAMS:

- *Administration of Justice*
- *Fire Technology*

SKILLS CERTIFICATES

COMMUNITY SERVICE OFFICER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 103	COMMUNITY SERVICE OFFICER	3.5
	Total.	3.5

CUSTODY ASSISTANT OFFICER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 140	CUSTODY ASSISTANT - PHASE I	8.5
	Total.	8.5

ADMINISTRATION OF JUSTICE

EMERGENCY MEDICAL TECHNICIAN

SUBJECT & NO.	COURSE	UNITS
FIRETEK 96	EMERGENCY MEDICAL TECHNICIAN I	8
<i>Total.</i>		8

FINGERPRINT CLASSIFICATION

Students who satisfactorily complete this course will be given verification of passing. Passing this course qualifies students for employment as a fingerprint technician.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 62	FINGERPRINT CLASSIFICATION.	3
<i>Total.</i>		3

FIRE OFFICER

These courses for Fire Officer comply with the State Fire Marshal's certification program for this position. This certificate would allow a firefighter to promote to a management position.

SUBJECT & NO.	COURSE	UNITS
FIRETEK 40	FIRE MARSHAL CERTIFICATION: FIRE PREVENTION 1A	2.25
FIRETEK 41	FIRE MARSHAL CERTIFICATION: FIRE PREVENTION 1B	2.25
FIRETEK 50	FIRE MARSHAL CERTIFICATION: MANAGEMENT I.	2.25
FIRETEK 60	STATE FIRE MARSHAL: FIRE COMMAND 1A	2.25
FIRETEK 61	FIRE MARSHAL CERTIFICATION: FIRE COMMAND 1B	2.25
FIRETEK 70	FIRE MARSHAL CERTIFICATION: FIRE INVESTIGATION 1A	2.25
FIRETEK 93	I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM	1.5
FIRETEK 225	FIRE MARSHAL CERTIFICATION: FIRE COMMAND 1C	2.25
<i>Total.</i>		17.25

LASD CRIME SCENE INVESTIGATION FOR DETECTIVES

These courses allow a police officer to be better prepared to promote to the rank of detective.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 69	BASIC FORENSICS FOR DETECTIVES	0.5
ADM JUS 94	INTERMEDIATE FORENSICS FOR DETECTIVES.	0.5
ADM JUS 107	ANALYTICAL INTERVIEWING	2.25
ADM JUS 135	ADVANCED CRIMINAL INVESTIGATIONS	2.25
ADM JUS 183	LEGAL UPDATE FOR LAW ENFORCEMENT	2
ADM JUS 184	LEGAL UPDATE FOR INVESTIGATIONS	2
<i>Total.</i>		9.5

PATROL OPERATIONS

SUBJECT & NO.	COURSE	UNITS
ADM JUS 120	PATROL SCHOOL.	3.5
<i>Total.</i>		3.5

PEACE OFFICER OF THE STATE OF CALIFORNIA

SUBJECT & NO.	COURSE	UNITS
ADM JUS 98	BASIC TRAINING ACADEMY	15
<i>Total.</i>		15

PUBLIC SAFETY DISPATCHER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 157	PUBLIC SAFETY DISPATCHER.	5.25
<i>Total.</i>		5.25

SECURITY OFFICER

SUBJECT & NO.	COURSE	UNITS
ADM JUS 127	SECURITY OFFICER AND ASSISTANT	7.5
<i>Total.</i>		7.5

SUPERVISORY TRAINING

SUBJECT & NO.	COURSE	UNITS
ADM JUS 124	SUPERVISORY TRAINING - FIRST LEVEL.	4.5
<i>Total.</i>		4.5

TRAFFIC INVESTIGATOR

SUBJECT & NO.	COURSE	UNITS
ADM JUS 162	BASIC TRAFFIC COLLISION INVESTIGATION.	2.25
ADM JUS 163	INTERMEDIATE TRAFFIC COLLISION INVESTIGATION	2.25
ADM JUS 164	ADVANCED TRAFFIC COLLISION INVESTIGATION	4.5
<i>Total.</i>		9

CERTIFICATES OF ACHIEVEMENT

ADMINISTRATION OF JUSTICE

This program is designed for the student intending to seek employment in Criminal Justice or private security positions.

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 3	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 5	CRIMINAL INVESTIGATION.	3
ADM JUS 14	REPORT WRITING FOR PEACE OFFICERS.	3
ADM JUS 67	COMMUNITY RELATIONS I.	3
<i>Total.</i>		18

ADMINISTRATION OF JUSTICE/LAW EMPHASIS

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 3	LEGAL ASPECTS OF EVIDENCE	3
ADM JUS 4	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	3
LAW 1	BUSINESS LAW.	3
<i>Total.</i>		15

ADMINISTRATION OF JUSTICE/SOCIOLOGICAL EMPHASIS

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 75	INTRODUCTION TO CORRECTIONS.	3
SOC 3	CRIME AND DELINQUENCY	3
SOC 7	JUVENILE DELINQUENCY	3
<i>Total.</i>		15

BASIC POLICE ACADEMY PREPARATION

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 6	PATROL PROCEDURES	3
ADM JUS 14	REPORT WRITING FOR PEACE OFFICERS	3
PHYS ED 228	BODY CONDITIONING	1
OR		
PHYS ED 640	LIFELONG FITNESS LABORATORY	
<i>Total.</i>		13

CHEMICAL DEPENDENCY SPECIALIST IN CRIMINAL JUSTICE (WITH PSYCHOLOGY DEPARTMENT)

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 75	INTRODUCTION TO CORRECTIONS	3
PSYCH 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCH 64	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
PSYCH 65	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
<i>Total.</i>		15

FIRE TECHNOLOGY/STATE FIRE MARSHAL CORE CLASSES

SUBJECT & NO.	COURSE	UNITS
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
<i>Total.</i>		15

FORENSIC CRIME SCENE INVESTIGATION

SUBJECT & NO.	COURSE	UNITS
ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 172	CRIMINALISTICS I	3
ADM JUS 173	CRIMINALISTICS II	3
ADM JUS 174	OFFENDER PROFILING IN CRIMINAL INVESTIGATIONS	3
ADM JUS 285	DIRECTED STUDIES IN ADMINISTRATION OF JUSTICE	2
ADM JUS 428	ETHICS IN FORENSIC SCIENCE	3
<i>Total.</i>		17

ASSOCIATE DEGREE PROGRAMS

ADMINISTRATION OF JUSTICE

ASSOCIATE IN ARTS DEGREE

This program in Administration of Justice is designed for pre-service or in-service students who wish to prepare for or improve themselves in positions in the several fields of Administration of Justice. Select 24 or more units from the following Administration of Justice courses:

SUBJECT & NO.	COURSE	UNITS
ADM JUS 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUS 2	CONCEPTS OF CRIMINAL LAW	3
ADM JUS 3	LEGAL ASPECTS OF EVIDENCE	3

ADM JUS 4	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM	3
ADM JUS 5	CRIMINAL INVESTIGATION	3
ADM JUS 6	PATROL PROCEDURES	3
ADM JUS 14	REPORT WRITING FOR PEACE OFFICERS	3
ADM JUS 49	NARCOTICS AND VICE CONTROL	3
ADM JUS 62	FINGERPRINT CLASSIFICATION	3
ADM JUS 67	COMMUNITY RELATIONS I	3
ADM JUS 75	INTRODUCTION TO CORRECTIONS	3
ADM JUS 160	POLICE ORGANIZATION AND ADMINISTRATION	3
ADM JUS 172	CRIMINALISTICS I	3
ADM JUS 173	CRIMINALISTICS II	3
ADM JUS 174	OFFENDER PROFILING IN CRIMINAL INVESTIGATIONS	3
ADM JUS 178	TERRORISM: THE FIRST RESPONDER	3
ADM JUS 428	ETHICS IN FORENSIC SCIENCE	3
<i>Subtotal.</i>		24

FREE ELECTIVES	6
GENERAL EDUCATION REQUIREMENTS PLAN A	30
<i>Total.</i>	60

FIRE TECHNOLOGY

ASSOCIATE IN ARTS DEGREE

The Fire Technology degree program is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise.

Many courses within the Fire Technology subject area meet accreditation and certification standards set by the State Fire Marshal's Office

Students seeking this degree must complete the following required Fire Technology courses, as well as a minimum of nine units of elective courses from within the Fire Technology subject area.

SUBJECT & NO.	COURSE	UNITS
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
<i>Subtotal.</i>		15

PLUS 9 UNITS FROM THE FOLLOWING:			9
FIRETEK 24	FIRE COMPANY MANAGEMENT AND OPERATIONS	3	
FIRETEK 30	FIRE MARSHAL CERTIFICATION: INSTRUCTOR IA	2.25	
FIRETEK 31	FIRE MARSHAL CERTIFICATION: INSTRUCTOR IB	2.25	
FIRETEK 32	ADVANCED FIRE MANAGEMENT AND LEADERSHIP	7.5	
FIRETEK 63	FIRE TECHNOLOGY IN-SERVICE UPDATE-54 HOUR CLASS	1	
FIRETEK 64	FIRE TECHNOLOGY IN-SERVICE UPDATE-81 HOUR CLASS	1.5	
FIRETEK 65	FIRE TECHNOLOGY IN-SERVICE UPDATE-108 HOUR CLASS	2	
FIRETEK 66	FIRE TECHNOLOGY IN-SERVICE UPDATE-135 HOUR CLASS	2.25	

FIRETEK 96	EMERGENCY MEDICAL TECHNICIAN I	8
FIRETEK 207	WILDLAND FIRE CONTROL	3
FIRETEK 208	FIRE PROTECTION HYDRAULICS AND WATER SUPPLY	3
FIRETEK 209	FIRE TACTICS AND STRATEGY	3
FIRETEK 213	FIRE INVESTIGATION.	3
FIRETEK 214	RESCUE PRACTICES	3
FIRETEK 216	FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION	3
FREE ELECTIVES		6
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total.		60

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

ADMINISTRATION OF JUSTICE (ADM JUS)

Certain courses offered within the Administration of Justice curriculum are designed for in-service and pre-service Law Enforcement personnel. These courses are certified by the California Commission on Peace Officers Standard and Training and are recommended for members of Law Enforcement Agencies.

1 Introduction to Administration of Justice (3) UC:CSU IGETC 4H
(UC Limit: ADM JUS 1 + ADM JUS 4 combined, maximum credit, one course).

LECTURE, 3 HOURS.

This course presents an introduction to the administration of justice in the United States, its history, philosophy, sub-systems, roles of its members and their relationships. It also introduces theories of crime, punishment and rehabilitation and looks at ethics, education, professionalism, and training in the system.

2 Concepts of Criminal Law (3) UC:CSU IGETC 4J

LECTURE, 3 HOURS.

This course presents concepts of criminal law, philosophy of law and constitutional provisions, definitions, classification of crime, and the applications of these to the system of justice. How legal research, case law, methodology, and concepts flow as a social force will be looked at in depth.

3 Legal Aspects of Evidence (3) CSU

LECTURE, 3 HOURS.

This course presents the legal aspects of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence and rules, governing administratively, and judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System (3) UC:CSU

(UC Limit: AJ 1 + AJ 4 combined, maximum credit, one course).

LECTURE, 3 HOURS.

This course presents an in-depth study of the role and responsibilities of each segment within the criminal justice system: law enforcement, judicial, and corrections. Consideration is given to past, present, and future exposures to the procedures of each sub-system from initial

entry to final disposition, and the relationship each segment maintains with its system members and the community.

5 Criminal Investigation (3) CSU

LECTURE, 3 HOURS.

This course covers the fundamentals of investigation: crime scene, search and recording, and the collection and preservation of physical evidence. Scientific aids, modus operandi and sources of information, interviews and interrogation, follow-up, and case preparation are also emphasized.

6 Patrol Procedures (3) CSU

LECTURE, 3 HOURS.

This course presents the history and development of patrol philosophy and planning for field activities. The topics considered include the functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

14 Report Writing for Peace Officers (3) CSU

LECTURE, 3 HOURS.

This course presents the various types of technical writing used in police reports. The appropriateness of different styles in different contexts, the conceptualization of the material, and the use of these reports by crime analysts in police agencies are emphasized. Grammatical aspects of good report writing are also included.

49 Narcotics and Vice Control (3) CSU

LECTURE, 3 HOURS.

This course presents the covert criminal activities of organized crime within the community and the impact that these activities have on the social structure. This course discusses the history of illegal drugs and analyzes how law enforcement has attempted to control the widespread use of illegal drugs and the criminal enterprises that dominate the narcotics trade. Vice operations and the criminal enterprises that control these activities are also examined in depth.

60 Arrest, Search and Seizure (3) CSU

LECTURE, 3 HOURS.

This course offers a comprehensive study of the laws of search and seizure leading to arrest, emphasizing Supreme Court interpretations of these laws, the application of these laws by the police officer, and the reference sources for these laws.

62 Fingerprint Classification (3) CSU

LECTURE, 3 HOURS.

This course covers practical aspects of fingerprint classification: technical terminology, pattern interpretation, classification of fingerprints, taking of fingerprints at crime scenes, preservation of prints and print development.

67 Community Relations I (3) UC:CSU

LECTURE, 3 HOURS.

This course explores the relationship between all aspects of the justice system and the community it serves. Principal emphasis is placed upon the professional image of members of the justice system and the development of positive relationships within the community.

69 Basic Forensics for Detectives (0.5)

LECTURE, 0.5 HOUR.

This course provides the student with information on processing a crime scene and the types of evidence that need to be collected.

75 Introduction to Corrections (3) CSU

LECTURE, 3 HOURS.

This is a basic course dealing with the nature of the correctional system and the aims and objectives of corrections, probation, institutions, services, supervision of inmates, and career opportunities.

83 Introduction to Security (3) CSU RPT3

LECTURE, 3 HOURS.

This course presents an introduction to the private security field including historical, philosophical and legal background of security services, the inter-relationships with governmental agencies, and the role of the contemporary security officer, career opportunities, and required qualifications.

88 Laser Firearms Training I, Basic (0.5) RPT3

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides training on police safety, field tactics, and the proper shooting techniques for officer safety. Safety considerations for human life are emphasized.

89 Laser Firearms Training II, Intermediate (0.5)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides training on tactical responses, building entries, building searches, and proper shooting techniques.

93 Use of Force III (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course introduces techniques used to control individuals who may be violent, insane, under the influence of drugs, or physically aggressive. Medical and legal implications also are discussed.

94 Intermediate Forensics for Detectives (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on the identification, collection, storage, and presentation of evidence.

95 Successful Habits For Law Enforcement - 24 Hour Course (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with successful habits for law enforcement professionals and ways in which to connect these habits to their work in policing.

96 Successful Habits For Law Enforcement - 8 Hour Course (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with successful habits for law enforcement professionals and ways in which to connect these habits to their work in policing.

98 Basic Training Academy (15)

LECTURE, 28.5 HOURS; LABORATORY, 13.75 HOURS.

This course meets the minimum training requirements established by Peace Officer Standards and Training (POST) for individuals entering the career of law enforcement.

103 Community Services Officer (3.5)

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course is designed to prepare individuals as an Intern/Community Service Officer in various agencies within Los Angeles County. The training is specific and unique to Los Angeles County Sheriff's Department guidelines and policies. Several aspects of the position are taught including, but not limited to: history of the position, report writing, criminal and civil law, driving techniques, and related topics.

105 Advanced Training Instructor-Update (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on up-to-date material and methodologies associated with teaching law enforcement personnel new training methods and procedures.

107 Analytical Interviewing-Basic (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with information on analytical interviewing techniques for law enforcement personnel.

108 Arrest and Firearms (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with the training that is necessary to meet the requirements for 832 of the Penal Code that deals with arrest training. Successful completion of this course gives the student limited peace officer powers.

109 Bicycle Patrol - Basic (1)

LECTURE, 0.75 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on the challenges and advantages of policing on a bicycle.

110 Career Ethics/Integrity (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is a peer-oriented workshop involving the monitoring of discussions regarding ethics and integrity in law enforcement.

112 Field Training Officer - Basic (2.25)

LECTURE, 2.25 HOURS.

This class is designed for officers who supervise and train other officers newly assigned to patrol. Topics presented include leadership, teaching methodology, officer safety, documentation skills, and career motivation.

113 Field Training Officer - Update (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information on supervision techniques for law enforcement officers newly assigned to the patrol function that include legal updates, patrol and communication techniques.

114 Field Operations School - Intermediate (2.5)

LECTURE, 2.5 HOURS.

This course emphasizes field tactics for supervisors, and includes topics such as barricaded suspects, command post operations, evacuation procedures, and related field operations areas. The target audience for the course is sergeants newly assigned to patrol.

115 Field Operations School - Advanced (1.5)

LECTURE, 1.5 HOURS.

The course emphasizes field tactics for Watch Commanders, including topics such as barricaded suspects, command post operations, Special Weapons Assault Team call outs, handling complaints, administrative investigations, situational planning, domestic violence and pursuit management. The target audience is lieutenants newly assigned to patrol.

116 Force Training - Instructor Preparation (5)

LECTURE, 4 HOURS; LABORATORY, 2.75 HOURS.

This course enables instructors to act as liaisons between force training units. Ongoing refresher briefings with respect to force policy and force curriculum are conducted during the course of instruction.

118 Handler Baton - Basic (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information designed to meet certification requirements for the proper handling of the Handler-12 baton.

120 Patrol School (3.5) CSU

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course is designed to prepare law enforcement personnel for a field operations assignment. The training includes defensive tactics, side handle baton, report writing, legal update, narcotics, situational planning, crimes in progress and weapons training. The course presents over thirty different subjects, with day and night operation experiences.

121 Search and Seizure Update (1) RPT3

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides patrol officers or detectives with up-to-date information in the area of search and seizure. This course is appropriate for both patrol and detective personnel.

122 Street Gangs And Subcultures (2.5) CSU

LECTURE, 2.5 HOURS.

This course is designed to present all current aspects of prison, motorcycle and ethnic gangs. The resources and investigative techniques available to law enforcement are reviewed. This is a basic course primarily designed for personnel assigned to work patrol, narcotics, homicide, gangs, or other investigative assignments dealing with gangs.

124 Supervisory Training First Level (4.5) CSU

LECTURE, 4.5 HOURS.

The course consists of basic supervisory training for newly promoted first line supervisors. It entails ethics/problem solving, news media relations, role of the supervisor, morale, discipline and counseling, crime report review, handling unusual occurrences, budgeting, managing, and planning, Fair Labor Standards Act, police minority problems, performance evaluations, employee grievances, etc.

125 Tear Gas Refresher/Handler (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic training in use of chemical agents and methods of delivery as well as providing the latest techniques and legal ramifications of chemical agent use.

127 Security Officer Training (7.5)

LECTURE, 5 HOURS; LABORATORY, 7.5 HOURS.

This course is designed to meet the minimum requirements established by Peace Officer Standards and Training (POST) for individuals entering the field of security officer.

128 Blast and Explosive Recognition (2.25)

LECTURE, 2.25 HOURS.

This course emphasizes the task force approach to investigative cases involving explosives. Recognition of the various devices and the proper explosive handling techniques are stressed.

133 AR-15 Rifle (0.25)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LABORATORY, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course offers basic instruction in safety, tactical considerations, malfunctions, and firing of the AR-15 rifle.

134 Advanced Vehicle Theft Investigation (2.5)

LECTURE, 2.5 HOURS.

This course prepares Peace Officers for the specialized assignment of Vehicle Theft Investigator.

135 Advanced Criminal Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with advanced criminal investigative tools and techniques in processing a crime scene. The legal aspects of an investigation and appropriate collection of crime scene evidence are emphasized.

136 Child Abuse Investigation (2.25)

LECTURE, 2.25 HOURS.

This course is directed at the training needs of the child abuse investigator. The course satisfies the requirements specified by the Child Abuse Investigation Foundation for the Peace Officer Standardized Training (POST) institute of criminal investigation.

137 Mounted Patrol (1.5)

LECTURE, 1 HOURS; LABORATORY, 1.25 HOURS.

This course provides information to peace officers newly assigned to mounted patrol units. Topics presented include equipment familiarization, tactical maneuvers, policies and procedures and unit liabilities.

139 Policy and Procedures/Equipment for Bailiffs (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This is a refresher course for officers assigned to the position of bailiff in the Los Angeles court system.

140 Custody Assistant - Phase I (8.5)

LECTURE, 5 HOURS; LABORATORY, 10.5 HOURS.

This course satisfies the basic California Peace Officer Standards and Training requirements for entry-level custodial officers.

142 Bailiff Orientation (2.25)

LECTURE 2.25 HOURS.

This course reviews court procedures and provides the student with basic bailiff responsibilities and related court functions.

144 Special Weapons and Tactics (3.5)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course provides special weapons and tactics including legal issues, use of canines, special deployment techniques, and the use of specialized weapons.

145 Advanced Special Weapons and Tactics Instruction (3)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 1.75 HOURS; LABORATORY, 3.75 HOURS.

This course provides advanced training tactics for those currently assigned to special weapons and tactics units. Course study includes helicopter operations, dignitary protection, special operations, advanced firearm and entry techniques, and hostage rescue.

146 Vehicle Theft for Patrol Officers (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to train a patrol officer in the recognition, identification and investigation of the various stolen vehicles encountered in routine performance of his duties.

147 Basic Long Rifle Instruction (1.25)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.75 HOURS; LABORATORY, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course offers practical training in the use of long rifles including legal limitations, operational considerations, and practical application of shooting fundamentals.

148 Sexual Assault Investigation (2.25)

LECTURE, 2.25 HOURS.

This course meets the training needs of investigators assigned to sexual assault cases. This course satisfies the Sexual Assault Investigation Foundation specialty for the California Peace Officer Standards Training.

152 Court Security Assistant (4.25)

LECTURE, 3.25 HOURS; LABORATORY, 3 HOURS

This course provides the basic knowledge and skills required by California Peace Officer Standards and Training for an entry-level position as an assistant security officer for the court system.

155 Tactical Communications for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with practical skills and techniques in the area of oral communication. The student develops expertise in dealing with difficult people, resolving conflicts, and non-verbal communication.

156 Supervision for Civilians in Law Enforcement (4.5)

LECTURE, 4.5 HOURS.

This course provides the newly appointed civilian supervisor with formal training in the concepts, techniques, and practical applications of basic supervisory skills in the law enforcement field.

157 Public Safety Dispatcher (5.25)

LECTURE, 4.5 HOURS; LABORATORY, 2.25 HOURS.

This course provides entry-level knowledge and skills to properly receive and dispatch calls for service to law enforcement personnel.

158 Homicide and Death Investigation (4.5)

LECTURE, 4.5 HOURS.

This course provides an overview of the investigative techniques and resources that are utilized when investigating a homicide or death, including forensics and criminal profiling.

160 Police Organization and Administration (3) CSU

LECTURE, 3 HOURS.

This course offers the effect of organizational structure and administrative procedure on the implementation of police functions; assessment of processes of recruitment, career advancement and leadership; and administrative problems of staffing, supervision, and morale.

161 Drug/Alcohol Recognition Training (2.25)

LECTURE, 2.25 HOURS.

This course provides formal training in recognizing drug and alcohol use for successful detection in criminal cases.

162 Basic Traffic Collision Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides the basic principles related to traffic collision investigation, including skid mark identification, determination of collision factors, basic diagramming techniques and physical evidence identification.

163 Intermediate Traffic Collision Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides advanced principles related to traffic collision investigations, including computation of speed and drag factors, scope and grade calculations related to collision causal factors, and time and distance formulas.

164 Advanced Traffic Collision Investigation (4.5)

LECTURE, 4.5 HOURS.

This advanced traffic collision investigation course includes specialized collision scene photographic techniques, vehicular damage analysis, pedestrian collisions and a legal update related to driving under the influence of alcohol or drugs.

165 Contemporary Aspects of the Fourth Amendment of the United States Constitution, Basic (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic requirements of the Fourth Amendment of the United States Constitution and the impact of recent court decisions on its applications.

166 Contemporary Aspects of the Fourth Amendment of the United States Constitution, Advanced (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic elements of search and seizure as it relates to the Fourth Amendment of the United States Constitution and presents an in-depth study of consensual encounters. The course also examines the Exclusionary Rule from both a field and courtroom perspective.

167 Advanced Search Warrants (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course covers the advanced aspects of search warrant affidavits including telephonic and e-mail. It details warrant service restrictions, scope, and return procedures.

168 Current Miranda Rights (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to review and update the basic requirements of the Miranda decision.

169 Current Aspects of Statements and Confessions (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course updates the legal interactions of the 4th, 5th, 6th, and 14th amendments of the United States Constitution with daily applications.

170 Civilian Orientation Seminar (2.25)

LECTURE, 2.25 HOURS.

This course offers an introduction of the law enforcement organizations for newly hired civilian personnel. This course includes an overview of enforcement of required job skills and techniques.

171 Basic Search Warrants (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents the basic concepts of search warrants and how to prepare and serve them according to the law.

172 Criminalistics I (3) CSU*Prerequisite: Administration of Justice 5.*

LECTURE, 3 HOURS.

This course provides the student with an in-depth study of the evolution of forensic science and the collection techniques for evidence in a criminal investigation.

173 Criminalistics II (3) CSU*Prerequisite: Administration of Justice 172.*

LECTURE, 3 HOURS.

This course provides the student with forensic techniques for crime scene investigations which include fingerprint and handwriting examinations, identification of human remains, discovery of trace evidence, and firearms recovery.

174 Offender Profiling in Criminal Investigations (3) CSU

LECTURE, 3 HOURS.

This course offers explanations and predictors for offender behavior in specific types of crimes including classification of offenders, profiling techniques, and the legal aspects of offender behavior.

175 Law Enforcement Security Assistant (3.5)

LECTURE, 3 HOURS; LABORATORY, 1.5 HOURS.

This course provides information for the entry-level security assistant in the law enforcement field. Topics include professionalism, officer survival, tactical communications, legal updates, and report writing.

176 Probation Core Correctional Practices (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on juvenile correctional facilities with an emphasis on security, authority, and supervision.

177 Motivational Interviewing for Camp Staff (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on interviewing skills for probation officers within a juvenile custodial facility including motivational interviewing, the client-centered interview, and feedback techniques.

178 Terrorism: The First Responder (3) CSU

LECTURE, 3 HOURS.

This course provides the student with an overview and understanding of terrorism from a historical perspective and provides a timeline of terrorism activities from past to present. The information provided prepares a student as a first responder to acts of terrorism, and allows the student to understand all aspects of response tactics by emergency service agencies including law enforcement, fire, medical technicians, and private security. Topics include tactical coordination, scene awareness, crime scene operations, and an overview of real-world incident management techniques.

179 Introduction to Internal Affairs (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides an introduction to internal affairs including inquiries, investigations, and citizen complaints. Policy and procedures regarding use of force and officer-involved shootings are also covered.

182 Law Enforcement Technician Course (2.25)

LECTURE, 2.25 HOURS.

This course offers an introduction to the policies and procedures of the technical aspects of law enforcement for civilian personnel employed as a law enforcement technician.

183 Legal Update Affecting Law Enforcement Procedures (2) RPT3

LECTURE, 2 HOURS.

This course reviews contemporary changes in the law and the impact of recent court decisions as it applies to law enforcement procedures.

184 Legal Update For Investigations (2) RPT3

LECTURE, 2 HOURS.

This course offers updated information related to conducting criminal investigations involving search and seizure, case and statutory law, and search and arrest warrants.

187 Correctional Personnel Supplemental Academy (4.5)

LECTURE, 4.5 HOURS.

This course offers supplemental information on correctional policies and procedures for personnel who have completed basic police academy training.

188 Basic Leadership Institute (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to identify and develop basic leadership qualities for law enforcement personnel.

189 Operation Safe Streets Investigation (2.25)

LECTURE, 2.25 HOURS.

This course provides instruction for field officers in the application of laws, tactics, and intelligence-gathering techniques for investigations of California street gangs.

190 Narcotics and Gang Prevention (2.25)

LECTURE, 2.25 HOURS.

This course provides instruction to police officers in the teaching strategies related to the classroom environment, classroom management, and the presentation of current narcotics, and gang information.

191 Field Operations for Detectives (2.25)

LECTURE, 2.25 HOURS.

This course provides instruction for detectives in the application of laws, tactics, and safety techniques related to field operations during criminal investigations

193 Background Investigation (2.25)

LECTURE, 2.25 HOURS.

This course presents the basic requirements and skills necessary for the evaluation and investigation of law enforcement applicants.

194 Basic Motorcycle Training (3)

LECTURE, 2.25 HOURS; LABORATORY, 2.25 HOURS.

This course is designed to provide the basic skills for motorcycle safety and patrol procedures for the motorcycle patrol trainee.

195 Breathalyzer Operator Training (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the necessary skills to operate the Datamaster Breathalyzer in compliance with California state law.

196 Intermediate Report Writing (3)

LECTURE, 3 HOURS.

This course is designed to enhance the ability of students to effectively prepare written reports commonly required in the law enforcement profession, with particular emphasis on observational arrest reports, documenting the use of force, and civil liability issues related to report preparation.

199 Basic Leadership Institute Facilitator Workshop (2.25)

LECTURE, 2.25 HOURS.

This course provides instruction to police officers in the teaching strategies related to classroom management and the theories related to adult learning in order to instruct law enforcement management on basic leadership techniques.

211 Supervision Accountability (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course defines accountability for law enforcement supervisors including employee and vicarious liability issues.

212 Management and Leadership Training (4)

LECTURE, 4 HOURS.

This course provides management and leadership training for law enforcement and emergency services supervisors.

214 First Aid Instructor Training (1.5)

LECTURE, 1 HOUR; LABORATORY, 1.25 HOURS.

This course provides first aid instructor training.

215 Four-Wheel Drive Vehicles and Equipment (0.5)

LECTURE, 0.5 HOUR; LABORATORY 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on driving off-road vehicles used in law enforcement.

216 Cultural Sensitivity Training for Law Enforcement Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides sensitivity training and cultural diversity exposure to law enforcement personnel.

218 Radar Operator Training (1.75)

LECTURE, 1.5 HOURS; LABORATORY 0.75 HOUR.

This course provides instruction on the operation of radar devices used in law enforcement.

220 Laws and Policies Pertaining to Sexual Harassment (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on laws and policies relating to sexual harassment.

221 Advanced Tactical Communications in Custody Facilities (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to provide communication skills required to interact with inmates in custody settings.

222 Administrative Investigation Process (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides supervisors with the necessary knowledge to apply the various components of the administrative investigation process.

223 Civilian Defensive Driving (0.25)

LECTURE, 0.25 HOUR; LABORATORY 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction to civilian personnel on basic driving techniques of emergency vehicles associated with law enforcement.

224 Driver Awareness-Instructor Driving Techniques (1)

LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides individuals with driver awareness instructional techniques to teach effective and safe driving methods to law enforcement personnel.

225 Advanced Driver Training I (0.25)

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on basic precision driving techniques of emergency vehicles.

226 Advanced Driver Training II (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides additional advanced instruction on precision driving of emergency vehicles.

227 Driver Training Instructional Techniques (1.75)

LECTURE, 1.5 HOURS; LABORATORY, 0.75 HOUR.

This course offers instructional techniques that can be used when training law enforcement personnel in the operation of emergency vehicles.

228 Driving Simulator Application (0.25) RPT3

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides specialized driving techniques through the use of a law enforcement simulator.

229 Driving Techniques for Executive Security (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides specialized vehicle training for individuals who are required to provide transportation for public officials.

231 Criminal Abatement (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on the abatement of criminal activity within urban communities.

232 Community Policing I (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the history and philosophy of community policing and an introduction to problem solving and approaches to surveying the community.

233 Community Policing II (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides further study of the history and philosophy of community policing and solutions to criminal nuisance activities.

236 Community Policing for Supervisory Personnel (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on instruction and management strategies in community policing including practical strategies for

community mobilization and problem-solving techniques for gang and nuisance activity.

239 Criminal History Access Techniques (0.25)

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on how to access the Consolidated Criminal History Reporting System (CCHRS) through the use of the Windows operating system.

240 Instructional Techniques for Accessing Criminal Histories (1) RPT3

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on instructional techniques used with the processing of criminal histories through the use of the Windows operating system.

241 Crime Inquiry Training (0.25)

LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information concerned with accessing an individual's complete criminal history through the computer information program, Consolidated Criminal History Reporting System (CCHRS).

243 Police Case Management (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on criminal case management including management reports, statistics, and suspect information.

245 Data Entry for Law Enforcement Personnel (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on data entry for the Los Angeles Regional Crime Information System (LARCIS).

246 Law Enforcement Instructor Training Involving Data Entry (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides teaching techniques for law enforcement personnel involved with data entry into the Los Angeles Regional Crime Information System (LARCIS).

247 Personnel Performance Index (0.25)

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on how to enter employee data into the Personnel Performance Index (PPI).

248 Law Enforcement Explorer Academy (5)

LECTURE, 2.5 HOURS, LABORATORY, 8.5 HOURS.

This course is designed to train students for public service employment in law enforcement including an overview of job duties, criminal laws, self defense, evidence collection, first aid, and physical training.

251 Motorcycle Training Quarterly Update (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a periodic update for law enforcement officers assigned to motorcycle details.

253 Crime Prevention through Environmental Analysis (0.5)

LECTURE, 0.5 HOURS, LABORATORY, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents the principles of crime prevention through environmental analysis.

254 College Security Officer Training (7)

LECTURE, 5 HOURS, LABORATORY, 6 HOURS.

This course provides the minimum training established by the State of California for individuals entering a career as a college security officer.

258 Narcotics for Patrol (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on narcotics for the patrol officer in the field including drug categories, drug identification, courtroom testimony, search and seizure issues, and the use of informants.

260 Juvenile Corrections Officer Core Course (JCOC) (9.75) CSU

LECTURE, 9.25 HOURS; LABORATORY, 1.5 HOURS.

This course provides the basic training for an entry-level juvenile corrections officer. Subject areas include an overview of the criminal justice system, the roles and responsibilities of the juvenile corrections officer, casework management, court procedures, psychological and medical issues, correctional security issues, gang and drug problems, supervision of offenders, arrest procedures, confidentiality, and report writing.

261 Probation Officer Core Course (9.75) CSU

LECTURE, 9.5 HOURS; LABORATORY, 0.75 HOUR.

This course provides the basic training for an entry-level field probation officer. Subject areas include the criminal justice system, roles and responsibilities of the probation officer, casework management, court procedures, domestic abuse issues, first aid, and report writing.

316 Reserve Police Academy Level III (5) CSU

LECTURE, 1.5 HOURS; LABORATORY, 10.75 HOURS.

This course provides the first level of training for the position of reserve police officer. The student learns the basic overview of the criminal justice system including criminal laws and criminal procedures, patrol operations, report writing, traffic enforcement, self-defense techniques, and firearm control and safety.

317 Reserve Police Academy Level II (6) CSU

LECTURE, 1.5 HOURS; LABORATORY, 13.25 HOURS.

This course provides the second level of training for the position of reserve police officer. The second level of study includes criminal law, criminal procedures, investigative report writing, and specialized law enforcement such as gangs and narcotics, mental illness, victimology, and community relations.

318 Reserve Police Academy Level I (7) CSU

LECTURE, 1.5 HOURS; LABORATORY, 16.5 HOURS.

This course provides the third level of training for the position of reserve police officer. The third level of study includes patrol techniques, the special handling of unusual occurrences, traffic accident investigations, traffic enforcement, and preliminary criminal investigations.

322 Custodial Report Writing I (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with basic skills to write reports required in a custody facility.

324 Civilian Career Development in Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on career development for civilian personnel in law enforcement agencies.

325 Anger Management Techniques (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents anger management techniques for law enforcement personnel.

326 CPR Recertification for Law Enforcement (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews the basic principles of CPR and the mechanics involved with life support.

327 Self-Defense Techniques for Law Enforcement Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides self-defense techniques to be used in a custodial setting by law enforcement personnel.

328 Law Enforcement Fraternalization Policy (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course informs law enforcement personnel about fraternization issues within a custodial setting.

329 First Aid Recertification for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course reviews first aid concepts and techniques used by law enforcement personnel in a custody environment.

331 Jail Security (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents basic jail security techniques and escape prevention measures.

332 Prisoner Transportation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the law enforcement policy regarding the procedures used for the transportation of inmates.

333 Sign Language for Emergency Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on basic sign language for emergency personnel.

334 Tactical Weapons Qualification (0.25) RPT3

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction on the operation and safety of weapon systems and qualifies an individual in the use of tactical weapons.

335 Jail Cell Extraction (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the proper techniques used in the removal of a hostile inmate from a jail cell.

336 Survival Techniques for Custodial Personnel (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to law enforcement personnel on the survival techniques for hostage situations and appropriate off-duty behavior.

337 Suicide Prevention Measures for Inmates (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course presents detailed procedures for inmate suicide prevention.

338 Jail Intelligence Gathering (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with the concepts of and techniques for analytical interviewing in a custodial setting.

339 Drug Recognition, Investigation, and Reporting (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course develops the technical knowledge and procedures needed for basic narcotics investigations in the custody setting.

340 The Use of Force Update for Supervisors (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to provide an update of law enforcement policy regarding the use of force.

341 Custodial Report Writing II (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on report writing techniques that improve the quality of reports in the custody environment.

342 Custodial Report Writing III (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course enhances investigative and report writing skills for law enforcement personnel beyond an intermediate level.

343 Inmate Control Techniques (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on inmate control techniques.

347 Taser Training (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with the nomenclature, operation, and tactical deployment considerations of the taser.

349 Inmate Civil Litigation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the civil litigation process and inmates' rights.

350 Video Training for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with the purpose, standards, and techniques for videotaping crime scenes.

352 Courtroom Testimony (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes the student with courtroom testimony procedures and techniques.

353 First Aid Breathing Mask (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the basic principles of CPR and the use of a breathing mask for infants and adults.

354 Emergency Response Procedures for Custody Personnel (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on emergency response procedures for custody personnel including evacuation and tactical planning.

356 Gangs in the Custodial Environment (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course familiarizes law enforcement personnel with gang activity within the custodial environment.

357 Law Enforcement Stress Management Techniques (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides law enforcement personnel with stress management techniques including exercise, diet, and meditation.

359 Custody Incident Command Training (2.25)

LECTURE, 2.25 HOURS.

This course provides information on the identification and handling of potentially dangerous security issues in a custody facility including custodial disturbances, emergency mobilization, hostage negotiations, and incident command procedures.

360 Custody Incident Command Training Update (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides updated information on effective emergency preparedness in a custodial facility.

361 Custody Training Officer School (1)

LECTURE, 1 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to assist the experienced custody officer with current information necessary to become a qualified custodial trainer.

363 Custody Executive Command Training (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on executive command policy and procedures in the custodial facility.

365 Custodial Legal Update (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on legal updates in the laws and policies regarding the custody and care of inmates.

366 Law Enforcement Strategies Against Hate Crime (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on identifying and responding to hate crimes including the motivational factors of hate crimes and the initial response by law enforcement.

367 Law Enforcement Responses to Domestic Violence (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information for the appropriate response to domestic violence including current case law requirements, threat assessment, and protection orders.

368 Law Enforcement Strategies Against Violence (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to law enforcement officers on family, school, and workplace violence.

371 Investigator Case Management (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on investigator case management techniques including the types of case assignments, creation of a master file, and removal and case closure procedures.

372 Report Writing for Law Enforcement Civilians (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on report writing techniques for civilians working in the law enforcement field.

374 Case Management for Supervisors (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides management techniques to students for handling a regional crime system.

376 Intermediate Search Warrants (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with requirements for preparing a search warrant.

377 Defensive Tactics for Female Law Enforcement Personnel (0.5) RPT3

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with defensive tactic techniques specially targeted to the female police officer.

378 Driver Awareness (0.25) RPT3

LECTURE, 0.25 HOUR, LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides instruction in safe driving techniques for law enforcement personnel.

398 Urban Terrorism: First Responders (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information for first responders on terrorist activities involving explosives, characteristics of a suicide bomber, and a terrorist's ability to carry out a suicide bombing.

400 Citizen Complaint Intake and Investigation Issues (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on law enforcement's citizen complaint intake and investigation policies and practices. The topics covered include the citizen complaint process, process stages, and recommended revisions of existing policy.

402 Custodial Health Issues (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on HIV, hepatitis, tuberculosis, mental health, and substance abuse issues in a custodial environment. The topics covered include an overview of inmate health issues, strategies for effective communication with inmates, and workplace considerations of occupational exposure in a custody setting.

404 Custodial Weapons Training (0.5)

Limitation on Enrollment: Pursuant to Title 5, Section 58106B., Health and Safety Considerations, the student must possess a certificate of successful completion of an 832 Penal Code Firearms Course for the State of California.

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with information on special weapons used in a custodial environment for the control and containment of the inmate population. The topics covered include the operation and proper handling techniques for each particular weapon.

407 Racial Profiling (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on racial profiling and the legal implications of racial profiling for law enforcement agencies. The topics covered include the policies regarding racial profiling, legal considerations, and the impact that racial profiling has on an individual's civil rights.

408 Terrorism Awareness Training (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on domestic terrorism. The topics covered include domestic terrorist groups, extremist groups, internal terrorism, and officer safety issues.

409 Community Policing Use of Force Issues (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the use-of-force issues in law enforcement. This information can be used to review and revise law enforcement policy on use of force in police operations. The topics covered include current law enforcement policy on the use of force, use-of-force legal issues, and appropriate model(s) that can be employed to decrease the number of force cases.

411 Civilian Employee Management in Law Enforcement Administration (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information for civilian employee managers who work in law enforcement administrations.

412 Basic Narcotics Investigations (2.25)

LECTURE, 2.25 HOURS.

This course provides instruction on basic narcotics investigations including informant management, drug recognition, search warrant operations, and specialized investigations

415 Instructor Development Course (2)

LECTURE, 1.75 HOURS; LABORATORY, 0.5 HOUR.

This course provides information on critical thinking, instructional designs, evaluating and testing, and the learning resources that are available to law enforcement instructors.

419 Domestic Violence Crime Scene Investigation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides investigation techniques specific to domestic violence cases.

420 Basic Dual Purpose Motorcycle Riding for Emergency Personnel (2.75)

LECTURE, 2 HOURS; LABORATORY, 2.5 HOURS.

This course provides an update on basic motorcycle riding techniques, and provides new instruction on off-road motorcycle techniques and procedures.

421 Respect-Based Leadership in Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the policy of equality in law enforcement including core values, respect-based leadership, and individual action plans.

422 CPR Instructor Update (1.5) RPT3

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated CPR information necessary for valid instruction.

428 Ethics in Forensic Science (3) CSU

LECTURE, 3 HOURS.

This course provides the student with ethical standards and guidelines in forensic science as they relate to the criminal case and the investigator. Topics covered include the key elements of ethical guidelines, individual aspects of the ethical code, procedural and substantive law issues pertaining to crime scene investigations, courtroom testimony and admissibility issues, and ethical standards for all written reports.

430 Expandable-Straight Baton (0.25)

LECTURE, 0.25 HOUR; LABORATORY, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course teaches appropriate techniques in the use of the expandable-straight baton.

432 Mental Illness Identification and Restraint Procedure of Inmates (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information to identify and legally restrain inmates in a custodial setting who suffer from mental illness.

433 Weapons of Mass Destruction (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides an overview of terrorist threats in the United States and regulatory guidelines provided by the State of California. Threat indicators, protective measures, crime scene management, and response actions are examined in detail.

435 Human Trafficking Awareness (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with the nature and scope of human trafficking, types of offenses, legal requirements, and investigative techniques to identify victims and offenders.

440 Asset Forfeiture (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the asset forfeiture program for law enforcement including narcotics seizures, investigative methods, forfeiture proceedings, and distribution of forfeiture properties.

442 DNA Evidence for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a foundation in the basic science and the practical application of forensic DNA identification evidence.

443 Elder Abuse Awareness for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on elder abuse including its identification, domestic elder abuse, scams and schemes, mandatory reporting, and criminal prosecution.

444 Graffiti Investigation (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the major types of graffiti with an emphasis on tagger graffiti. Subject areas include graffiti identification, investigation, expert testimony, and successful prosecution.

445 Investigating and Prosecuting High-Tech Crimes (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on the new forms of identity theft, network intrusions, digital and electronic evidence, high-tech search and seizure, and analyzing computers and cell phones for criminal investigations.

446 Identity Theft: First Responders (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information on identity theft law, investigative techniques for identity theft crimes, and the use of computers as crime tools.

447 Identity Theft Investigation and Prosecution (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides information in the investigation and prosecution of identity theft crimes. Subject areas include basic identity crimes law, access card fraud, search warrants, charging and presenting identity crimes, and victims' issues.

448 Chronic Truancy (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a better understanding of the truancy problem among school-aged children. Subject areas include truancy and delinquency, anti-truancy enforcement efforts, new trends in truancy prevention, and available community resources.

452 Legal Update - 4 Hours (0.25)

LECTURE, 0.25 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

453 Legal Update - 8 Hours (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

454 Legal Update - 12 Hours (0.75)

LECTURE, 0.75 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

455 Legal Update - 16 Hours (1)

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

456 Legal Update - 24 Hours (1.5)

LECTURE, 1.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides a legal update on current topics affecting the criminal justice system. Also included in this course is how these legal updates might affect the policy and procedures of law enforcement, the courts, and corrections.

457 DNA Awareness for Law Enforcement (0.5)

LECTURE, 0.5 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the most recent court decisions on the legal requirements for the use of forensic DNA in criminal investigations. Subject areas also include recent DNA studies and programs, a juror's perspective of DNA technology, partial and familial DNA searches, and an understanding of the application of DNA technology for homicides and mass fatality events.

185 Directed Study - Administration of Justice (1) CSU**285 Directed Study - Administration of Justice (2) CSU****385 Directed Study - Administration of Justice (3) CSU**

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC does not grant credit for variable topics courses in Administration of Justice because of credit restrictions in this area.

931 Cooperative Education (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

FIRE TECHNOLOGY (FIRETEK)**24 Fire Company Management and Operations (3) CSU**

LECTURE, 3 HOURS.

This course is an extensive in-depth coverage of fire company management and operations. It includes planning and training, accident prevention and safety, reports and records, performance evaluation, recruit training, employer-employee relations, affirmative action, casualty incidents, fire investigation, alarm systems, medical care, enforcement procedures, harbor fire protection, industrial and commercial inspections and mobile laboratory.

30 Fire Marshal Certification: Instructor 1A (2.25) CSU

LECTURE, 2.25 HOURS.

This course introduces fire service training methods to firefighters. Emphasis is placed on using the occupational analysis, identifying training needs, and training others to perform manipulative skills.

31 Fire Marshal Certification: Instructor 1B (2.25) CSU

LECTURE, 2.25 HOURS.

This course introduces advanced fire service training methods to firefighters. Emphasis is placed on using the occupational analysis, identifying training needs, and training others to perform manipulative skills.

32 Advanced Fire Management and Leadership (7.5) CSU

LECTURE, 7.5 HOURS.

This course provides information to fire command staff regarding human motivation, satisfaction, and performance abilities within the fire profession. Subject areas include aspects of effective leadership, integration of daily leadership practices, developing and achieving personal potential, and mechanics of the leadership process within the fire profession.

33 Wildland Fire Behavior Calculations (1.75)

LECTURE, 1.75 HOURS.

This course provides information on methods of calculating fire behavior characteristics, environmental factors and processes that affect fire behavior predictions, and fire behavior prediction models.

34 Fire Marshal Certification: Instructor 1C (2) CSU

LECTURE, 1.75 HOURS; LABORATORY, 0.5 HOUR.

This course provides methods and techniques for instructional preparation and delivery of fire technology to fire personnel. Also included is information on how to evaluate a student, teaching resources, and behavior, communication, and feedback techniques.

40 Fire Marshal Certification: Fire Prevention 1A (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with knowledge on how to conduct basic fire prevention inspections.

41 Fire Marshal Certification: Fire Prevention 1B (2.25) CSU

LECTURE, 2.25 HOURS.

This course provides the student with information on extinguishment systems, responsibility and authority for inspections, handling and storage of materials, and life safety considerations.

50 Fire Marshal Certification: Management I (2.25) CSU

LECTURE, 2.25 HOURS.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with the basic supervisory skills necessary to be a competent fire officer.

55 Fire Marshal Certification - Fire Management 2E (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with an overview of contemporary fire management including governmental relations, policy formation, and program management.

60 State Fire Marshal: Command 1A (2.25)

LECTURE, 2.25 HOURS.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides

the student with an introduction to organizational structure and basic communication and leadership skills for fire personnel.

61 Fire Marshal Certification: Command 1B (2.25)

LECTURE, 2.25 HOURS.

This is one of eleven courses leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with information and direction for initial operations of multi-casualty, hazardous materials, and wildland fire incidents.

63 Fire Technology In-Service Update-54 Hour Class (1) RPT3

LABORATORY, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated training in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

64 Fire Technology In-Service Update-81 Hour Class (1.5) RPT3

LABORATORY, 4.5 HOURS.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

65 Fire Technology In-Service Update-108 Hour Class (2) RPT3

LABORATORY, 6 HOURS.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

66 Fire Technology In-Service Update-135 Hour Class (2.5)

LABORATORY, 7.5 HOURS.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

70 Fire Marshal Certification: Fire Investigation 1A (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with knowledge of the principles of fire investigation and origin and cause determination. The course highlights the skills and abilities necessary for the fire investigator to successfully execute his or her responsibility in today's complex world of fire investigation.

91 I-100 Incident Command System Orientation (0.5)

LECTURE, 0.5 HOUR.

Students learn management principles for a general Incident Command System and a basic plan for control and containment of a major fire incident for fire company officers.

93 I-300 Intermediate Incident Command System (1.5)

LECTURE, 1.5 HOURS.

This course is designed for the student who will be assigned to incident command system supervisory positions. This course provides more description and detail of the organization and operation of the incident command system including management of resources, description of duties of all positions, and the essential principles necessary for incident and event planning.

94 I-400 Advanced Incident Command System (1.25)

LECTURE, 1.25 HOURS.

This course provides the student with information on the principal responsibilities, guidelines, and the purpose of the command and general staff in the incident command system.

96 Emergency Medical Technician I (8) CSU

Limitation on Enrollment: Pursuant to Title 5, Section 58106B, (Health and Safety Considerations), as well as other state regulations, the student must present to the instructor a Basic Life Support for the Healthcare Provider card from the American Heart Association and an updated immunization record card prior to the beginning of the class or no later than the first examination.

Advisory: EDA 9.

LECTURE, 75 HOURS; LABORATORY, 1.5 HOURS.

This course provides the theory and techniques of emergency medical services to be performed by an Emergency Medical Technician (EMT). This course prepares the student for the National Registry Examination.

186 Fire Operations in the Wildland Urban Interface (1.5)

LECTURE, 1.5 HOURS.

This course provides the student with the skills and knowledge to size-up a wildland urban interface fire incident, evaluate the potential situation, order and deploy the necessary resources, and apply safe and effective strategy and tactics to minimize the threat to life and property.

187 Internal Investigations (1.5)

LECTURE, 1.5 HOURS; LABORATORY, 0.25 HOUR.

This course provides information on the legal requirements of an internal investigation for an employee within a municipal fire agency. Also provided is a detailed look at the policy and procedures that are a part of this internal investigation including disciplinary guidelines, preliminary investigations, and employee rights within a public agency. Included in this course are report writing forms and procedures for the documentation of these investigations.

188 Tactical Decision Making in Wildland Fires (1.5)

LECTURE, 1.5 HOURS.

This course provides knowledge and practice in decision-making that is necessary to effectively apply tactical decision-making in wildland fires. There is also information provided on how to analyze the potential for fires in different areas of the community where the urban setting meets the wildland areas.

189 Basic Leadership Skills For Fire Supervisors (1)

LECTURE, 1 HOUR.

This course provides a fire supervisor with basic leadership skills in order to handle a small-unit leadership position in a high-risk work environment.

190 Fireline Leadership (1.5)

LECTURE, 1.25 HOURS; LABORATORY, 0.25 HOUR.

This course provides leadership skills for fire unit supervisors. Topics include effective and cohesive team building, decision making in a unit command structure, stress as an operational risk, and building accountability within a fire agency.

191 Advanced Fire Engine Techniques (1)

LECTURE, 1 HOUR.

This course is designed to increase the skills of a fire engineer during emergency work. The student is required to use only the equipment found on a triple apparatus to perform extrication, forcible entry, above-ground hose lays, and interior firefighting.

201 Fire Protection Organization (3) CSU

LECTURE, 3 HOURS.

This course introduces fire technology: its career opportunities; philosophy and history of fire protection; fire loss analysis; fire protection functions and systems; basic fire chemistry and physics; and fire strategy and tactics. The course describes the organization of fire departments, their relation to local governments, and the laws regulating fire service.

202 Fire Prevention (3) CSU

LECTURE, 3 HOURS.

This course provides fundamental information regarding the history and philosophy of fire prevention and organization. This course includes information on the operation of a fire prevention bureau, fire codes, identification and correction of fire hazards, relationship of fire prevention with fire safety education, and detection and suppression systems.

203 Fire Protection Equipment and Systems (3) CSU

LECTURE, 3 HOURS.

This course introduces the fundamentals of fire protection systems and equipment: features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

204 Building Construction for Fire Protection (3) CSU

LECTURE, 3 HOURS.

This course studies building construction from the point of view of fire protection, focusing on design, construction materials, and the safety concerns of lightweight building components.

205 Fire Behavior and Combustion (3) CSU

LECTURE, 3 HOURS.

This course provides the theory and fundamentals of how and why fires start, spread, and are controlled. Fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques are covered.

207 Wildland Fire Control (3) CSU

LECTURE, 3 HOURS.

This course provides information on the characteristics and behavior of wildland fires in the Southern California watershed system. It covers organization, staffing, equipment, initial attack, large fire management, and tactical situations.

208 Fire Hydraulics (3) CSU

LECTURE, 3 HOURS.

This course provides a foundation of principles, theory and practical application of fire service hydraulics, which include: calculating engine pressure, getting the most out of the available water supply, and testing and inspecting water-based suppression systems.

209 Fire Tactics and Strategy (3) CSU

LECTURE, 3 HOURS.

This course introduces fire-fighting tactics and strategies including the art of using manpower, effective use of equipment and apparatus, and methods of how to attack, control, and extinguish structural, waterfront, oil, and other types of fires.

213 Fire Investigation (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to fire investigation: methods of determining point of origin, travel path and course, recognizing and preserving evidence, interviewing witnesses, arson laws and types of arson fires, court testimony, reports, and records.

214 Rescue Practices (3) CSU

LECTURE, 3 HOURS.

This course provides instruction in rescue practices: problems and techniques, emergency rescue equipment, knowledge of toxic gases, chemicals, diseases and radiation hazards; care of victims, including basic emergency childbirth, respiration, resuscitation, extrication and other emergencies.

216 Fundamentals of Personal Fire Safety and Emergency Action (3) CSU

LECTURE, 3 HOURS.

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, emergency medical services, hazardous materials, and technical rescue. This course provides information on the establishment and management of a safety program in an emergency service organization.

220 I-200 Incident Command System (1)

LECTURE, 1 HOUR.

This course provides the student with the primary management functions of the Incident Command System including unified command, span of control, transfer of command, and resource management.

221 In-Service Update - 27 Hour Class (0.5)

LABORATORY, 1.5 HOURS.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

222 Fire Marshal Certification - Fire Instructor 2A (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with information on how to develop testing procedures for fire-fighters that include the testing process, performance testing, and testing problems.

223 Fire Marshal Certification - Fire Instructor 2B (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with information on how to instruct fire-fighters in a group environment including the format of discussion groups, group development and techniques, and group demonstrations.

224 Fire Marshal Certification - Fire Instructor 2C (2.25)

LECTURE, 2.25 HOURS.

This course provides the student with information on how to utilize media technology for fire-fighting instruction.

225 Fire Marshal Certification: Fire Command 1C (2.25)

LECTURE, 2.25 HOURS.

This course is one of eleven leading to the Certified Fire Officer designation by the California State Fire Marshal. This course provides the student with information on the elements of the incident command structure as it relates to zone fire fighting including the duties and responsibilities of the strike team company officer, the

communication process, fire fighting safety and survival, and all evacuation procedures.

226 Emergency Medical Technician Training for First Responders - Refresher (1) RPT3

LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.

This course is refresher course for the first responder of medical emergencies. This course is mandated by the state every two years for EMT certification for the first responder.

227 Paramedic Training - Refresher (1.5)

LECTURE, 1.2 HOURS; LABORATORY, 1.5 HOURS.

This course provides the student with information on all aspects of emergency medical care for paramedics that has been updated or changed due to recent medical technology or change in the emergency medical response field.

228 Fire Technology In-Service Update - 162 Hour Class (3) RPT3

LABORATORY, 9 HOURS.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

229 Fire Technology In-Service Update - 189 Hour Class (3.5) RPT3

LABORATORY, 10.5 HOURS.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

230 Fire Technology In-Service Update - 216 Hour Class (4) RPT3

LABORATORY, 12 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

231 Fire Technology In-Service Update - 243 Hour Class (4.5) RPT3

LABORATORY, 13.5 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

232 Fire Technology In-Service Update - 270 Hour Class (5) RPT3

LABORATORY, 15 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course provides the student with updated information in the fields of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

233 Intermediate Fire Behavior (1)

LECTURE, 1 HOUR; LABORATORY 0.25

This course provides the student with information on wildland fire behavior for effective and safe fire management operations.

234 Strike Team/Task Force Leader (1.75)

LECTURE, 1.75 HOURS.

This course provides the student with information on how to recognize, plan for, and implement the appropriate tactics for risk incident situations utilizing strike teams or task forces.

235 Division Group Supervisor (1)

LECTURE, 1 HOUR.

This course provides the student with information required to perform the tasks of a division or group supervisor.

236 Fire Safety Officer (1.75)

LECTURE, 1.75 HOURS.

This course provides the policy and principles of ethical leadership in the classroom as mandated by the State Fire Marshal.

237 Fire Marshal Certification - Fire Apparatus Driver/Operator 1A (1.5)

LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.

This course provides the student with information on driver responsibilities, recognized standards, basic maintenance, and driver practices of fire emergency vehicles.

238 Fire Marshal Certification - Fire Apparatus Driver/Operator 1B (1.5)

LECTURE, 1.25 HOURS; LABORATORY, 1 HOUR.

This course provides the student with information concerning fire pump construction and theory, hydraulics, and pump practices for fire emergency vehicles.

239 Basic Emergency Vehicle Operations (0.5)

LECTURE, 0.5 HOURS; LABORATORY, 0.5 HOUR.

This course provides the student with information on vehicle laws, driving techniques for emergency vehicles, and actual driving exercises under simulated emergency conditions.

240 Fire Marshal Certification: Basic Pump Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides the student with information on the techniques of operating fire service pumps including types of pumps, gauges, unsafe condition of pumps, pressure relief devices, and water supply issues.

241 Automobile Extrication (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides information on procedures and systems utilized during an automobile extrication.

242 Fire Control 2: Basic Operations (0.5)

LECTURE, 0.5 HOUR; LABORATORY, 0.5 HOUR.

This course provides information on methods and techniques for operating basic fire-fighting tools and carrying out basic fire-fighting evolutions.

243 Roof Ventilation (0.5)

LECTURE, 0.25 HOUR; LABORATORY, 0.75 HOURS.

This course provides the technical knowledge, terminology, and the practical application that is required to open vertical ventilation holes in several different types of roof fires.

244 Ethical Leadership for Fire Service Instructors (0.5)

LECTURE, 0.5 HOUR.

This course provides the policy and principles of ethical leadership in the classroom as mandated by the State Fire Marshal.

185 Directed Study - Fire Technology (1) CSU**285 Directed Study - Fire Technology (2) CSU****385 Directed Study - Fire Technology (3) CSU**

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Fire Technology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.



Anthropology, Geography, Geology Department

AA-3

(323) 265-8837

Anthropologists study the human species in both biological and non-biological (cultural) aspects. By culture, the anthropologist means customs, traditions, beliefs, social and religious organizations, and material possessions. Most commonly, anthropologists focus their studies on tribal or peasant cultures of non-western countries but they do not exclude western industrial cultures.

The study of our human biological nature is called biological or physical anthropology. Biological anthropologists apply an intensive training in primatology, human biology, and genetics to the study of human origins, our evolution, relationship to other primates and to the living varieties of humans popularly called races.

Most of the surrounding universities offer a baccalaureate degree in Geography. As a small, inconspicuous field, Geography enjoys a favorable ratio of job placements to graduates, even in times of generally high unemployment in other fields.

Geographers work with maps, but also with remote sensing (aerial and space photography), and with computers - often in combination. Professional geographers are involved in land use planning, industrial location, marketing studies, environmental impact assessments, resource management, law enforcement planning, intelligence, and diplomatic services, to give but a few examples.

Geography majors study the earth and its regions, and also meteorology, climatology, soils, land forms, oceanography, cartography (map production), urban and rural settlements, world resources and industries, international trade and transportation, and other related specialties, depending upon departmental emphasis and individual interest.

Geology is the scientific study of the earth and its natural resources. It is a diverse field offering specialties ranging from the study of earthquakes and prospecting for minerals to examination of the history of life on earth and the prevention of environmental degradation.

Most geologists divide their time between field, laboratory and office work. In the field, geologists collect samples, make maps and record observations of the nature of the materials and structures exposed at the earth's surface. Some geologists are highly trained laboratory specialists and may spend all of their time there. In the office, geologists must have the ability to assemble, correlate and interpret data, write reports and articles and draft maps and illustrations. This is most important as the results of the work must be read by employers, government officials, attorneys or the public.

SUBJECTS

- *Anthropology*
- *Earth Science*
- *Environmental Science*
- *Geographic Information Systems*
- *Geography*
- *Geology*
- *International Business*
- *Meteorology*
- *Oceanography*

FACULTY

- West, Dr. Robert B. - Chair
Associate Professor, Geology, Earth Science
- Bernard, Dr. Julienne
Assistant Professor, Anthropology
- Grimmer, John
Professor, Geology, Earth Science
- Long, John M.
Professor, Anthropology
- Miretti, Dr. Domenick L.
Professor, Geography, Earth Science

ADJUNCT ASSOCIATE PROFESSORS

- Adsit, Randy
Earth Science
- Conley, John M.
Geography
- Daar, Karen L.
Anthropology (Professor)
- Flores-Pena, Ysamur
Anthropology
- Godoy, Omar
Geography
- Jackson, Adrianna
Anthropology
- Kohpahl, Gabriele
Anthropology
- Koletty, Steve
Geography
- Konovnitzine, Peter
Geography
- Mattson, Gregory A.
Anthropology
- Perez, David
Anthropology
- Rigby, Jeff
Anthropology
- Smith, Larry
Earth Science
- Tarnoff, Steve
Earth Science
- Waktola, Daniel K.
Geography

EDUCATIONAL PROGRAMS

CERTIFICATE OF ACHIEVEMENT:

- *International Trade*

ASSOCIATE DEGREE PROGRAM:

- *Anthropology*

CERTIFICATE OF ACHIEVEMENT

INTERNATIONAL TRADE

This program stresses those skills most sought by today's employers in international commerce. The field of international trade provides

career opportunities for persons with specialized skills in import and export documentation, banking, sales marketing, air-sea-truck transportation, and the principals of foreign trade business management.

SUBJECT & NO.	COURSE	UNITS
INT BUS 1	INTERNATIONAL TRADE	3
INT BUS 2	TRANSPORT SYSTEMS	3
INT BUS 3	EXPORT PROCEDURES I	3
INT BUS 4	IMPORT PROCEDURES I	3
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	3
CAOT 48	CUSTOMER SERVICE	3
MATH 115*	ELEMENTARY ALGEBRA	
OR		
MATH 125*	INTERMEDIATE ALGEBRA	5
FOREIGN LNG.	ANY FIVE-UNIT FOREIGN LANGUAGE CLASS	5
	ONE COURSE FROM THE FOLLOWING:	3
GEOG 2	CULTURAL ELEMENTS OF GEOGRAPHY	
GEOG 5	GEOGRAPHY OF RESOURCE UTILIZATION	3
ENGLISH 28*	INTERMEDIATE READING AND COMPOSITION	
OR		
ENGLISH 101*	COLLEGE READING AND COMPOSITION I	
OR		
CAOT 32	BUSINESS COMMUNICATIONS	3
FIVE TO SIX UNITS FROM THE FOLLOWING:		5-6
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CO SCI 201	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 291	PROGRAMMING LABORATORY	1
LOGTIC 101	INTRODUCTION TO LOGISTICS IN THE NONTRADITIONAL OFFICE	1
LOGTIC 102	BUSINESS TERMINOLOGY FOR LOGISTICS	2
LOGTIC 103	RECORDS MANAGEMENT FOR LOGISTICS	2
Total.		39-40

*This course has a prerequisite.

ASSOCIATE DEGREE PROGRAM

ANTHROPOLOGY

ASSOCIATE IN ARTS DEGREE

This program provides to the student a comprehensive study on the human species in both biological and cultural aspects. This program is designed to award the Associate in Arts degree to those students who have completed a specialization in Anthropology. The requirements were chosen to optimize student preparation for upper-division coursework at a four-year institution leading to the major of Anthropology or a field related to the discipline of Anthropology. The degree program can lead to careers in research, business, the government or education.

SUBJECT & NO.	COURSE	UNITS
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
ANTHRO 132	NATIVE PEOPLE OF NORTH AMERICA	3
OR		
ASIAN 3	THE PEOPLES AND CULTURES OF ASIA AND AMERICA	
OR		
ASIAN 7	COMPARATIVE CULTURE OF ASIA AND AMERICA	
OR		
CHICANO 44	MEXICAN CIVILIZATION	3
GENERAL EDUCATION REQUIREMENTS PLAN A		30
ELECTIVES - ANY CSU GE OR IGETC REQUIREMENT		10
Total.		60

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

ANTHROPOLOGY (ANTHRO)

101 Human Biological Evolution (3) UC:CSU IGETC Area 5B

LECTURE, 3 HOURS.

This course covers the concepts, methods of inquiry, and theory of biological evolution and their application to the human species. There is a specific focus on molecular, Mendelian and population genetics, mechanisms of evolution, primatology, paleoanthropology, biocultural adaptations, human variation, and current bioethical issues. The philosophy of science and the scientific method serve as foundations to the course.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU IGETC Area 4A

LECTURE, 3 HOURS.

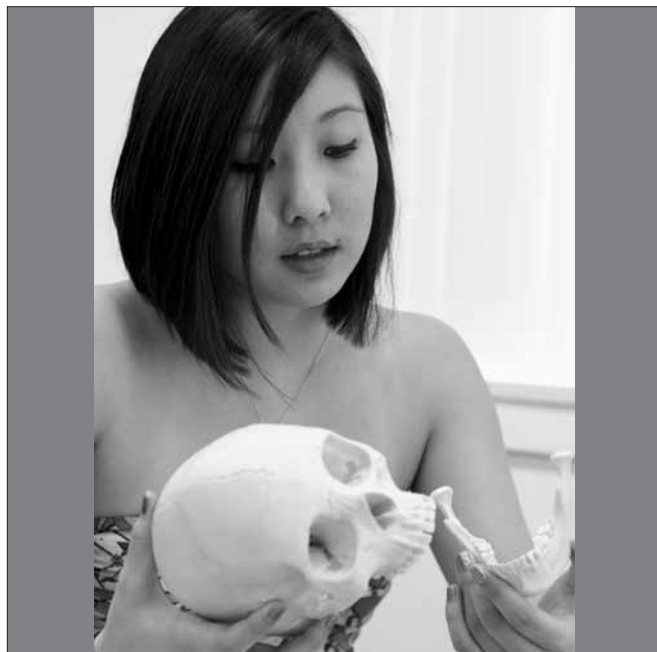
This course is an introduction to the study of human culture and the concepts, theories, and methods used in the comparative study of sociocultural systems. Subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change. The course applies anthropological perspectives to contemporary issues.

103 Archaeology: Reconstructing the Human Past (3) UC:CSU

LECTURE, 3 HOURS.

This course is an introduction to the study of concepts, theories, and methods of anthropological archaeology as well as a review of significant data and models that contribute to knowledge of the human past. The course includes a discussion of the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

ANTHROPOLOGY,
GEOGRAPHY, GEOLOGY



104 Human Language and Communication (3) UC:CSU IGETC Area 3B, 4A
LECTURE, 3 HOURS.

This course is an introduction to the anthropological study of language. This course includes a survey of core topics in linguistics (phonetics, phonology, morphology, syntax, and semantics) and the relationship of language to social, cultural, and psychological factors. The course may include topics in nonverbal communication, the evolution of language abilities, and historical linguistics.

111 Laboratory in Human Biological Evolution (2) UC:CSU IGETC Area 5A
Corequisite: Anthropology 101.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is a laboratory course that covers the methods, techniques, and procedures used in biological/physical anthropology research. Subjects include: 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 IGETC Area 4A
LECTURE, 3 HOURS.

This course is an anthropological introduction to forms, functions, origins and expressions of belief systems and rituals within their cultural contexts. Topics include religious symbolism, myth, magic, divination, animism, animatism, shamanism, totemism, ancestor worship, religious specialists, witchcraft, syncretism, millenarian and other religious movements.

132 Native People of North America (3) UC:CSU IGETC Area 3B
LECTURE, 3 HOURS.

This course examines the history, culture, religion, art, and political organization of selected Native North American cultures from pre-Western contact to the contemporary period, with particular emphasis on the processes of social, cultural, and political change in the post-contact period. The history of interactions between indigenous North Americans and other ethnic groups and their relevance to contemporary Native American issues are also explored.

185 Directed Study - Anthropology (1) CSU RPT2

285 Directed Study - Anthropology (2) CSU

385 Directed Study - Anthropology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

EARTH SCIENCE (EARTH)

1 Earth Science (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

Earth science is an introductory course designed to give students a general knowledge of planet Earth. Areas of study include dynamic processes operating on and within the solid earth, or geosphere, and related processes in the atmosphere and hydrosphere. Topics from geography, geology, and oceanography are studied. This course is appropriate preparation for students seeking a multiple-subject matter teaching credential.

2 Earth Science Laboratory (2) UC:CSU IGETC Area 5A

Corequisite: Earth Science 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: Credit given for only one of Earth Science 2 or Geology 6.

Earth Science Laboratory supplements Earth Science and Geology lectures. Students will be introduced to the study of earth materials by learning to identify common minerals and rocks. Interpretations of processes acting on and within the earth will be approached through the study of information contained in maps, aerial photographs, and data sets collected from a variety of earth-sensing instruments.

185 Directed Study - Earth Science (1) CSU RPT2

285 Directed Study - Earth Science (2) CSU

385 Directed Study - Earth Science (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue directed field or laboratory study in Earth Science under the direction of a supervising instructor. Directed study for one unit may consist of field study undertaken during three field trips given each semester.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ENVIRONMENTAL SCIENCE (ENV SCI)

1 The Human Environment: Physical Processes (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

A study of the earth's physical and biological environment which influences human activities and is in turn changed by these activities. This human-environment interaction is explored with regards to the

Earth's atmosphere, biosphere, hydrosphere, and lithosphere. Emphasis is placed upon water pollution, air pollution and resources.

17 Geography of California (3) UC:CSU IGETC Area 4E

LECTURE, 3 HOURS.

Note: Credit given for only one of Environmental Science 17 or Geography 14.

A regional study of California and its natural environment, including its physical features and natural resources, patterns of population and settlement, economic activities transportation routes and trade.

24 Global Climate Change (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course covers the concepts, methods of inquiry, and theory of climate change brought on by both natural and human influences. The course covers the physical and biological impacts of a changing climate, earth's paleoclimate, and the current climate as well as future climate prediction models.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

31 Introduction to Geographic Information Systems (3) UC:CSU

LECTURE, 3 HOURS.

Note: Credit given for only one of Geographic Information Systems 31 or Geography 31.

This course deals with fundamentals of GIS; mapping concepts; structures of GIS data; types and acquisitions of GIS data; fundamentals of spatial database; techniques of spatial analysis; generation of GIS output; and the future of GIS technology.

GEOGRAPHY (GEOG)

1 Physical Geography (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course is a study of the earth's physical environment, with emphasis upon the earth as a planet, including maps, weather and climate, natural vegetation, soils, landforms, water and global patterns of distribution.

2 Cultural Elements of Geography (3) UC:CSU IGETC Area 4E

LECTURE, 3 HOURS.

An introductory social science course that explores the global distribution of population, health and nutrition, cultures, races, languages, religions, cultural landscapes, settlement patterns and urbanization, livelihood systems, and geopolitics. Geography 1 is not a prerequisite for Geography 2.

3 Introduction to Weather and Climate (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

Note: Credit given for only one of Geography 3 or Meteorology 3.

An introductory course presenting the causes of weather types and climates, their global distribution, climatic change, weather modification, air pollution, and practical applications in agriculture, industry, and daily life.

14 Geography of California (3) UC:CSU IGETC Area 4E

LECTURE, 3 HOURS.

Note: Credit given for only one of Geography 14 or Environmental Science 17.

A regional study of California, its physical features and natural resources in relation to patterns of population and settlement, economic activities, transportation routes and trade.

15 Physical Geography Laboratory (2) UC:CSU IGETC Area 5A

Prerequisite or Corequisite: Geography 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is a laboratory study of the earth's grid, maps, climatological data, earth materials, and computer applications in geography.

31 Introduction to Geographic Information Systems (3) UC:CSU

LECTURE, 3 HOURS.

Note: Credit given for only one of Geography 31 or Geographic Information Systems 31.

This course deals with fundamentals of GIS: mapping concepts; structures of GIS data; types and acquisitions of GIS data; fundamentals of spatial database; techniques of spatial analysis; generation of GIS output; and the future of GIS technology.

185 Directed Study - Geography (1) CSU RPT2

285 Directed Study - Geography (2) CSU

385 Directed Study - Geography (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

These courses allow students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

GEOLOGY (GEOLOGY)

1 Physical Geology (3) UC:CSU (GEOL 1 + GEOL 6 = GEOL 4) IGETC Area 5A

LECTURE, 3 HOURS.

An introductory course designed to acquaint the student with a general knowledge of the planet earth. Materials and structures of the earth are studied along with the processes and agencies by which the earth has attained its present condition.

4 Physical Geology and Laboratory (5) UC:CSU IGETC Area 5A

LECTURE, 4 HOURS; LABORATORY, 2 HOURS.

An introductory course designed to acquaint the student with a general knowledge of planet earth. Materials and structures of the earth will be studied along with the processes and agencies by which the earth is changed. The laboratory supplements the Lecture with the study of minerals, rocks, aerial photographs, and maps.

6 Physical Geology Laboratory (2) UC:CSU (GEOL 6 + GEOL 1 = GEOL 4) IGETC Area 5A

Corequisite: Geology 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: Credit given for only one of Geology 6 or Earth Science 2.

Supplements Geology and Earth Science lectures with exercises in identification of rocks and minerals and reading and construction of topographic maps, to the interpretation of geologic maps, and the study of land forms from maps and aerial photographs.

185 Directed Study - Geology (1) CSU RPT2

285 Directed Study - Geology (2) CSU

385 Directed Study - Geology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

These courses allow students to pursue Directed Study in Geology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

INTERNATIONAL BUSINESS (INTBUS)

1 International Trade (3) CSU

LECTURE, 3 HOURS.

This foundation course in international trade provides a global logistics and international marketing perspective to importing and exporting. From world trade agreements and regulations to practices and procedures, the course surveys the global business environment, international supply chain management, international market entry, international contracts, terms of trade, terms of payment, currency of payment, documentation, U.S. Customs, and competitive advantage strategies.

2 Transport Systems (3)

LECTURE, 3 HOURS.

This course examines the functions, methods and procedures of direct carriers and forwarders. Emphasis is placed on the effect of trade organizations and regulatory agencies on the air and surface rate structures. Included are such rate related documents. Also included are the general principles applicable to cargo and liability insurance.

3 Export Procedures I (3) CSU

LECTURE, 3 HOURS.

This course provides hands-on working knowledge in the business of exports, its procedures and required documentation. The course covers the export transaction from inception to receipt of payment. Topics include: evaluation of a company's export readiness and potential, market research, identification of the best export markets, costing, quotations, letters of credit, major export products, marketing, terms of sale, marine insurance, transportation, sales contracts, documentation, and U.S. export controls.

4 Import Procedures I (3) CSU

LECTURE, 3 HOURS.

This course focuses on international trade strategies and techniques and presents an overview of importing terms. The concepts of management, finance, operations, law, communications, marketing and ethics as they apply to imports are discussed. Topics include: overseas purchasing, import operations, U.S. government regulations, finance, documentation, record keeping, international trade treaties, and global culture. Additionally, the class covers bilateral trade relations, unique country profiles, and product sourcing modalities. U.S. and World Customs duty rate structure and the role of customs brokers and freight forwarders are highlighted. International currency transactions, storage, distribution and transportation are also discussed.

17 International Marketing and Operations (3)

LECTURE, 3 HOURS.

This course introduces the topics of: strategic planning and organizing for international marketing; researching global markets; marketing consumer products, industrial products and services in the world market. Additional areas covered include the international advertising and promotion effort; personal selling and personnel management; pricing; distribution system; export trade mechanics and logistics;

financial requirements for international marketing; and coordinating and controlling global operations.

METEOROLOGY (METEOR)

3 Introduction to Weather and Climate (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

Note: Credit given for only one of Meteorology 3 or Geography 3.

An introductory course presenting the causes of weather types and climates, their global distribution, climatic change, weather modification, air pollution, and practical applications in agriculture, industry, and daily life.

185 Directed Study - Meteorology (1) CSU RPT2

285 Directed Study - Meteorology (2) CSU

385 Directed Study - Meteorology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

These courses allow students to pursue Directed Study in Meteorology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

OCEANOGRAPHY (OCEANO)

1 Introduction to Oceanography (3) UC:CSU IGETC Area 5B

LECTURE, 3 HOURS.

This course introduces the student to the field of physical oceanography. Major topics include: plate tectonics and features of seafloor topography, coastal processes, estuaries, properties of seawater, waves, tides, currents, marine resources and pollution, global ocean/atmosphere interactions, and the effects of physical oceanographic factors on marine life and marine ecosystems.

10 Physical Oceanography Laboratory (2) CSU

Corequisite: Oceanography 1.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course supplements Oceanography 1 by providing introductory practical experience in measurements, and quantitative analytical skills in oceanography. Major topics include navigational charts, scientific graphs, bathymetric contours and profiles, properties of seawater, waves, tides, atmospheric phenomena, coastal features, marine pollution, and sediments.

185 Directed Study - Oceanography (1) CSU RPT2

285 Directed Study - Oceanography (2) CSU

385 Directed Study - Oceanography (3) CSU

CONFERENCE 1 HOUR PER WEEK UNIT.

These courses allow students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Architecture Department

E7-136 (323) 265- 8839

SUBJECTS

- *Architectural Interiors*
- *Architecture Landscape*
- *Architecture*
- *Environmental Design*
- *Transportation Planning*

FACULTY

- Hamner, D. Michael. - Chair
Associate Professor
- Combes-Brighton, Patricia
Professor
- McDonald, Michael
Assistant Professor
- Navarro, Alexis J.M.
Professor
- Ramirez, Ramon
Assistant Professor

ADJUNCT ASSOCIATE PROFESSORS

- Chavira, Richard
- Gibson, Patrick A.
- Ishino, Jerry G.
- Kawahara, James
- Ramirez, Irma E.
- Ramirez, Ramon
- Stenhouse, Douglas S.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- *Architectural Computer-Aided Design AutoCAD*
- *Architectural Computer-Aided Design 3D Modeling*
- *Architectural Detailing*
- *Architectural Graphics*
- *Architectural History*
- *Architectural Interiors*
- *Architectural Professional Practice I*
- *Architectural Professional Practice II*
- *Architectural Transportation Planning*

CERTIFICATES OF ACHIEVEMENT:

- *Architectural Computer-Aided Design*
- *Architectural Design*
- *Architectural Drafting*
- *Architectural Drawing*

ASSOCIATE DEGREE PROGRAMS:

- *Architectural Computer-Aided Design*
- *Architectural Drafting*

SKILLS CERTIFICATES

ARCHITECTURAL COMPUTER-AIDED DESIGN AUTOCAD

SUBJECT & NO.	COURSE	UNITS
ARC 161	INTRODUCTION TO COMPUTER-AIDED ARCHITECTURAL DESIGN	2
ARC 162	COMPUTER-AIDED DESIGN AND DRAFTING	3
ARC 261	COMPUTER-AIDED DESIGN FOR ARCHITECTURE I	3
ARC 262	COMPUTER-AIDED DESIGN FOR ARCHITECTURE II	3
Total.		11

ARCHITECTURAL COMPUTER-AIDED DESIGN 3D MODELING

SUBJECT & NO.	COURSE	UNITS
ARC 264	3D MODELING FOR DESIGNERS	3
Total.		3

ARCHITECTURAL DETAILING

SUBJECT & NO.	COURSE	UNITS
ARC 171	ARCHITECTURAL DETAILING.	2
Total.		2

ARCHITECTURAL GRAPHICS

SUBJECT & NO.	COURSE	UNITS
ARC 121	FREEHAND DRAWING I	2
ARC 122	ARCHITECTURAL PERSPECTIVE.	2
ARC 160	COMPUTERS FOR DESIGNERS	3
ARC 221	ARCHITECTURAL RENDERING	2
Total.		9

ARCHITECTURAL HISTORY

SUBJECT & NO.	COURSE	UNITS
ARC 130	HISTORY OF ARCHITECTURE I	2
ARC 131	HISTORY OF ARCHITECTURE II	2
Total.		4

ARCHITECTURAL INTERIORS

SUBJECT & NO.	COURSE	UNITS
INT 201	THE HOME - DESIGN, MATERIALS AND FINISHES I	3
INT 202	THE HOME - DESIGN, MATERIALS AND FINISHES II.	2
Total.		5

ARCHITECTURAL PROFESSIONAL PRACTICE I

SUBJECT & NO.	COURSE	UNITS
ARC 115	ARCHITECTURAL PRACTICE	2
ARC 152	EQUIPMENT OF BUILDINGS	3
Total.		5

ARCHITECTURAL PROFESSIONAL PRACTICE II

SUBJECT & NO.	COURSE	UNITS
ARC 210	CONSTRUCTION ESTIMATING	3
ARC 211	INTRODUCTION TO BUILDING CODES	3
Total.		6

ARCHITECTURAL TRANSPORTATION PLANNING

SUBJECT & NO.	COURSE	UNITS
TRN 101	TRANSPORTATION PLANNING I.	3
TRN 102	TRANSPORTATION PLANNING II	3
Total.		6

CERTIFICATES OF ACHIEVEMENT

These architecture programs are two-year sequences of courses designed for students who wish to train for employment in a field related to the construction industry and who do not wish to transfer to a university for further education.

ARCHITECTURAL COMPUTER-AIDED DESIGN

SUBJECT & NO.	COURSE	UNITS
ARC 160	COMPUTERS FOR DESIGNERS	3
ARC 161	INTRODUCTION TO COMPUTER-AIDED ARCHITECTURAL DESIGN	2
ARC 162	COMPUTER-AIDED DESIGN AND DRAFTING	
ARC 171	ARCHITECTURAL DETAILING.	2
ARC 172	ARCHITECTURAL DRAWING I	3
ARC 173*	ARCHITECTURAL DRAWING II	3
ARC 221	ARCHITECTURAL RENDERING	2
ARC 261	COMPUTER-AIDED DESIGN FOR ARCHITECTURE I	3
ARC 262	COMPUTER-AIDED DESIGN FOR ARCHITECTURE II.	3
ARC 264	3D MODELING FOR DESIGNERS	3
ARC 271*	ARCHITECTURAL DRAWING III.	3
ARC 272*	ARCHITECTURAL DRAWING IV.	3
Total.		33

ELECTIVES:

- ARC 185
- ARC 285
- ARC 385

**This course has a prerequisite.*

ARCHITECTURAL DESIGN

SUBJECT & NO.	COURSE	UNITS
ENV 101	FOUNDATIONS OF DESIGN I	3
ENV 102	FOUNDATIONS OF DESIGN II	3
ARC 201	ARCHITECTURAL DESIGN I	3
ARC 202	ARCHITECTURAL DESIGN II	3
Total.		12

ARCHITECTURAL DRAFTING

SUBJECT & NO.	COURSE	UNITS
ARC 110	INTRODUCTION TO ARCHITECTURE	1
ARC 121	FREEHAND DRAWING I	2

ARC 122	ARCHITECTURAL PERSPECTIVE.	2
ARC 130	HISTORY OF ARCHITECTURE I.	2
ARC 131	HISTORY OF ARCHITECTURE II	2
ARC 161	INTRODUCTION TO COMPUTER-AIDED ARCHITECTURAL DRAWING	2
ARC 171	ARCHITECTURAL DETAILING.	2
ARC 172	ARCHITECTURAL DRAWING I	3
ARC 173	ARCHITECTURAL DRAWING II	3
ARC 211	INTRODUCTION TO BUILDING CODES	3
ARC 221	ARCHITECTURAL RENDERING	2
ARC 271*	ARCHITECTURAL DRAWING III.	3
ARC 272*	ARCHITECTURAL DRAWING IV.	3
Total.		30

ELECTIVES:

- ARC 185
- ARC 285
- ARC 385

**This course has a prerequisite.*

ARCHITECTURAL DRAWING

SUBJECT & NO.	COURSE	UNITS
ARC 172	ARCHITECTURAL DRAWING I	3
ARC 173	ARCHITECTURAL DRAWING II	3
ARC 271	ARCHITECTURAL DRAWING III.	3
ARC 272	ARCHITECTURAL DRAWING IV.	3
Total.		12

ASSOCIATE DEGREE PROGRAMS

ARCHITECTURAL COMPUTER-AIDED DESIGN

ASSOCIATE IN ARTS DEGREE

The occupational curricula are two-year sequences of courses designed for students who wish to train for employment in a field related to the architecture/construction industry and not transfer to a university for further education.

SUBJECT & NO.	COURSE	UNITS
Computer-Aided Design Certificate . . . 33-34		
ARC 110	INTRODUCTION TO ARCHITECTURE	1
OR		
ENV 102	FOUNDATIONS OF DESIGN II	3
ARC 115	ARCHITECTURAL PRACTICE	2
OR		
ENV 101	FOUNDATIONS OF DESIGN I	3
ARC 122	ARCHITECTURAL PERSPECTIVE.	2
ARC 210	CONSTRUCTION ESTIMATING	3
ARC 211	INTRODUCTION TO BUILDING CODES	3

General Education Graduation "Plan B" Requirements:

- Area A NATURAL SCIENCES 3
Biology 3, Physics 1, 6 or 11 are recommended
- Area B SOCIAL AND BEHAVIORAL SCIENCES 3
History 12 or Political Science 1 are recommended
- Area C HUMANITIES 3
Architecture 130, 131, Philosophy 1 are recommended
- Area D LANGUAGE AND RATIONALITY 6
English 101, Speech 101 and Mathematics 241 are recommended

Area E	HEALTH AND PHYSICAL EDUCATION	3
	<i>Health 11 is recommended</i>	
	Total.	62-66

ARCHITECTURAL DRAFTING

ASSOCIATE IN ARTS DEGREE

SUBJECT & NO.	COURSE	UNITS
	<i>Architectural Drafting Certificate</i>	<i>30-31</i>
ARC 115	ARCHITECTURAL PRACTICE	2
ARC 152	EQUIPMENT OF BUILDINGS	3
ARC 210	CONSTRUCTION ESTIMATING	3
ENV 101	FOUNDATIONS OF DESIGN I	3
ENV 102	FOUNDATIONS OF DESIGN II	3

General Education Graduation "Plan B" Requirements:

Area A	NATURAL SCIENCES	3
	<i>Biology 3, Physics 1, 6 or 11 are recommended</i>	
Area B	SOCIAL AND BEHAVIORAL SCIENCES	3
	<i>History 12 or Political Science 1 are recommended</i>	
Area C	HUMANITIES	3
	<i>Architecture 130, 131, Philosophy 1 are recommended</i>	
Area D	LANGUAGE AND RATIONALITY	6
	<i>English 101, Speech 101 and Mathematics 241 are recommended</i>	
Area E	HEALTH AND PHYSICAL EDUCATION	3
	<i>Health 11 is recommended</i>	
	Total.	62-63

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

Department of Architecture Scholarships

SCHOLARSHIPS	AMOUNT
Architecture 152 Scholarship	\$300
Beata Anaya Scholarship	\$2,000
Delmar Beckhart Memorial Scholarship	\$500
Dieterich-Post Scholarship	\$500
D. Michael Hamner Architect Award	\$300
East Los Angeles Freehand Drawing Prize	VARIES
Gen3 Entertainment Arts	VARIES
Hammel, Green & Abrahamson, Inc. Design Excellence Award	\$500
Metro Construction Scholarship	\$1,000
Osborn Architects Design Excellence Award	\$750
Quatro Group Design Award	\$1,000
Randall-Baylon Architects/RACAIA Scholarship	\$1,000
Robert T. and Millie Weiss Scholarships	\$1,000
Souders/Huey Book Grant	VARIES
Woodbury University Scholarship	VARIES

COURSE DESCRIPTIONS

Note: All Architecture and Architectural Technology students must see the Architectural Advisor in room E7-136 for program approval.

Architecture majors may take other classes in architecture when signing up for ARC 110, 130 or 131. Counseling by department chair is highly recommended prior to doing so.

See Architecture 170, 171, 172, 173, 271, 272, INT 201 and 202 for Drafting courses.

See Architecture 160, 161, 162, 164, 261, 262, 264, 341, and 342 for Computer-Aided Design courses.

ARCHITECTURAL INTERIORS (INT)

201 The Home - Design, Materials and Finishes I (2) CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course presents the basic concepts of residential design with the emphasis placed on the design of improvements, additions and remodeling projects. Special emphasis is given to the qualities of furnishings, equipment and materials used in the home.

202 The Home - Design, Materials and Finishes II (2) CSU

Prerequisite: Architectural Interiors 201.

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course expands the basic concepts of home improvements, additions and remodeling projects. Topics include: learning to design interior and exterior spaces; selecting materials and furnishings; and dealing with manufacturers and distributors in multiple residential and small commercial projects.

ARCHITECTURE LANDSCAPE (LAN)

101 Landscape Architecture I (3) CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course presents the basic concepts of landscape design. The environment, plants, inert materials, and societal relationships are studied, as well as the techniques and methods of making visual and oral presentations.

102 Landscape Architecture II (3) CSU

Prerequisite: Architectural Landscape 101.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course presents the basic concepts of landscape design. The environment plants, inert materials, and societal relationships are studied as well as the techniques and methods of making visual and oral presentations.

ARCHITECTURE (ARC)

110 Introduction to Architecture (1) CSU RPT1

LECTURE, 1 HOUR.

Note: Open to all students. Satisfies 1 unit of General Education in Humanities requirements for graduation.

This is an introductory Lecture course for all Students majoring in architecture and related fields but open to all students. Emphasis is placed on awareness, critical thinking and observation of the built environment through basic architectural theory, conceptual and fictional representation, and professional knowledge of the field. Lectures are designed to acquaint students with the architectural field ideologies and professional experience - from theory to academic and professional possibilities.

115 Architectural Practice (2) CSU

LECTURE, 2 HOURS.

This course presents a study of the architecture profession and the construction field with respect to education and registration; professional relations; office procedures; marketing; business; and legal aspects.

121 Freehand Drawing I (2) UC:CSU RPT1

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course involves the development of freehand graphic skills for visual communication, expression, and as a medium for perception of form and visual thinking. Developmental methods are explored through a variety of graphic media and tools applied to a wide variety of architectural subjects and design themes.

122 Architectural Perspective (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

The various methods of making three-dimensional pictorial drawings are studied. Special emphasis is given to one and two point perspective procedures. Attention is also given to characteristics of building and landscape drawing. Shade and shadow techniques are also studied.

130 History of Architecture I (2) UC:CSU

LECTURE, 2 HOURS.

Note: Open to all students. Satisfies 2 units of General Education in Humanities requirements for graduation.

The development of architecture from prehistoric times to the beginning of the Renaissance. The development of Architecture as influenced by geographical, geological, climatic, religious, social and historical forces.

131 History of Architecture II (2) UC:CSU

LECTURE, 2 HOURS.

Note: Open to all students. Satisfies 2 units of General Education in Humanities requirements for graduation.

The course covers the development of architecture from the Renaissance to the present. The following influences are emphasized in the shaping of architecture: geographical, geological, climatic, religious, social, and historical.

152 Equipment of Buildings (3) CSU

LECTURE, 3 HOURS.

Essential considerations in design of Environmental Comfort Systems, selection of system components for houses, and energy-efficient design of building envelopes are presented in this course. Topics also include space heating, cooling and ventilating; lighting and power distribution; potable water supply and conditioning; waste disposal and recycling, sustainability, and total-energy systems.

160 Computers for Designers (3) CSU RPT1

LECTURE, 1.5 HOURS; LABORATORY, 4.5 HOURS.

This is an introductory course emphasizes how to optimize and understand the role of digital medium in today's design industry. Scanning, image manipulation, digital presentations, printing, Web publishing, imaging, and graphics software such as Photoshop are covered.

161 Introduction to Computer-Aided Architectural Design (2) CSU RPT1*Corequisite: Architecture 180.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This is an introductory course where students learn the necessary concepts involved in the production of CAD-generated architectural drawings using AutoCAD. Drawing setup, basic drawing and editing

commands, layer control, text, dimensioning, hatching, and isometric drawings are covered.

162 Computer-Aided Design and Drafting (3) CSU RPT1*Corequisite: Architecture 180.*

LECTURE, 1 HOUR; LABORATORY 5 HOURS.

This is the second course in a series of CAD classes using Auto-CAD. Advanced drawing and editing commands, blocks, attributes, image insertion, paper space and model space are covered. The semester ends with an introduction to 3D modeling.

164 Design Software for Architecture (2) CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This is a hands-on introduction to software used in the fields of architecture, interior design and construction. Through lectures, demonstrations and hands-on lab exercises, students learn the concepts of Building Information Modeling (BIM). Tools used for parametric building design and documentation are covered. By the end of the class, students are able to create an entire project, from schematic design through construction documentation and identify the benefits of BIM. Photorealistic rendering techniques and walkthroughs are also introduced.

165 Sustainable Design and Building Information Modeling (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course examines the underlying principles of sustainability design. Major aspects of sustainable design such as site location, energy efficiency, and material selection are covered. In addition, this course addresses the importance of Building Information Modeling (BIM) as it relates to sustainable design. Several application projects are designed during the semester.

170 Beginning Architectural Drafting (2) CSU

LECTURE 1 HOUR; LABORATORY, 3 HOURS.

This course is an introduction to graphics for students with no drafting knowledge, and for the person entering architecture, urban planning, landscape architecture, art, interior design, and the allied fields. Training in developing multi-view drawings of building exteriors, interiors, floor plans, and furniture is emphasized.

171 Architectural Detailing (2) CSU

LECTURE 1 HOUR; LABORATORY, 3 HOURS.

Drafting skills as well as construction knowledge are developed by the study of specific aspects of construction. Specialized drawings are drafted of foundations, walls, ceilings, roofs, doors, windows, cabinets, etc. Some drawings are made "full-size" in order to illustrate joinery techniques. Scale models, freehand sketching of details, and metrics are explored.

172 Architectural Drawing I (3) CSU*Prerequisite: Architecture 170 or General Engineering 111.*

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers the preparation of working drawings for a one-story, wood frame residence, and the study of construction methods, materials, and building ordinances. Includes graphic representation of site, foundation, floor and roof plans; schedules, cross-sections and details, interior and exterior elevations.

{ meet **elac** people > ANNETTE BARRAZA

architecture



Annette Barraza drifted for several years searching for a career that engaged and excited her. She majored in Chemistry in high school and her uncle encouraged her to pursue a science-based career. She experimented with Art and Photography classes, attending ELAC part-time. While working at Lowe's, she began reading Dwell a shelter magazine that focused on architecture, and this inspired her to take an architecture class. She found architecture combined art and design with mathematics and science—the perfect “fit” for her abilities.

“I really got comfortable and became a serious student when I enrolled in the architecture department,” Annette says. “The faculty is so dynamic and encouraging. Each professor has special expertise that gives students a well-rounded experience. I’ve worked on a university design project and designed an apartment building with a hydrogen dispensing station and that developed my interest in ‘green’ technology. I want to transfer to the University of Arizona because they have an awesome school of Architecture.”

173 Architectural Drawing II (3) CSU

Prerequisite: Successful completion of Architecture 172.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers the preparation of working drawings for two-story, wood frame residences; and the study of construction methods, materials, and building ordinances. Special considerations is given to solving problems involving two-story construction additions to existing one-story structures. Other topics include graphic representations on site, foundation, floor plans; schedules, cross sections and details, interior design, and interior and exterior elevations.

180 Computer-Aided Architectural Laboratory (1) CSU RPT3

Corequisites: Architecture 161, 162, 261, or 262.

LABORATORY, 2 HOURS.

This course is designed to reinforce the lectures presented in each computer-aided architecture class. It gives the student needed practice in applying software programs to various class assignments.

201 Architectural Design I (3) UC:CSU

Prerequisite: Environmental Design 102.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Conceptualization and development of simple architectural design projects investigating the development of space and built form and the influences of functional/social programs and materiality/structure/construction systems situated within a limited site context. Emphasis is placed on internally driven forces and relationships as primary influences within the design process to generate architectural design solutions. Comprehensive analysis and research of significant architecture precedents and building types will additionally inform the design process.

202 Architectural Design II (3) UC:CSU

Prerequisite: Architecture 201.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Conceptualization and development of more complex architectural design projects investigating the development of space and built-form and the influences of the environment, including social and cultural environment, geography, climate, daylight and energy-efficiency strategies situated in urban and natural site environments. Emphasis is placed on externally driven forces and relationships that generate as primary influences within the design process to generate architectural design solutions.

210 Construction Estimating (3) CSU

LECTURE, 3 HOURS.

The students are introduced to methods used in determining quantity take-offs and cost estimates of labor and materials in the construction industry. Topics include: excavation, concrete, masonry, wood framing, wet and dry walls systems, paints and wall coverings, hardware, and building equipment.

211 Introduction to Building Codes (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to building codes and ordinances regulating various types of occupancies and zoning regulations.

221 Architectural Rendering (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course offers opportunities for the development of graphic techniques and the use of media for architectural renderings in a variety of two-dimensional formats and compositions. The methods employed in the selection of media, techniques and compositions are also studied in relation to the communication of architectural design and concepts.

223 Portfolio Development (1) CSU

Corequisites: Architecture 201 and 202.

Advisories: Environmental Design 101 and 102.

LABORATORY, 2 HOURS.

This course is designed to assist students in the development and production of a design portfolio to present completed creative and graphic work. Topics presented include selection of subject matter, layout, storyboard development, typography, reprographic and photography methods.

261 Computer-Aided Design for Architecture I (3) CSU RPT1

Prerequisite: Architecture 162.

Corequisite: Architecture 180.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is the third-semester course students learn three-dimensional concepts involved in making computer-aided drawings. Drawings are constructed using a microcomputer with appropriate software such as AUTOCAD. Students use workstations with a micro-computer, monitor, disk drives, digitizer, printer and plotter.

262 Computer-Aided Design for Architecture II (3) CSU

Prerequisite: Architecture 261.

Corequisite: Architecture 180.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is the last course in a series of CAD classes where students are introduced to modeling, rendering and animation using Autodesk VIZ or similar software. Complex 3D modeling, lighting, shadows, materials, cameras, realistic effects, animations, and walkthroughs are covered.

264 3D Modeling for Designers (3) CSU RPT1

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Introduction to digital 3D Modeling using Sketch Up. Students learn modeling skills through projects that incrementally explore a wide range of modeling, lighting and rendering tools and culminate in the creation of a short virtual walk-through.

271 Architectural Drawing III (3) CSU

Prerequisite: Successful completion of Architecture 173.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course covers the study of concrete block and/or brick buildings along with wood frame construction, especially long span beam techniques. It includes further study of construction materials and building ordinances; and an introduction to interior design colors, materials and furniture. Creative graphic representation on site and floor plans, and interior and exterior elevations are also considered.

272 Architectural Drawing IV (3) CSU

Prerequisite: Successful completion of Architecture 271.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

The design and construction of concrete buildings are studied in working drawings with special emphasis on tilt-up concrete construction and wood frame, long span beam techniques. Further study is provided for construction materials, details and building ordinances; and interior design color board presentations in colors, materials and furniture selections. Working drawings, creative architectural design, and graphic presentation methods are stressed.

185 Directed Study - Architecture (1) CSU**285 Directed Study - Architecture** (2) CSU**385 Directed Study - Architecture** (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Architecture on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC does not grant credit for variable topics courses in Architecture because of credit restrictions in this area.

931 Cooperative Education - Architecture (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education - Architecture (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

ENVIRONMENTAL DESIGN (ENV)**101 Foundations of Design I** (3) UC:CSU

Advisory: Architecture 170.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio introducing formal and spatial visual design concept and principles, strategies and systems related to the design of the built environment. Two- and three-dimensional problems are introduced, processes studied and solutions evaluated. Examples exhibited in the natural environment are referenced and applied to inform these processes. Drawing and modeling techniques are developed as investigative tools, representational and expressive visual media.

102 Foundations of Design II (3) CSU

Prerequisite: Environmental Design 101.

Advisory: Architecture 170.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a design studio introducing environmental, architectural and societal design considerations. Two- and three-dimensional problems are introduced, processes studied and solutions evaluated. Principles of how a process and solution to a design problem is derived and influenced by the physical laws of nature; derived by the physical materials and methods of working with those materials; human and natural environmental factors; and physical dimensions and activities with the human cultural, political and social environment. These topics and processes are also investigated in their inter-relationship to sustainable design considerations and objectives.

TRANSPORTATION PLANNING (TRN)**101 Transportation Planning I** (3) CSU

LECTURE, 3 HOURS.

The purpose of this course is to introduce students to the overall elements involved in transportation planning. The course focuses on the role of transportation and land use planning in the overall city planning purpose. User characteristics, roadway design elements, transportation system modeling, system design and management techniques, and system capacity will be covered.

102 Transportation Planning II (3) CSU

LECTURE, 3 HOURS.

This course relates the key issues of land use planning and transportation planning to show how interrelated they are and how they influence the overall shape of urban regions. The course demonstrates how transportation planning process is applied to urban planning problems from the regional to the neighborhood scale. The transportation planning process, transportation system modeling, and land use and transportation issues at the statewide, regional citywide and local levels are explored.

Art Department

S2-202B

(323) 265-8842

The department acknowledges a commitment to the entire community for providing a comprehensive program of art courses. These are designed to stimulate and encourage visual experience as it relates to culture, past, present and future. Further, the course offerings emphasize knowledge of the relationships between the arts, and bring to each student a greater awareness of his or her potential as a unique human being.

The program offered by the Art Department stresses the study of art both as a subject and an activity. This approach provides the flexibility necessary to maintain both a rigorous and a personal training. Courses and course sequences are designed to develop the student's powers of observation and aesthetic awareness. Simultaneously the student is given the opportunity to develop the discipline of technique and craft with which to use these powers creatively. The faculty encourages the student to explore and experiment.

Whether the student's goals are vocational or personal, the recognition of art as a qualitative concern characterizes the philosophy of this department. Ultimately, the Art Department's program seeks to give the student every opportunity to develop his /her potential for aesthetic awareness, aesthetic expression, and critical analysis.

The department offers 75 courses, 6 certificates of achievement (Animation, Arts Graphic Communication, Desktop Publishing, Multimedia) and 4 Associate in Arts degree programs (Animation, Arts Graphic Communication, Desktop Publishing and Multimedia).

The Art Department strives to provide up-to-date, accurate, and functional educational experiences to every student.

SUBJECTS

- **Animation**
- **Art**

FACULTY

Kallan, Linda - Chair
Professor

Alanen, Dr. Marie
Professor

DeLuca, Mara J.
Assistant Professor

Monaci, Steven
Associate Professor

Moreno, Christine
Professor

Owens, Michael
Professor

Singh-Bischofberger, Surana
Assistant Professor

Turk, Christopher
Professor

Uyekawa, Jim
Professor

ADJUNCT ASSOCIATE PROFESSORS

Acuna, Robert

Ahmadpour, Alireza

Armenteros, Rey
Beauvy, Tony
Bronte, Andrea
Brown, Wendi
Clisset, John
Foster, Ed
Frerichs, Christine
Nielsen, Christopher D.
Tchalian, Adriana
Teran, Sergio
Valle, Lucena

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATE:

- **Basic Graphics Technology**

CERTIFICATES OF ACHIEVEMENT:

- **Animation (Level 1)**
- **Animation (Level 2)**
- **Arts Graphic Communication**
- **Desktop Publishing**
- **Multimedia (Level 1)**
- **Multimedia (Level 2)**

ASSOCIATE DEGREE PROGRAMS:

- **Animation**
- **Arts Graphic Communication**
- **Desktop Publishing**
- **Multimedia**

SKILLS CERTIFICATE

BASIC GRAPHICS TECHNOLOGY

SUBJECT & NO.	COURSE	UNITS
ART 201	DRAWING I	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS.	3
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
Total.		12

*This course has a prerequisite.

CERTIFICATES OF ACHIEVEMENT

ANIMATION (LEVEL I)

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in animation.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 212	CHARACTER ANIMATION AND DESIGN	3
ANIMATN 216	LAYOUT AND BACKGROUND ART	3
ANIMATN 217	STORYBOARDS	3
ANIMATN 218	FUNDAMENTALS OF ANIMATION	3
ART 201	DRAWING I	3

ART 204	LIFE DRAWING I	3
ART 209	PERSPECTIVE DRAWING I	3
ART 220	INTERACTIVE ANIMATION	3
ART 638	COMPUTER-AIDED ART LABORATORY	2
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
ENGLISH 101*	COLLEGE READING AND COMPOSITION I	3
Total.		32

*This course has a prerequisite.

ANIMATION (LEVEL II)

A program certificate consisting of all of the courses required for the Animation Level 1, plus an additional 32 units as follows:

SUBJECT & NO.	COURSE	UNITS
ANIMATN 219	ANIMATION PROCESS AND PRODUCTION	3
ANIMATN 221	THREE-DIMENSIONAL ANIMATION I	3
ANIMATN 222	THREE-DIMENSIONAL ANIMATION II	3
ANIMATN 643	DESIGN IN NATURE	3
ART 118	HISTORY OF ANIMATION	3
ART 215	ANIMAL DRAWING.	3
ART 634*	COMPUTER GRAPHICS I: THREE-DIMENSIONAL COMPUTER GRAPHICS.	3
ART 638*	COMPUTER-AIDED ART LABORATORY	2
ART 640	PORTFOLIO DEVELOPMENT	3
ART 642	AUDIO/VIDEO POST PRODUCTION.	3
ENGLISH 240*	LITERATURE AND THE MOTION PICTURE I.	3
Total.		32

*This course has a prerequisite or corequisite.

ARTS GRAPHIC COMMUNICATION

For a description of this program see the Art Department Chair in S2-202B, or call 265-8840.

SUBJECT & NO.	COURSE	UNITS
ART 201	DRAWING I	3
ART 300	INTRODUCTION TO PAINTING	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 600	LETTERING I	3
ART 604*	GRAPHIC DESIGN I	3
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS.	3
ART 635	DESKTOP PUBLISHING DESIGN	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3
SIX ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		6
ART 101	SURVEY OF HISTORY OF ART I	
ART 102	SURVEY OF HISTORY OF ART II	
ART 103	ART APPRECIATION	
ART 109	THE ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	
ART 202*	DRAWING II	
ART 502*	BEGINNING THREE-DIMENSIONAL DESIGN	
ART 503*	INTERMEDIATE DESIGN	
ART 601*	LETTERING II	
ART 605*	GRAPHIC DESIGN II	
ART 639	INTRODUCTION TO DIGITAL IMAGING	
Total.		30

*This course has a prerequisite.

DESKTOP PUBLISHING

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217*#	PUBLICATION LABORATORY	2
PHOTO 28	LABORATORY PROCESSES.	1
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY.	3
PHOTO 48*	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	DRAWING I	
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	
ART 604*	GRAPHIC DESIGN I	
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS	
JOURNAL 202*	ADVANCED NEWSWRITING	
JOURNAL 218*#	PRACTICAL EDITING	
JOURNAL 219*#	TECHNIQUES FOR STAFF EDITORS	
JOURNAL 228*#	COMPUTERIZED COMPOSITION	
PHOTO 10	BEGINNING PHOTOGRAPHY	
PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	
PHOTO 22*	CREATIVE PHOTO-VISION	
PHOTO 32*	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY	
Total.		30

*This course has a prerequisite.

#This course is repeatable.

MULTIMEDIA (LEVEL I)

Students completing this program certificate will acquire applicable skills to pursue entry-level positions in multimedia.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 217	STORYBOARDS	3
ANIMATN 218	FUNDAMENTALS OF ANIMATION	3
ART 213*	COLOR THEORY	3
ART 220*	INTERACTIVE ANIMATION	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS.	3
ART 638	COMPUTER-AIDED ART LABORATORY	2
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
ART 645*	INTRODUCTION TO WEB SITE DESIGN.	3
ENGLISH 101*	COLLEGE READING AND COMPOSITION I	3
THEATRE 323	STAGE MANAGEMENT AND PRODUCTION	3
Total.		32

*This course has a prerequisite or corequisite.

MULTIMEDIA (LEVEL II)

A program certificate consisting of all of the courses required for the Multimedia Level 1, plus an additional 28 units as follows:

SUBJECT & NO.	COURSE	UNITS
ANIMATN 219	ANIMATION PROCESS AND PRODUCTION	3
ANIMATN 221	THREE-DIMENSIONAL ANIMATION I.	3
ANIMATN 222*	THREE-DIMENSIONAL ANIMATION II	3
ART 634*	COMPUTER GRAPHICS I: THREE-DIMENSIONAL COMPUTER GRAPHICS.	3
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 638*	COMPUTER-AIDED ART LABORATORY	2
ART 640	PORTFOLIO DEVELOPMENT	3
ART 642	AUDIO/VIDEO POST PRODUCTION	3
ART 645*	INTRODUCTION TO WEB SITE DESIGN.	3
ENGLISH 240*	LITERATURE AND THE MOTION PICTURE I.	3
Total.		29

*This course has a prerequisite or corequisite.

ASSOCIATE DEGREE PROGRAMS

ANIMATION

ASSOCIATE IN ARTS DEGREE

This program is for students who wish to acquire an Associate in Arts Degree with an emphasis on animation.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 212	ANIMATION CHARACTER DEVELOPMENT.	3
ANIMATN 216	LAYOUT AND BACKGROUND PAINTING	3
ANIMATN 217	STORYBOARDS	3
ANIMATN 218	FUNDAMENTALS OF ANIMATION	3
ANIMATN 219	ANIMATION PROCESS AND PRODUCTION.	3
ANIMATN 221	THREE-DIMENSIONAL ANIMATION I.	3
ANIMATN 222*	THREE-DIMENSIONAL ANIMATION II	3
ANIMATN 643	DESIGN IN NATURE	3
ART 201	DRAWING I	3
ART 204	LIFE DRAWING I.	3
ART 215	ANIMAL DRAWING.	3
ART 220	INTERACTIVE ANIMATION	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 638*	COMPUTER-AIDED ART LABORATORY	2
ART 642	AUDIO/VIDEO POST PRODUCTION.	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
Total.		62

*This course has a prerequisite or corequisite.

ARTS GRAPHIC COMMUNICATION

ASSOCIATE IN ARTS DEGREE

This program is designed to give the student basic design and computer skills which will allow them to pursue graphic arts careers in such areas as advertising, desktop publishing, and product design.

SUBJECT & NO.	COURSE	UNITS
ART 201	DRAWING I	3
ART 300	INTRODUCTION TO PAINTING	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 600	LETTERING	3
ART 604*	GRAPHIC DESIGN I	3
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS.	3
ART 635	DESKTOP PUBLISHING DESIGN	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

SIX ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		6
ART 101	SURVEY OF ART HISTORY I	
ART 102	SURVEY OF ART HISTORY II	
ART 103	ART APPRECIATION I	
ART 109	THE ARTS OF AFRICA, OCEANIA, AND ANCIENT AMERICA	
ART 202*	DRAWING II	
ART 502*	BEGINNING THREE-DIMENSIONAL DESIGN	
ART 503*	INTERMEDIATE DESIGN	
ART 601*	LETTERING II	
ART 605*	GRAPHIC DESIGN II	
ART 639	INTRODUCTION TO DIGITAL IMAGING	
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total.		60

*This course has a prerequisite or corequisite.

DESKTOP PUBLISHING

ASSOCIATE IN ARTS DEGREE

(This program is offered under a consortium of the departments of Art, Journalism and Photography).

This program will give the students skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217*#	PUBLICATION LABORATORY	2
PHOTO 28	LABORATORY PROCESSES.	1
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48*	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3
TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW:		12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	DRAWING I	
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	
ART 604*	GRAPHIC DESIGN I	
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS	
JOURNAL 202*	ADVANCED NEWSWRITING	
JOURNAL 218*#	PRACTICAL EDITING	
JOURNAL 219*#	TECHNIQUES FOR STAFF EDITORS	
JOURNAL 228*#	COMPUTERIZED COMPOSITION	
PHOTO 10	BEGINNING PHOTOGRAPHY	
PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	
PHOTO 22*	CREATIVE PHOTO-VISION	
PHOTO 32*	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY	
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total.		60

*This course has a prerequisite or corequisite.

#This course is repeatable.

MULTIMEDIA**ASSOCIATE IN ARTS DEGREE**

This program is for students who wish to acquire an Associate in Arts degree with an emphasis on multimedia and video-related skills.

SUBJECT & NO.	COURSE	UNITS
ANIMATN 217	STORYBOARDS	3
ANIMATN 219	ANIMATION PROCESS AND PRODUCTION	3
ANIMATN 221	THREE-DIMENSIONAL ANIMATION I	3
ANIMATN 222*	THREE-DIMENSIONAL ANIMATION II	3
ANIMATN 643	DESIGN IN NATURE	3
ART 213*	COLOR THEORY	3
ART 220	INTERACTIVE ANIMATION	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
ART 634*	COMPUTER GRAPHICS I: THREE-DIMENSIONAL COMPUTER GRAPHICS	3
ART 638*	COMPUTER-AIDED ART LABORATORY	2
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
ART 640	PORTFOLIO DEVELOPMENT	3
ART 642	AUDIO/VIDEO POST PRODUCTION	3
ART 645*	INTRODUCTION TO WEB SITE DESIGN	3
THEATRE 323	STAGE MANAGEMENT AND PRODUCTION	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18

Total 62

*This course has a prerequisite or corequisite.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS**ANIMATION (ANIMATN)****212 Character Animation and Design** (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides foundational character animation concepts. The concepts include key positions, breaking down movement, acting, takes, accents, gestures, dialogue and facial expressions.

216 Layout and Background Art (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course covers background design and layout for animation. Topics include linear perspective, composition, framing, staging, the field guide, layers, and camera shots, moves and angles.

217 Storyboards (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

In this course, students learn the process of story boarding. Topics covered include framing, basic camera shots, linear perspective, composition, lighting, continuity, and uses of storyboards.

218 Fundamentals of Animation (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides foundational animation concepts and experimental techniques. The concepts include squash and stretch, anticipation, overlapping action, analyzing, and depicting natural forces. The techniques introduced include drawing, puppet making, sand, paint and cutouts.

219 Animation Process and Production (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course gives students the opportunity to create a broadcast quality animated video project from beginning to end. A brief overview of the process includes concept development, visualization, story boarding, production, animation, title design and post-production.

221 Three-Dimensional Animation I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This advanced course introduces high-end three-dimensional Maya software. Students acquire familiarity with the expansive interface. Students gain the capability to model, texture, and animate three-dimensional content. Basic animation concepts are reinforced and demonstrated through projects.

222 Three-Dimensional Animation II (3) CSU

Prerequisite: Animation 221.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is the second level of three-dimensional computer animation studies using Maya software. Students gain the capability to rig a character using a skeleton, morph targets to create facial expressions, lip sync, and learn animation techniques uniquely relevant to character animation.

223 Three-Dimensional Animation III (3) CSU

Prerequisite: Animation 222.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is the third level of three-dimensional computer animation studies using Maya software. Students begin production of a short animated narrative that will continue in Animation 224. Students develop a narrative, and proceed with full production including storyboarding, creating an animatic, character designs, background designs, modeling and rigging.

224 Three-Dimensional Animation IV (3) CSU

Prerequisite: Animation 223.

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course is the fourth level of three-dimensional computer animation studies using Maya software. Students complete production of a short animated narrative project started during the previous semester. Students add texture, lighting effects, sound, animation, titles and final rendering to complete their project.

643 Design In Nature (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an interdisciplinary exploration of the relationship between nature and animation. Course content from engineering, architecture, physics and art converge to inform one's understanding of animation motion graphics. Natural forces are explored through animation and include gravity, friction, air resistance, inertia, momentum, acceleration, velocity, structure, and flexibility.

ART (ART)**101 Survey of Art History I** (3) UC:CSU IGETC Area 3A*Advisory: English 101.*

LECTURE, 3 HOURS.

Note: See note following Art 102.

This course covers the historical development of visual art (including painting, sculpture, architecture, and other forms) produced by European, North African, and Middle Eastern peoples from prehistory to ca. 1300. Art is discussed in its historical and cultural context. Among the cultures covered are: Mesopotamian, Egyptian, Persian, Greek, Roman, Early Christian, Byzantine, Medieval, and Islamic.

102 Survey of Art History II (3) UC:CSU IGETC Area 3A*Advisory: English 101.*

LECTURE, 3 HOURS.

Note: Art 101 is not a prerequisite of Art 102. Either course may be taken first. Art 101 and 102 are required of all art majors who want to transfer to a 4-year institution.

This course follows the historical development of visual art (including painting, sculpture, architecture, and other forms) produced in Europe and United States from ca. 1300 to ca. 1900. Art is discussed in its historical and cultural context. The following styles are covered: Late Gothic, International, Renaissance, Mannerism, Baroque, Rococo, Neoclassicism, Romanticism, and Early Modern.

103 Art Appreciation I (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course is an introduction to world visual cultures. It involves a comparative study of the visual arts, from selected historical periods, designed to expand visual awareness and experience in order to increase one's ability to understand and evaluate visual forms that are part of their environment.

105 History of Asian Art (3) UC:CSU IGETC Area 3A*Advisory: English 101.*

LECTURE, 3 HOURS.

This introductory survey course follows the development of Asian visual cultures, primarily India, China, and Japan. Art is discussed in its historical and cultural context. Religious and philosophical influences on art and architecture as well as, the interchange of cultural influence and artistic expression, are considered. The following major systems of belief and their impact on artistic production are covered: Buddhism, Hinduism, Jainism, Confucianism, Taoism, Shinto, Islam, and Sikhism.

109 The Arts of Africa, Oceania, and Ancient America (3) CSU*Advisory: English 101.*

LECTURE, 3 HOURS.

This introductory survey course follows the development of the visual arts of Africa, the Pacific, and the Americas with an emphasis on the period before European contact. Art is discussed in its historical and cultural context. Deconstruction of the historiography of these peoples, and critical analysis of methods of display used in exhibiting the visual culture produced, is central to this course.

111 History of Contemporary Art (3) UC:CSU IGETC Area 3A*Advisory: English 101.*

LECTURE, 3 HOURS.

This course follows the historical development of Modern and Contemporary visual art (including painting, sculpture, architecture, new media, and other forms) produced from ca. 1840 to the present. Art

produced by the global community will be considered with special concentration placed on European and North American artistic production since 1900. Art is discussed in its historical and cultural context. The following styles are covered: Symbolism, Fauvism, German Expressionism, Cubism, Dada, Bauhaus, Surrealism, Abstract Expressionism, International Style, Pop, and Postmodernism.

117 Mesoamerican Art: Olmec-Aztec (3) UC:CSU

LECTURE, 3 HOURS.

This introductory course covers the history of Precolumbian art in Mexico, Guatemala, Honduras and Belize from the Olmec through the Aztec periods (1500 B.C. – 1519 A.D).. These arts are discussed in the context of the cultures from which they sprang. The following periods are presented: Olmec, Late Formative, Teotihuacan, Classic Cities, Maya, and Aztec.

118 History of Animation (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS

A historical survey of international cinema animation. Topics include the personalities and techniques of animators, as well as the social, political and economic forces that shaped this art form.

201 Drawing I (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides beginning instruction in drawing with graphite, charcoal, conte crayon, and other drawing media through the visual elements of art: line, value, shape, form, mass, texture and color. Subject matter from nature and still-life is included. Basic skills are developed, such as, eye-hand coordination and expressive composition is emphasized. It is a basic course required for all art majors and is recommended for non-art majors.

202 Drawing II (3) UC:CSU*Prerequisite: Art 201.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is a continuation of Art 201, Drawing I. It emphasizes black and white and color drawing, expanding the variety of drawing materials and techniques introduced in Drawing I. Emphasis is also placed on more expressive composition.

203 Drawing III (3) UC:CSU*Prerequisite: Art 202.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is a continuation of Art 202, Drawing II. Color drawing is emphasized, expanding the variety of drawing materials and techniques introduced in Drawing II. Emphasis is also placed on more expressive composition.

204 Life Drawing I (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introductory and integrative course in the arts. It involves a study of the structure, proportion and articulation of the human figure for use in advertising, fashion and illustration. Exercise in rapid figure indication.

205 Life Drawing II (3) UC:CSU*Prerequisite: Art 204.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

206 Life Drawing III (3) UC:CSU*Prerequisite:* Art 205.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

207 Life Drawing IV (3) UC:CSU*Prerequisite:* Art 206.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

208 Life Drawing Studio (2) UC:CSU*Prerequisite:* Art 207.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course designed to develop the student's ability to draw from life in various media using quick sketch and long pose. Emphasis is placed on composition.

209 Perspective Drawing I (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introductory and integrative course in the arts. As an extensive study of drawing, the course is designed to help the student to draw accurately. Development of drawing skills and knowledge necessary to create the illusion of three-dimensions on a two-dimensional surface. Emphasis on devices used to represent volume and structure of various forms for delineative and illustrative purposes. Exploration of rendering in various media.

211 Art Laboratory for Drawing (1) CSU*Corequisite:* One of the following, Art 201, 202 or 203.

LABORATORY, 2 HOURS.

This course is designed to reinforce the lectures presented in each drawing class. It gives the student needed practice using Art tools and applying techniques and concepts to each assignment.

213 Color Theory (3) UC:CSU*Prerequisite:* Art 501.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course examines Color Dynamics. The topics considered include form and value, harmony and spatial effects. In addition to the traditional 12-part color wheel, digital color principles are also examined.

215 Animal Drawing (3) UC:CSU*Prerequisite:* Art 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Note: This course requires the use of private vehicles for field trips.

This is an intermediate studio course in sketching and drawing animals. Emphasis is given to "Gesture" sketching, locomotion, and structural analysis. Field trips to the Los Angeles Zoo are required of all students.

220 Interactive Animation (3) CSU

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This is an intermediate course using "Macromedia's Director" with lingo commands to create two-dimensional animations and interactive designs such as kiok's, web pages and web site.

300 Introduction to Painting (3) UC:CSU*Prerequisite:* Art 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides beginning instruction in painting. Emphasis is placed on exploring painting materials and techniques. A variety of subject matter will be used, as well as a variety of art concepts related to imagery. Paint quality, color quality and composition are stressed.

301 Watercolor Painting I (3) UC:CSU*Prerequisite:* Art 202.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an introduction to transparent watercolor techniques, wet or dry washes, wet into wet, dry brush, resist, and preparation of the watercolor papers. Applications of drawing beginning, painting, and design fundamentals to these techniques are included.

302 Watercolor Painting II (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Advanced watercolor techniques, wet on dry washes, transparencies, wet into wet, and dry brush. Application of advanced painting and design fundamentals to these techniques.

304 Acrylic Painting I (3) UC:CSU*Prerequisite:* Art 201.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Introduction to acrylic painting techniques, transparent and opaque. Techniques applied to a variety of surfaces, paper, board, canvas, application of painting and design fundamentals.

305 Acrylic Painting II (3) UC:CSU*Prerequisite:* Art 304.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Advanced acrylic techniques, transparent and opaque. Application of advanced painting and design fundamentals to these techniques.

306 Acrylic Painting III (3) UC:CSU*Prerequisite:* Art 305.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Refining of acrylic techniques. Application of advanced painting and design fundamentals to these techniques. Emphasis on student and individual exploration.

307 Oil Painting I (3) UC:CSU*Prerequisite:* Art 201.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is an introductory course in oil painting and covers the basic skills and techniques. Problems are presented which are important to the understanding of painting as a means of expression.

308 Oil Painting II (3) UC:CSU*Prerequisite:* Art 307.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a continuation of Oil Painting I. Composition, color and form are studied through a range of projects to bring the student in touch with contemporary ideas in the field of painting.

309 Oil Painting III (3) UC:CSU*Prerequisite:* Art 308.

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is a continuation of Oil Painting II. It emphasizes individually conceived projects in oil painting and more personal means of expression.

313 Art Laboratory for Painting (1) CSU*Corequisite: Art 300, 304, 305 or 306.*

LABORATORY, 2 HOURS.

This course is designed to reinforce the lectures presented in each painting class. It gives the student needed practice using art tools and applying techniques and concepts to each assignment.

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

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Note: Required of all Art majors. Art 501 should be taken before more advanced studio classes and preferably in the same semester as Art 201.

This is an introductory and integrative course in the arts. It provides a study of the elements and principles common to the visual arts. A variety of tools and media are utilized in solving problems of relationships of the elements: line, value, color, texture, shape, form, mass, and space and the use of the principles: rhythm (variation and repetition), transition, balance, proportion emphasis (dominance and subordination), and contrast (opposition and tension). Projects are primarily abstract and two-dimensional. This is a basic requirement for all art majors and is recommended for non-art majors.

502 Beginning Three-Dimensional Design (3) UC:CSU*Prerequisite: Art 501.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course in the use of art principles as applied to three-dimensional design. Emphasis is upon the development of abilities to adapt from two dimensions into three dimensions. Students work within actual limitations imposed upon professional designers.

503 Intermediate Design (3) UC:CSU*Prerequisite: Art 501.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course in the fundamentals of two- and three-dimensional composition with an emphasis on research and the development of abilities to present ideas clearly and concisely using space relations, value, texture, and color.

504 Introduction to Art Materials and Techniques I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches the skills, knowledge of materials, and awareness of resources that the "art major" (or anyone interested in art, photography, or architecture) needs to prepare for success. Demonstrations of practical professional techniques, and the use of tools and equipment, will be presented. Outside assignments will include individual student "portfolio" preparation, and exhibition work experience in ELAC's Vincent Price Gallery. Subjects will include mat preparation, framing, mounting methods, portfolio and display presentation, marketing, and consumer "smarts" for the student.

505 Introduction to Art Materials and Techniques II (3) CSU*Prerequisite: Art 504.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Further exploration and experimentation of the subjects included in Art 504. Emphasis will be on advanced individual skills development necessary to provide the student with a "competitive edge" in the art world.

520 Design Workshop (3) CSU*Prerequisite: Art 502.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

A course in the use of art principles. Emphasis is upon individual research, experimentation, and the development of individual

abilities. Students work in two and three dimensions, experimenting with a wide variety of equipment in a wide variety of media.

522 Art Laboratory for Design (1) CSU*Corequisite: One of the following, Art 501, 502 or 503.*

LABORATORY, 2 HOURS.

This course is designed to reinforce the lectures presented in each design class. It gives the student needed practice using art tools and applying techniques and concepts to each assignment.

600 Lettering I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is the development of skill, speed, and judgment in the use of lettering and calligraphic techniques; instruction in the principles of basic letter construction.

601 Lettering II (3) CSU*Prerequisite: Art 600.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Development of skill, speed, and judgment in the use of lettering and calligraphic techniques; instruction in the principles of basic letter construction.

604 Graphic Design I (3) CSU*Prerequisite: Art 501.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Elementary problems in letter indications, layout, and advertising techniques. The student learns how material is prepared for reproduction by the major printing processes. The student is exposed to such problems as newspaper and magazine layout, catalog and direct mail design, and counter display.

605 Graphic Design II (3) CSU*Prerequisite: Art 604.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Problems in illustration related to further study and experiment in advertising techniques including package design.

606 Graphic Design III (3) CSU*Prerequisite: Art 605.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Problems in illustration related to further study and experiment in advertising techniques including package design.

633 Introduction to Computer Graphics (3) CSU*Corequisite: Art 638.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is an introductory course in computer graphics designed to introduce a student to the microcomputer, its operative system DOS, 2-D and 3-D application packages, used as tools of the graphic designer, and to discuss how computer graphics are used in society.

634 Computer Graphics I: Three-Dimensional Computer Graphics (3) CSU*Prerequisite: Art 633.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course focuses on computer generated 3-D design techniques, employed as a tool by graphic designers, through use of the microcomputer based 3-D design programs. The course's emphasis is on introduction of concepts and menu structures, as well as application of advanced 3D design systems. Additional open-lab work may be necessary to complete assignments.



EDER FLORES < meet **elac** people }

art history and history

Eder Flores has come full circle. He completed all of his lower division academic courses at ELAC in a year and a half but struggled with college math. He took a year off, regrouped and after passing college algebra, transferred to UCLA where he majored in History and Art History. He works at the South Gate Educational Center while preparing to test for graduate school and hopes to attend USC or University of California, Riverside.

"ELAC was a wonderful experience and once I completed my math requirement, the other courses were easy. I credit the great teachers I had, especially Dr. Alanen, with preparing me to do well at UCLA. I took her course because it was a requirement and found I loved art history. I am especially interested in analyzing works of art in the context of what was happening in society during the time they were created. Writing and research are easy for me and I am looking forward to getting my Master's degree so I can teach at the community college level."

635 Desktop Publishing Design (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

An introductory course to desktop publishing design. The course is designed for advertising design majors, fine artists, journalism majors, and computer graphics novices. Emphasis will be on computer layout and composition. Basic concepts relating to the fonts, type styles, page design, readability, digitized input, laser printers, and type setters will be explored.

638 Computer-Aided Art Laboratory (1) CSU RPT3

Corequisite: Art 633, 635 or 639.

LABORATORY, 2 HOURS.

This course is designed to reinforce the lectures presented in each computer aided art class. It gives the student needed practice in applying software programs to various class assignments.

639 Introduction to Digital Imaging (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

An introduction to the use of computers for still image manipulation. Among the areas covered will be: image editing, application of filters, integration of text, and the combining of images.

640 Portfolio Development (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Portfolio development is a course that requires students to hone their artistic vision and target a specific area of interest. Students prepare a portfolio focusing directly toward a specific and unique individual goal. Depending on the student's own direction, the portfolio may take form as two-dimensional work, a digital format, photographs of artwork, etc. Topics include the application process, art schools, presentation of artwork, employment directions, internships, and documenting one's artwork.

641 Advanced Desktop Publishing (3) CSU

Prerequisite: Art 635.

LECTURE, 2 HOURS; LABORATORY 2 HOURS

This course presents the advanced use of "Grids" in publication design. Emphasis is placed on advanced communication techniques, current printing methods, team projects, and pre-press issues.

642 Audio/Video Post Production (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

Post-production techniques, video editing, basic sound design, and applied multimedia aesthetics are covered in this course. Topics include continuity editing, transitions, film-related vocabulary, media aesthetics, analog sound, mixing and mastering sound.

645 Introduction to Web Site Design (3) CSU

Prerequisite: Art 639.

Corequisite: Art 638.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Post production techniques, video editing, basic sound design, and applied multimedia aesthetics are covered in this course. Topics include continuity editing, transitions, film related vocated vocabulary, media aesthetics, analog sound, mixing and mastering sound. (Emphasis on Final Cut Pro).

646 Intermediate Web Site Design (3) CSU

Prerequisite: Art 645.

Corequisite: Art 638.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is designed for students who already know how to create a web site. The subject matter presented is used to teach how to create visually organized, consistent, and interactive sites. The creation of Flash animations is also covered.

647 Computer Art in a Flash (Introduction to Flash) (3) CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course covers all the basic elements of Macromedia Flash including beginning animation and interactivity. The unique interface and terminology of Flash are fully explained. Its potential as a graphics creation application is stressed. Students will create both animated and non-animated projects using Flash.

661 Introduction to Comic Book Design (3) CSU

Prerequisite: Art 604.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the essential elements necessary for comic book story development and cover page principles using digital technology.

662 Advanced Comic Book Design (3) CSU*Prerequisite: Art 661.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course stresses the production process as used in the comic book industry using digital technology.

708 Introduction to Ceramics (3) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course is an introductory and integrative course in the arts. Design and basic forming processes of ceramic objects, relationship of surface enrichment to form, and the technical understanding of behavior of clays and glazes are covered.

709 Ceramics I (3) UC:CSU*Prerequisite: Art 708.*

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Continued practice in forming processes and surface treatments, with emphasis upon design. Beginning glaze chemistry; loading and firing kilns.

710 Ceramics II (3) UC:CSU*Prerequisite: Art 709.*

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Continued practice in forming processes and surface treatments, with emphasis upon design. Beginning glaze chemistry; loading and firing kilns.

711 Ceramics III (3) UC:CSU*Prerequisite: Art 710.*

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Continued practice in forming processes and surface treatments, with emphasis on design.

845 Computer Laboratory for Introduction to Web Site Design (1) CSU

LABORATORY, 2 HOURS.

This course provides essential computer time for art students.

846 Computer Laboratory for Intermediate Web Site Design (1) CSU

LABORATORY, 2 HOURS.

This course provides essential computer time for art students in the Intermediate Web Site Design course.

185 Directed Study - Art Honors (1) CSU RPT2**285 Directed Study - Art Honors** (2) CSU**385 Directed Study - Art Honors** (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.



Automobile Technology Department

AUTO TECH BUILDING (323) 265-8726

The Automobile Technology program at East Los Angeles College is NATEF (National Automotive Technician Education Foundation) certified. This program prepares students for a career in the high tech world of transportation repair. Los Angelinos value and depend on their cars, making the maintenance and repair industry a growth field, a trend that is predicted to continue for decades. All major domestic and import auto manufacturers are located in the area, and repair departments are a major component of their operations. Computerization has revolutionized automobile design, and mechanics need a comprehensive knowledge of all the systems of a vehicle to be successful in industry.

Students may enter the program with no prior experience and build their skills so they are able to diagnose and repair today's sophisticated automobiles. Faculty members are ASE (Automotive Service Excellence) certified Master technicians with many years of experience in private industry. The automobile technology facilities are second to none. Students use state-of-the-art tools and equipment. Hands-on laboratories combined with lectures that describe all the mechanical systems of modern cars and the latest computer-assisted repair and testing equipment prepare students to transition easily into automotive dealerships or independent repair shops.

To inquire about all phases of the program, call the Automobile Technology Department at (323) 265-8726.

FACULTY

- Banuelos, Adrian - Chair
Professor
Kangas, Walter
Professor

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- *Automotive Customer Service Management*
- *Undercar Specialist*

CERTIFICATES OF ACHIEVEMENT:

- *Automobile Technology*
- *Cooling Systems and Climate Control Specialist*
- *Drivetrain Specialist*
- *Engine Performance and Drivability*

ASSOCIATE DEGREE PROGRAM:

- *Automobile Technology*

SKILLS CERTIFICATES

AUTOMOTIVE CUSTOMER SERVICE MANAGEMENT

This skills certificate is designed to familiarize students with the theory and application of automotive technical systems and industry practices. Students will learn office and organizational skills necessary to deliver excellent customer service. Successful completion of this skills certificate will allow students the opportunity to enter the auto industry as service writers and customer service managers.

SUBJECT & NO.	COURSE	UNITS
CAOT 48	CUSTOMER SERVICE	3
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
AUTOMO 101	INTRODUCTION TO AUTOMOBILE TECHNOLOGY .	4
AUTOMO 185	DIRECTED STUDY- AUTOMOBILE TECHNOLOGY .	1
Total.		11

UNDERCAR SPECIALIST

SUBJECT & NO.	COURSE	UNITS
AUTOMO 401*	SUSPENSION STEERING, AND WHEEL ALIGNMENT	5
AUTOMO 501*	AUTOMOBILE BRAKING SYSTEMS.	5
AUTOMO 601*	AUTOMOBILE ELECTRICAL/ELECTRONIC SYSTEMS	5
Total.		15

**This course has a corequisite.*

CERTIFICATES OF ACHIEVEMENT

AUTOMOBILE TECHNOLOGY

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	INTRODUCTION TO AUTOMOBILE TECHNOLOGY .	4
AUTOMO 111	ENGINE REPAIR AND REBUILDING	4
AUTOMO 201*	AUTOMATIC TRANSMISSION AND TRANSAXLE . . .	5
AUTOMO 301*	MANUAL DRIVE TRAIN AXLES	5
AUTOMO 401*	SUSPENSION, STEERING AND WHEEL ALIGNMENT .	5
AUTOMO 501*	AUTOMOBILE BRAKING SYSTEMS.	5
AUTOMO 601*	AUTOMOBILE ELECTRICAL/ELECTRONIC SYSTEMS .	5
AUTOMO 701*	AUTOMOBILE HEATING AND AIR CONDITIONING .	5
AUTOMO 801*	ADVANCED ENGINE PERFORMANCE	5

ELECTIVES - SELECT AT LEAST 2 UNITS FROM THIS LIST

AUTOMO 115	AUTOMOBILE REPAIR WORK EXPERIENCE	2
AUTOMO 185	DIRECTED STUDIES	1
AUTOMO 285	DIRECTED STUDIES	2
AUTOMO 385	DIRECTED STUDIES	3
Total.		45

**This course has a corequisite.*

COOLING SYSTEMS AND CLIMATE CONTROL SPECIALIST

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	ENGINE REPAIR AND REBUILDING	4
AUTOMO 601*	AUTOMOBILE ELECTRICAL/ELECTRONIC SYSTEMS .	5
AUTOMO 701*	AUTOMOBILE HEATING AND AIR CONDITIONING .	5
Total.		14

**This course has a corequisite.*

DRIVETRAIN SPECIALIST

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	ENGINE REPAIR AND REBUILDING	4
AUTOMO 201*	AUTOMATIC TRANSMISSION AND TRANSAXLE . . .	5
AUTOMO 301*	MANUAL DRIVE TRAIN AXLES	5
Total.		14

**This course has a corequisite.*

{ meet **elac** people > AARON CALDERON

automobile technology

Aaron Calderon loves cars and working with his hands. Even as an art major at Lynwood High School, he drew and sculpted cars. A high school teacher recommended ELAC and Aaron decided to experiment with college. Aaron learns best when he can watch how to do something and then practice on projects using tools and equipment to make the theory real. His goal is to work as a technician at a dealership or in a law enforcement motor pool.

"I am working with four other students to build an energy efficient car from scratch to enter in the Shell Eco-marathon, a national competition that will be held in Houston this spring. I was in charge of building the frame and now we have to install the body on the frame, add the motor and devise the steering, gear, and braking systems. We have so much equipment that we can build almost anything we need to complete the project. I'm hoping to drive in the competition."



AUTOMOBILE TECHNOLOGY

ENGINE PERFORMANCE AND DRIVABILITY

SUBJECT & NO.	COURSE	UNITS
AUTOMO 111	ENGINE REPAIR AND REBUILDING	4
AUTOMO 601*	AUTOMOBILE ELECTRICAL/ELECTRONIC SYSTEMS	5
AUTOMO 801*	ADVANCED ENGINE PERFORMANCE	5
Total.		14

*This course has a corequisite.

ASSOCIATE DEGREE PROGRAM

AUTOMOBILE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

SUBJECT & NO.	COURSE	UNITS
AUTOMO 101	INTRODUCTION TO AUTOMOBILE TECHNOLOGY	4
AUTOMO 111	ENGINE REPAIR AND REBUILDING	4
AUTOMO 201*	AUTOMATIC TRANSMISSION AND TRANSAXLE	5
AUTOMO 301*	MANUAL DRIVE TRAIN AXLES	5
AUTOMO 401*	SUSPENSION, STEERING AND WHEEL ALIGNMENT	5
AUTOMO 501*	AUTOMOBILE BRAKING SYSTEMS.	5
AUTOMO 601*	AUTOMOBILE ELECTRICAL/ELECTRONIC SYSTEMS	5
AUTOMO 701*	AUTOMOBILE HEATING AND AIR CONDITIONING	5
AUTOMO 801*	ADVANCED ENGINE PERFORMANCE	5

ELECTIVES - SELECT AT LEAST 2 UNITS FROM THIS LIST

AUTOMO 115	AUTOMOBILE REPAIR WORK EXPERIENCE	2
AUTOMO 185	DIRECTED STUDIES	1
AUTOMO 285	DIRECTED STUDIES	2
AUTOMO 385	DIRECTED STUDIES	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18

Total. 63

*This course has a corequisite.

COURSE DESCRIPTIONS

AUTOMOBILE TECHNOLOGY (AUTOMO)

101 Introduction to Automobile Technology (4) CSU

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course is designed for students who have little or no prior knowledge of automotive technology. Safety and tool use instruction prepares

students for the theory and hands-on exploration of the automobile gas engine, brakes, suspension and steering, transmission, fuel injection, electrical and ignition and emission systems. Instruction utilizes the latest computerized equipment and state-of-the-art tools.

111 Engine Repair and Rebuilding (4) CSU RPT2

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course guides students through the diagnostic process and repair of automobile engines. Students will learn how to analyze an engine by performing a compression test, cylinder leakage test, and vacuum test. Students will also learn how to grind valves, service the pistons, cylinders, crankshaft, connecting rods, and block. This course provides the necessary skills and knowledge to pass the Automotive Service Excellence (ASE) Engine Repair examination.

115 Automobile Repair Work Experience (2) CSU RPT3

LABORATORY, 6 HOURS.

This hands-on course is designed to allow students to expand their skills and educational experience in the field of automobile repair. Students will repair actual customer vehicles simulating real work experience at an automobile repair facility.

201 Automatic Transmission and Transaxle (5) CSU RPT1

Corequisite: Automobile Technology 101 or Automobile Technology 111.

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course presents the theory and skills needed to diagnose and repair automatic transmissions and transaxles. The course combines theory and hands-on instruction including: rear- and front-wheel drive transmission overhaul, torque converters, valve bodies, pressure testing, stall testing, electrical systems test and external adjustments.

301 Manual Drive Train Axles (5) CSU RPT1

Corequisite: Automobile Technology 101 or Automobile Technology 111.

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course presents the theory and skills needed to diagnose and repair manual transmissions, transaxles and driveline components. Topics include: clutches, drivelines, halfshafts, transmissions, differentials, transfer cases and related four-wheel drive systems. Theory and hands-on experiences will be utilized and at least one rear-wheel drive and one front-wheel drive transmission will be disassembled, inspected and reassembled.

401 Suspension, Steering, and Wheel Alignment (5) CSU RPT1*Corequisite: Automobile Technology 101 or Automobile Technology 111.*

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course presents the theory and skills needed for diagnosis and repair of worn suspension components, steering components, drive-shaft and drive axles, CV joints, and power steering components. Wheel alignment and wheel balancing on the latest computerized equipment is practiced. Upon successful completion of this course, students will have learned the theory and skills needed to pass the Automotive Service Excellence (ASE) examination.

501 Automobile Braking Systems (5) CSU RPT1*Corequisite: Automobile Technology 101 or Automobile Technology 111.*

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course encompasses the theory, operation, inspection, repair and diagnosis of the modern automotive brake system. Extensive hands-on training includes replacing worn components, machining drums and rotors, bleeding and adjusting brakes, and the diagnosis and repair of anti-lock brakes. Upon successful completion of this course, students will have learned the theory and skills needed to pass the Automotive Service Excellence Brake examination.

601 Automobile Electrical/Electronic Systems (5) CSU RPT1*Corequisite: Automobile Technology 101 or Automobile Technology 111.*

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course presents the theory and skills needed to diagnose, troubleshoot and repair automobile electrical, electronic and computer control systems. Topics include: electrical system principles, fundamentals of electronics, circuit diagrams, electrical and electronic test equipment, cranking and charging systems, lighting, motors, audio, sensors, Supplemental Restraint System (SRS), accessories, ignition, and computer-controlled actuators.

701 Automobile Heating and Air Conditioning (5) CSU RPT1*Corequisite: Automobile Technology 101 or Automobile Technology 111.*

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course presents the modern automotive climate control system. This fast paced class includes: evacuating, recharging, leak detection, R134 conversion and component repair of air conditioning, heater and ventilation control systems. The Mobile Air Conditioning Society (MACS) license exam will be covered and administered during this class.

801 Advanced Engine Performance (5) CSU RPT1*Corequisite: Automobile Technology 101 or Automobile Technology 111.*

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This course presents the theory and operation of engine performance control systems. Students interpret, verify and perform engine diagnosis of fuel, fuel injection, ignition, cooling, electronic, electrical and emission control systems and devices using the industry's latest text, tools and test equipment such as: digital multimeters, oscilloscopes, gauges and gas analyzers.

185 Directed Study - Automobile Technology (1) CSU**285 Directed Study - Automobile Technology** (2) CSU**385 Directed Study - Automobile Technology** (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Automobile Technology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education - Automobile Technology (3) CSU RPT3*Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education - Automobile Technology (4) CSU RPT3*Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that enhances the student's educational goals.



Business Administration Department

F7-303

(323) 265-8844

With the economic expansion that has occurred in recent years and the great leaps that we have taken in the fields of Business and Computers, the need for well-trained computer literate individuals who have a good understanding of Accounting and Business subjects has increased tremendously. The Business Department is well poised to train and nurture such individuals.

We offer programs, courses, certificates and skills sets in several areas of accounting including Financial, Managerial, Governmental, Cost, Auditing and Taxation. The majority of CEOs of major corporations come with a strong background in Accounting.

We offer courses in Computer Science from basic principles to major programming languages (BASIC, Visual BASIC, C, C++, JAVA, VB.net and others) from operating systems and different computer applications, the Internet and Web Design.

We offer courses in Business Law and Real Estate (from Real Estate principles to Real Estate Economics, Real Estate Finance, Mortgage Loan Brokering, Escrow and Appraisal), which can lead to positions as a Real Estate Salesperson, Real Estate Broker, Escrow Officer and Appraiser.

We have course offerings in the areas of Business Management, Marketing, Supervision and Finance, which help individuals in running their own businesses to working for major businesses and governmental institutions.

All of our courses can lead to excellent job opportunities and/or transfer to universities.

SUBJECTS

- **Accounting**
- **Business**
- **Computer Science Information Technology**
- **Finance**
- **Insurance**
- **Law**
- **Management**
- **Marketing**
- **Real Estate**
- **Supervision**

FACULTY

Larizadeh, Faramarz - Chair
Professor, Accounting

Alderete, Dr. Frank J.
Professor, Business

Anderson, Dr. Olivia V.
Professor, Law, Real Estate

Enomoto, John Y.
Professor, Computer Science Information Technology

Holguin, Dr. Roger T.
Professor, Business, Finance, Management, Marketing, Supervision

Kojima, Satoshi K.
Assistant Professor, Accounting

Lipscomb, Dr. Roderick
Professor, Law, Real Estate

Rodriguez, Dr. Dario E.
Professor, Law, Real Estate

Sheran, Helen
Associate Professor, Computer Science Information Technology

Su, Song
Professor, Computer Science Information Technology

Yeung, Isabel F.
Professor, Accounting

ADJUNCT ASSOCIATE PROFESSOR

Aguilar, Agustin T.
Computer Science Information Technology

Andriassian, Anahid D.
Accounting

Aziz, Tahir
Computer Science Information Technology

Bahbah, Ahmed I.
Accounting

Beppu, Lisa J.
Computer Science Information Technology

Brumell Bertis
Accounting

Cadavid, Anthony M.
Marketing

Cleva, Vernon J.
Law

Cohan, Edward
Real Estate

Covington, Richard G.
Computer Science Information Technology

Daniel-Berhe, Sequare
Computer Science Information Technology

De Ocampo, Erlinda
Accounting

Dehkhoda, Abbas
Computer Science Information Technology

Demroff, Merle
Business

Dixon, Dr. Elliott J.
Law, Real Estate

Dolores, Aurora P.
Accounting

Fraser, Bernadette A.
Business

Gabriel, Tony D.
Computer Science Information Technology

Gilbert, Christopher
Accounting

Gupta, Vibha S.
Computer Science Information Technology

Hihara, Harvey K.
Accounting

- Houston, Michael R.
Computer Science Information Technology
- Hsu, Chiasheng, Accounting
Accounting
- Kervahn, William G.
Computer Science Information Technology
- Macias, Mark A.
Computer Science Information Technology
- Manoochehri, Cecelia M.
Business
- March, James
Accounting
- Matsumoto, Koichi
Business
- Mendoza, Gonzalo
Computer Science Information Technology
- McGarrell, Roy
Accounting
- Montero, Rogelio P.
Accounting
- Ozur, Ron
Accounting
- Parsakar, Nazissa
Law
- Ramirez, Laura E.
Supervision
- Ramirez, Louis V.
Computer Science Information Technology
- Sanchez, Vicente E.
Computer Science Information Technology
- Sandlin, Donald L.
Business
- Seetao, Dave
Computer Science Information Technology
- Victor, Walter L.
Accounting
- Zand, Sohrab
Business

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- **Accounting Assistant**
- **Advanced Accounting Specialist**
- **Accounting Using QuickBooks Pro**
- **Real Estate Agent**
- **Real Estate Appraisal Trainee**
- **Real Estate Escrow**
- **Real Estate Sales**

CERTIFICATES OF ACHIEVEMENT:

- **Accounting**
- **Business Management**
- **Computer Science Information Technology-Microcomputers**
- **Computer Science Information Technology-Programming**
- **Insurance: Property and Casualty**

- **Marketing**
- **Microcomputer Programming Specialist**
- **Real Estate Broker**

ASSOCIATE DEGREE PROGRAMS:

- **Accounting**
- **Business Management**
- **Computer Science Information Technology**
- **Insurance: Property and Casualty**
- **Marketing**
- **Real Estate**

SKILLS CERTIFICATES

ACCOUNTING ASSISTANT

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
<i>Total.</i>		5

ADVANCED ACCOUNTING SPECIALIST

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
ACCTG 2*	INTRODUCTORY ACCOUNTING II.	5
<i>Total.</i>		10

*This course has a prerequisite.

ACCOUNTING USING QUICKBOOKS PRO

SUBJECT & NO.	COURSE	UNITS
ACCTG 32	ACCOUNTING USING QUICKBOOKS PRO.	3
<i>Total.</i>		3

REAL ESTATE AGENT

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	PRINCIPALS OF REAL ESTATE.	3
<i>Total.</i>		3

REAL ESTATE APPRAISAL TRAINEE

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Appraiser. An appraisal by a licensed appraiser is required for virtually all real estate transactions. There are employment opportunities for appraisers in the banking, insurance, and real estate industries. Much of the coursework is done hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 10	REAL ESTATE APPRAISAL II	3
REAL ES 21	REAL ESTATE ECONOMICS	3
<i>Total.</i>		9

REAL ESTATE ESCROW

This program is designed to prepare students for employment in an Escrow Office. Much of the coursework is hands-on using the department's real estate computer laboratory.

SUBJECT & NO.	COURSE	UNITS
REAL ES 11	ESCROW PRINCIPLES.	3

TWO COURSES FROM THE FOLLOWING:		6
REAL ES 1	REAL ESTATE PRINCIPLES	
REAL ES 3	REAL ESTATE PRACTICES	
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I	
REAL ES 7	REAL ESTATE FINANCE	
REAL ES 12*	ESCROW PRACTICES	
REAL ES 13*	ESCROW CASE PROBLEMS	
REAL ES 17	MORTGAGE LOAN BROKERING	
Total.		9

* This course has a prerequisite.

REAL ESTATE SALES

This program prepares students for the State Real Estate Salesperson Licensing Examination. A Licensed Real Estate Salesperson sells houses and other real estate under the guidance of a Licensed Real Estate Broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 3	REAL ESTATE PRACTICES.	3
ONE COURSE FROM THE FOLLOWING:		3
LAW 1	BUSINESS LAW I	
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I	
REAL ES 7	REAL ESTATE FINANCE	
REAL ES 9	REAL ESTATE APPRAISAL I	
REAL ES 11	ESCROW PRINCIPLES	
REAL ES 14	PROPERTY MANAGEMENT	
REAL ES 17	MORTGAGE LOAN BROKERING	
REAL ES 24	COMMON-INTEREST DEVELOPMENTS	
REAL ES 21	REAL ESTATE ECONOMICS	
ACCTG 1	INTRODUCTORY ACCOUNTING I	
Total.		9-11

* This course has a prerequisite.

CERTIFICATES OF ACHIEVEMENT

ACCOUNTING

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing. It would allow the student to take advantage of enormous opportunities in public, private or government sectors.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
OR		
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
AND		
ACCTG 22	BOOKKEEPING AND ACCOUNTING II.	3
ACCTG 2*	INTRODUCTORY ACCOUNTING II.	5
ACCTG 3*	INTERMEDIATE ACCOUNTING I	3
ACCTG 15*	TAX ACCOUNTING I	3
ACCTG 28	ACCOUNTING COMPUTER LABORATORY	2
BUS 1	INTRODUCTION TO BUSINESS	3
BUS 15	BUSINESS STATISTICS	3
LAW 1	BUSINESS LAW I	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 200*	MICROCOMPUTERS IN BUSINESS.	3
CO SCI 291**	PROGRAMMING LABORATORY	1

ACCTG 11*	COST ACCOUNTING	
OR		
ACCTG 12*	AUDITING	
OR		
ACCTG 16*	Tax ACCOUNTING II.	3
Total.		37-38

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

BUSINESS MANAGEMENT

This program is designed for the ambitious student to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
OR		
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
BUS 1	INTRODUCTION TO BUSINESS	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 291**	PROGRAMMING LABORATORY	1
FINANCE 2	INVESTMENTS	2
OR		
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
MGMT 2	ORGANIZATION AND MANAGEMENT THEORY	
OR		
SUPV 1	ELEMENTS OF SUPERVISION	3
MGMT 6	PUBLIC RELATIONS	3
MGMT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 15	SMALL BUSINESS MANAGEMENT II.	3
MARKET 1	PRINCIPLES OF SELLING	3
MARKET 11	FUNDAMENTALS OF ADVERTISING	3
MARKET 21	PRINCIPLES OF MARKETING	3
MARKET 31	RETAIL MERCHANDISING	3
Total.		36-39

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

COMPUTER SCIENCE INFORMATION TECHNOLOGY - MICROCOMPUTERS

This program is designed to give students fundamental entry- level job skills, a marketable level of computer literacy, and an opportunity to transfer most of the Computer Science Information Technology courses to a four-year university. These courses provide students with the basics of computer concepts, terminology, applications software, programming and the Internet.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	MICROCOMPUTERS IN BUSINESS.	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES .	3
CO SCI 208*	BEGINNING BASIC PROGRAMMING	3
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING . .	3
CO SCI 234	OPERATING SYSTEMS	3
CO SCI 291**	PROGRAMMING LABORATORY	1
THREE UNITS FROM THE FOLLOWING:		
CO SCI 237	TELEPROCESSING SYSTEMS AND PROTOCOLS . . .	3
CO SCI 238*	ADVANCED BASIC PROGRAMMING	3
CO SCI 285	DIRECTED STUDY	2

BUSINESS ADMINISTRATION

CO SCI 290	PROGRAMMING IN JAVA.	3
CO SCI 292	PROGRAMMING LABORATORY	1
CO SCI 385	DIRECTED STUDY	3
Total.		19

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

COMPUTER SCIENCE INFORMATION TECHNOLOGY - PROGRAMMING

This program enables students to gain much needed programming experience with mainframe computers as well as microcomputers. These experiences will enable students to advance from several entry-level jobs to higher positions in supervision, business management, and systems analysis.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	MICROCOMPUTERS IN BUSINESS.	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES . 3	
CO SCI 208	BEGINNING BASIC PROGRAMMING	3
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING . . 3	
CO SCI 238*	ADVANCED BASIC PROGRAMMING	3
CO SCI 243	PROGRAMMING IN C++	3
CO SCI 290	PROGRAMMING IN JAVA.	3
CO SCI 291**	PROGRAMMING LABORATORY	1
Total.		22

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

INSURANCE: PROPERTY AND CASUALTY

This program is designed to assist persons to obtain employment in the insurance industry at entry-level positions. The program provides an introduction into the insurance industry. It examines property and liability coverage, personal insurance and commercial insurance. The student, upon completion of the program, will have a basic understanding of how the industry operates and be a highly qualified job applicant.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
BUS 1	INTRODUCTION TO BUSINESS	3
CAOT 32	BUSINESS COMMUNICATIONS	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES . 3	
CO SCI 291**	PROGRAMMING LABORATORY	1
INSUR 100	INTRODUCTION TO INSURANCE	1
INSUR 101	PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE	3
INSUR 102	PERSONAL INSURANCE.	3
INSUR 103	COMMERCIAL INSURANCE	3
INSUR 104	INSURANCE CODE AND ETHICS	1
INSUR 185	DIRECTED STUDY - INSURANCE	1
LAW 1	BUSINESS LAW I	3
Total.		30

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

MARKETING

This program is designed to train students to advance in positions such as retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also planned for those who plan to operate their own business.

Local business associations cooperate in offering suitably paid employment experience to students.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
BUS 1	INTRODUCTION TO BUSINESS	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES . 3	
CO SCI 291**	PROGRAMMING LABORATORY	1
MGMT 2	ORGANIZATION AND MANAGEMENT THEORY	
OR		
SUPV 1	ELEMENTS OF SUPERVISION	3
MGMT 6	PUBLIC RELATIONS	3
MGMT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 15	SMALL BUSINESS MANAGEMENT II.	3
MARKET 1	PRINCIPLES OF SELLING	3
MARKET 3	SALES MANAGEMENT	3
MARKET 11	FUNDAMENTALS OF ADVERTISING	3
MARKET 12	ADVERTISING COPY AND LAYOUT	3
MARKET 21	PRINCIPLES OF MARKETING	3
MARKET 31	RETAIL MERCHANDISING	3
REAL ES 1	REAL ESTATE PRINCIPLES	3
Total.		45

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

MICROCOMPUTER PROGRAMMING SPECIALIST

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	MICROCOMPUTERS IN BUSINESS.	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES . 3	
CO SCI 208*	BEGINNING BASIC PROGRAMMING	3
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING . . 3	
CO SCI 239	BEGINNING PROGRAMMING IN C	3
CO SCI 291**	PROGRAMMING LABORATORY	1
Total.		16

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

REAL ESTATE BROKER

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Broker. A licensed real estate broker sells houses and other real estate properties independently or under the guidance of another broker.

SUBJECT & NO.	COURSE	UNITS
REAL ES 3	REAL ESTATE PRACTICES.	3
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I.	3
REAL ES 7	REAL ESTATE FINANCE I.	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 21	REAL ESTATE ECONOMICS	3

THREE COURSES FROM THE FOLLOWING:		9-11
ACCTG 1	INTRODUCTORY ACCOUNTING I	
LAW 1	BUSINESS LAW I	
REAL ES 1	REAL ESTATE PRINCIPLES	
REAL ES 11	ESCROW PRINCIPLES	
REAL ES 14	PROPERTY MANAGEMENT	
REAL ES 17	MORTGAGE LOAN BROKERING	
REAL ES 24	COMMON-INTEREST DEVELOPMENTS	
Total.		24-26

* This course has a prerequisite.

ASSOCIATE DEGREE PROGRAMS

ACCOUNTING

ASSOCIATE IN ARTS DEGREE

This program is designed for the student who wishes to become an accountant, or to do accounting work of an advanced and technical nature in public or private accounting. (The student who plans to transfer to a college or university with junior standing should follow the lower division requirements of the chosen institution).

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
OR		
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
AND		
ACCTG 22	BOOKKEEPING AND ACCOUNTING II.	3
ACCTG 2*	INTRODUCTORY ACCOUNTING II.	5
ACCTG 3*	INTERMEDIATE ACCOUNTING I	3
ACCTG 11*	COST ACCOUNTING	3
ACCTG 12*	AUDITING	3
ACCTG 15*	TAX ACCOUNTING I	3
ACCTG 28	ACCOUNTING COMPUTER LABORATORY	2
BUS 1	INTRODUCTION TO BUSINESS	3
CO SCI 200*	MICROCOMPUTERS IN BUSINESS.	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES .	3
CO SCI 291**	PROGRAMMING LABORATORY	1
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
LAW 1	BUSINESS LAW I	3
MARKET 21	PRINCIPLES OF MARKETING	
OR		
SUPV 1	ELEMENTS OF SUPERVISION	3
THREE UNITS FROM THE FOLLOWING:		3
ACCTG 16*	TAX ACCOUNTING II	
ACCTG 45*	GOVERNMENTAL ACCOUNTING I	
LAW 2	BUSINESS LAW II	
MGMT 2	ORGANIZATION AND MANAGEMENT THEORY	
MGMT 13	SMALL BUSINESS ENTREPRENEURSHIP	
SUPV 1	ELEMENTS OF SUPERVISION	
GENERAL EDUCATION REQUIREMENTS PLAN B		18
Total.		64-65

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

BUSINESS MANAGEMENT

ASSOCIATE IN ARTS DEGREE

This program is designed for the student ambitious to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1*	INTRODUCTORY ACCOUNTING I	5
BUS 1	INTRODUCTION TO BUSINESS	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 291**	PROGRAMMING LABORATORY	1
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	3
MARKET 1	PRINCIPLES OF SELLING	3
MARKET 11	FUNDAMENTALS OF ADVERTISING	3
MARKET 21	PRINCIPLES OF MARKETING	3
MARKET 31	RETAIL MERCHANDISING	3
MGMT 6	PUBLIC RELATIONS	3
MGMT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 2	ORGANIZATION AND MANAGEMENT THEORY	
OR		
SUPV 1	ELEMENTS OF SUPERVISION	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
SIX UNITS FROM THE FOLLOWING:		6
FINANCE 2	INVESTMENTS	
FINANCE 31	INSURANCE PRINCIPLES	
MGMT 15	SMALL BUSINESS MANAGEMENT II	
MGMT 31	HUMAN RELATIONS FOR EMPLOYEES	
MGMT 32	BASIC INTERVIEWING	
MARKET 3	SALES MANAGEMENT	
MARKET 12	ADVERTISING COPY AND LAYOUT	
Total.		60

*Accounting 21 and 22 may be taken instead of Accounting 1.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

ASSOCIATE IN ARTS DEGREE

This program is designed to prepare students to gain experience in the computer field. It gives students entry-level job skills and the opportunity to transfer to a four-year university.

SUBJECT & NO.	COURSE	UNITS
CO SCI 200*	MICROCOMPUTERS IN BUSINESS.	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 208*	BEGINNING BASIC PROGRAMMING	3
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING . .	3
CO SCI 234	OPERATING SYSTEMS	3
CO SCI 237	TELEPROCESSING SYSTEMS AND PROTOCOLS . . .	3
CO SCI 238*	ADVANCED BASIC PROGRAMMING	3
CO SCI 243	PROGRAMMING IN C++	3
CO SCI 290	PROGRAMMING IN JAVA.	3
CO SCI 291**	PROGRAMMING LABORATORY	1
GENERAL EDUCATION REQUIREMENTS PLAN A		32
Total.		60

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

INSURANCE: PROPERTY AND CASUALTY

ASSOCIATE IN ARTS DEGREE

This program is designed to assist persons to obtain employment in the insurance industry at entry-level positions. The program provides an introduction into the insurance industry. It examines property and liability coverage, personal insurance and commercial insurance. The student, upon completion of the program, will have a basic understanding of how the industry operates and be a highly qualified job applicant.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
BUS 1	INTRODUCTION TO BUSINESS	3
CAOT 32	BUSINESS COMMUNICATIONS	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES .	3
CO SCI 291**	PROGRAMMING LABORATORY	1
INSUR 100	INTRODUCTION TO INSURANCE	1
INSUR 101	PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE	3
INSUR 102	PERSONAL INSURANCE	3
INSUR 103	COMMERCIAL INSURANCE	3
INSUR 104	INSURANCE CODE AND ETHICS	1
INSUR 185	DIRECTED STUDY - INSURANCE	1
LAW 1	BUSINESS LAW I	3
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total.		60

*This course has a prerequisite.

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

MARKETING

ASSOCIATE IN ARTS DEGREE

This program is intended for students who intend to pursue careers which include retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also intended for those who plan to operate their own business.

SUBJECT & NO.	COURSE	UNITS
ACCTG 1	INTRODUCTORY ACCOUNTING I	5
OR		
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
BUS 1	INTRODUCTION TO BUSINESS	3
CO SCI 201**	INTRODUCTION TO COMPUTERS AND THEIR USES .	3
CO SCI 291**	PROGRAMMING LABORATORY	1
MGMT 6	PUBLIC RELATIONS	3
MGMT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
MGMT 15	SMALL BUSINESS MANAGEMENT II.	3
MARKET 1	PRINCIPLES OF SELLING	3
MARKET 3	SALES MANAGEMENT	3
MARKET 11	FUNDAMENTALS OF ADVERTISING	3
MARKET 12	ADVERTISING COPY AND LAYOUT	3
MARKET 21	PRINCIPLES OF MARKETING	3
MARKET 31	RETAIL MERCHANDISING	3
SUPV 1	ELEMENTS OF SUPERVISION	
OR		
MGMT 2	ORGANIZATION AND MANAGEMENT THEORY. . .	3

GENERAL EDUCATION REQUIREMENTS PLAN B		18
THREE UNITS FROM THE FOLLOWING:		3
FINANCE 2	INVESTMENTS	
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	
OR		
FINANCE 31	INSURANCE PRINCIPLES	
MGMT 31	HUMAN RELATIONS FOR EMPLOYEES	
MGMT 32	BASIC INTERVIEWING	
SUPV 2	BASIC PSYCHOLOGY FOR SUPERVISORS	
Total.		61-63

**CO SCI 201 and CO SCI 291 must be taken concurrently to get credit for both courses.

REAL ESTATE

ASSOCIATE IN ARTS DEGREE

This program is designed to prepare students to work in the real estate field as salespersons or real estate brokers. In this program, students learn fundamental aspects of real estate in all areas such as real estate finance, real estate economics, real estate appraisal, real estate escrow and property management.

SUBJECT & NO.	COURSE	UNITS
REAL ES 1	REAL ESTATE PRINCIPLES	3
REAL ES 3	REAL ESTATE PRACTICES.	3
REAL ES 5	LEGAL ASPECTS OF REAL ESTATE I	3
REAL ES 7	REAL ESTATE FINANCE I	3
REAL ES 9	REAL ESTATE APPRAISAL I	3
REAL ES 21	REAL ESTATE ECONOMICS	3
TWELVE UNITS FROM THE FOLLOWING:		12

ACCTG 1	INTRODUCTORY ACCOUNTING I	
CO SCI 200*	MICROCOMPUTERS IN BUSINESS	
LAW 1	BUSINESS LAW I	
LAW 2	BUSINESS LAW II	
REAL ES 11	ESCROW PRINCIPLES	
REAL ES 14	PROPERTY MANAGEMENT	
REAL ES 17	MORTGAGE LOAN BROKERING	
REAL ES 21	REAL ESTATE ECONOMICS	

GENERAL EDUCATION REQUIREMENTS PLAN B		18
TWELVE UNITS FROM THE FOLLOWING:		12
ACCTG 15	TAX ACCOUNTING I	
BUS 15	BUSINESS STATISTICS	
FINANCE 8	PERSONAL FINANCE AND INVESTMENTS	
MARKET 12	ADVERTISING COPY AND LAYOUT	
MARKET 21	PRINCIPLES OF MARKETING	
Total.		60-62

*This course has a prerequisite.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS**ACCOUNTING (ACCTG)****1 Introductory Accounting I** (5) UC:CSU

LECTURE, 5 HOURS.

Note: Business Administration majors who intend to transfer to a four-year college are advised to take this course their third semester.

This course offers a complete study of the basic accounting process used throughout the accounting cycle. Among the topics presented are journal entries, posting to ledger, adjusting and closing entries, payroll, accruals, deferrals, bad debts, cash inventories, accounts and notes payable, accounts and notes receivables, and fixed assets.

2 Introductory Accounting II (5) UC:CSU

Prerequisites: Satisfactory completion of Accounting 1, or Accounting 21 plus Accounting 22.

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, standard cost, budgeting, product pricing, capital statement analysis, performance evaluation using variances from standard cost and differential analysis.

3 Intermediate Accounting I (3) CSU

Prerequisite: Accounting 2.

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

Prerequisite: Accounting 2.

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.

12 Auditing (3) CSU

Prerequisite: Accounting 2.

LECTURE, 3 HOURS.

This course offers a study of the principles of auditing and the techniques used in conducting an audit and explores the requisite skills and knowledge needed to conduct an audit of financial statements. Practice is given in the preparation of audit working papers and audit reports.

15 Tax Accounting I (3) CSU

Prerequisite: Accounting 2.

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.

16 Tax Accounting II (3) CSU

Prerequisite: Accounting 15.

LECTURE, 3 HOURS.

This course continues the study of Federal and California State Income Taxes and the analysis of laws, considerations of appropriate accounting procedures, and preparation of reports and returns as they apply to partnerships, corporations, estates, and trusts.

17 Payroll Accounting (2)

Prerequisite: Accounting 1 or Accounting 21.

LECTURE, 2 HOURS.

This course provides students with the knowledge of all fundamental activities of a complete payroll system from manual to current automated systems, including Social Security benefits, taxes and the ability to process an organization's payroll.

21 Bookkeeping and Accounting I (3) UC:CSU

LECTURE, 3 HOURS.

Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

This course is designed for a student interested in a general knowledge of basic accounting principles, but seeks a shorter, more concentrated course than is offered in Introductory Accounting. It's best suited for a student who is not an accounting or business administration major, who is seeking occupation in the business or secretarial field or for personal bookkeeping procedures.

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Accounting 21.

LECTURE, 3 HOURS.

Note: Accounting 21 plus 22 are equivalent to Accounting 1. Maximum UC Credit is 5 units. Both Accounting 21 and 22 must be taken for credit to be given.

Accounting 22 is the second half of Accounting 1. Topics presented include: voucher system; payroll; notes; bad debts; inventories; cost of merchandise sold; classification of assets and liabilities; depreciation methods; adjustments; financial statement analysis and internal control.

28 Accounting Computer Laboratory (2) CSU

Prerequisites: Satisfactory completion of Accounting 1, or Accounting 21 plus Accounting 22.

LABORATORY, 4 HOURS.

This course provides practice in the actual operations of typical accounting business software applications and/or the programming of accounting business solutions on a microcomputer. Students have to complete a practice set using accounting business software applications to record transactions, adjustments and the presentation of financial statements.

32 Accounting Using QuickBooks Pro (3)

LECTURE, 3 HOURS.

This course to perform accounting uses QuickBooks software applications with an emphasis on setting up new companies, data input, updating information on lists, analyzing information, generating reports, and decision making using case studies.

45 Governmental Accounting I (3)

LECTURE, 3 HOURS.

This course is designed to support the development of an understanding of Generally Accepted Accounting Principles (GA/ASP), Governmental Accounting Standards Board (GASB) and financial reporting standards for state and local government organizations. Topics include government accounting concepts, budget preparation and control, fund accounting, debt and fixed asset accounting, Comprehensive Annual Financial Report (CAFR) financial reporting and various other accounting concepts applicable to governmental accounting.

46 Governmental Accounting II (3)*Prerequisite: Accounting 45.*

LECTURE, 3 HOURS.

This course is a continuation of Accounting 45. It provides intense study of the accounting and financial reporting procedures for governmental sectors. Promulgated accounting standards, conceptual issues, and special topics are examined. The emphasis is on proprietary and fiduciary fund categories as well as financial reporting, auditing, budgeting and performance measures for state and local governments.

931 Cooperative Education – Accounting (3) CSU RPT3*Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education – Accounting (4) CSU RPT3*Note: Requires 20 hours. per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

BUSINESS (BUS)**1 Introduction to Business** (3) UC:CSU

LECTURE, 3 HOURS.

This course is designed to introduce the student to many areas in general business, and to inform students about additional information regarding opportunities in business. The course also covers business in a changing world and the global marketplace.

15 Business Statistics (3) CSU

LECTURE, 3 HOURS.

Collection, tabulations, and graphic presentation of data, averages and index numbers, economic trends and cycles, correlation, and application of these methods to the solution of practical business problems.

33 Technical Report Writing (3) CSU

LECTURE, 3 HOURS.

This course develops in the student the ability to analyze and organize information for various types of technical writing found in business and industry. Emphasizes the use of English in writing memos, letters, resumes, technical descriptions and explanations, informal and formal reports. The student learns the value and use of charts, diagrams, tables and pictures in graphically communicating information.

38 Business Computations (3) CSU

LECTURE, 3 HOURS.

Development of skill, accuracy, and speed in the computation of practical problems of a business civic and personal nature, including cash and trade discounts, merchandise markup and turnover, and applications of math to accounting.

931 Cooperative Education (3) CSU RPT3*Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

941 Cooperative Education (4) CSU RPT3*Note: Requires 20 hours. per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that enhances the student's educational goals.

COMPUTER SCIENCE INFORMATION TECHNOLOGY (CO SCI)**200 Microcomputers in Business** (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course is designed to provide instruction in advanced level of a current word processing system and a spreadsheet application software.

201 Introduction to Computers and Their Uses (3) UC:CSU*Corequisite: Computer Science Information Technology 291.*

LECTURE, 3 HOURS.

This course is designed to provide an introduction to computers and information processing for students desiring to learn what a computer is, how a computer functions, how a computer is controlled, computer-related occupations, and how a computer is applied to the solution of business and related problems in a modern society. Students will learn the latest MicroComputer Applications such as Microsoft Office.

208 Beginning Basic Programming (3) UC:CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course is an introduction to computer programming using Personal Computer and Microsoft BASIC, Qbasic, or OBJECT BASIC. Some of the topics covered include interactive programming, data validation, control breaks, table processing, searching, matching, merging, and sorting. Heavy emphasis is placed on the fundamentals of producing well-written structured and readable programs.

220 Microcomputer Operating Systems (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course presents the fundamental theory and design of Microsoft Disk Operation System (MS/PC DOS). Emphasis is placed on developing intermediate and advanced MS/PC-DOS skills and implementation of MS/PC DOS to variety of microcomputer application environments such as Windows.

233 Microcomputer Database Programming (3) CSU*Prerequisites: Computer Science Information Technology 200 and 201.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course focuses on the intermediate and advanced principles and concepts of a microcomputer database environment. A comprehensive examination of the functions of a database command language (MS-ACCESS) is conducted. A workshop is included to permit students the opportunity to design and implement several different business programs.

234 Operating Systems (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course provides an introduction to a top-down conceptual view of operating systems divided into two parts: (1) the basic aspects of operating systems and environments, and (2) utility programs.

236 Introduction to Data Structures (3) UC:CSU

LECTURE, 3 HOURS.

The course emphasis is on the structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using Standard and Turbo Pascal compilers. Coverage includes sequential and random access files and processing techniques and development of programs and systems of programs on both IBM midrange and personal computers.

237 Teleprocessing Systems and Protocols (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course covers the fundamental principles, applications and economics of networks and data communications. It explores the fundamentals of telecommunications, data transmission, hardware and software, and Local Area Networks (LAN) and Wide-Area Networks (WAN) (including Internet, Intranet and World-Wide Web); and business and industrial systems.

238 Advanced BASIC Programming (3) UC:CSU*Prerequisite: Computer Science Information Technology 201 and 208.*

LECTURE, 3 HOURS.

This advanced course concentrates on methods used to solve business (applications) problems using Visual BASIC. Emphasis is on structured methodology of program design, development, testing, implementation, and documentation of business-oriented applications. Sequential, random access and indexed files and processing techniques for programs and systems of programs for both batch and advanced interactive processing environments are covered.

239 Beginning Programming in C (3) UC:CSU*Prerequisites: Computer Science Information Technology 201 and 208.*

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This is an introductory course in "C" programming language. It is designed to cover application programming for businesses using Micro and Mid-Range computers.

243 Programming in C++ (3) UC:CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This course covers C++ syntax, control and data structures. The software life-cycle considered includes design, development, styles, documentation, testing, maintenance, case studies and software projects. Critical features of the language presented include objects, encapsulations, inheritance and polymorphism. Object-oriented design will be introduced.

246 Advanced Programming with JAVA (3) UC:CSU*Prerequisite: Computer Science Information Technology 290.*

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

Advanced principles of object-oriented design and programming using JAVA are presented in this course. The advanced topics considered include building Graphical User Interfaces (GUIs), animation, the JAVA Virtual Machine (JVM), packages, security, threads, database access, and network applications.

255 Electronic Commerce (e-Commerce) (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course offers hands-on experience in designing and implementing Business to Consumer and Business to Business Web Commerce sites. It introduces e-Commerce application software such as IBM Websphere and e-business infrastructure. This course introduces the model for conducting Business to Business and Business to Consumer electronic transactions. Topics include the application of e-business strategic management, utilization of technology to enhance business processes such as the use of the e-business application server, and the unique characteristics of e-marketing. Also discussed are legal, ethical, and regulatory environments acting as filters for conducting e-business.

257 Introduction to Web Page Design (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 2 HOURS; LABORATORY 2 HOURS.

This hands-on course provides complete coverage of Web Page Design Software from the basic to the advanced that is needed to prepare Web pages with confidence. Topics include Web page creation, Web site management, and HTML. Students create and enhance Web pages with links, graphics, tables, frames, and form applications. They learn how to create shared borders, hotspots, interactive forms and integrate office applications. Upon completing this course, students are ready to plan, build, promote, and maintain a professional Web site including selecting a Web host and uploading the site to a Web server.

259 Web Project Management (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course covers more complex topics in the rapidly changing technology of Web page construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students complete Web projects including all phases of preproduction, production maintenance and evaluation. This course also covers all Web Project Work Stages including, but not limited to, clarification, definition, specification, testing, maintenance and evaluation with emphasis placed upon recent developments in standards and software.

260 Business Systems Analysis (3) CSU*Prerequisites: Computer Science Information Technology 201 and 208.*

LECTURE, 3 HOURS.

A survey of established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to an overview of a process, or structured, approach to the definition of needs, creation of specifications, and implementation of new systems. Prototyping or fourth-generation tools are also presented in class.

281 Computer Networking I Cisco (3) CSU*Prerequisite: Computer Science Information Technology 201.*

LECTURE, 3 HOURS.

This course covers the fundamentals of computer networking. Topics include: the evolution of networking, seven layers of the OSI reference model, and networking devices such as bridges, hubs, switches and routers. This course also covers Transport Control Protocol, Internet Protocol TCP/IP addressing, subnetting, network topology and cabling.

282 Computer Networking II Cisco (3) CSU

Prerequisite: Computer Science Information Technology 281.

LECTURE, 3 HOURS.

This course covers topics including: networking, network terminology and protocols, network standards, LAN, WAN, the layers of the OSI reference model, cabling, and cabling tools. Exposure to Cisco routers, router programming, and routing protocols. Introduction to router startup and setup configuration, the Cisco Internet working Operating System (IOS), routing protocols, and network management issues are also covered. The course utilizes text-based study material, simulation lab exercises, and demonstrations to reinforce network concepts and theories. This prepares students to pursue the Cisco Certified Network Associate (CCNA) certification. A brief examination will be given at the first class meeting to test student's knowledge of networking and TCP/IP concepts.

290 Programming in JAVA (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

Principles of object-oriented design and programming using Java. Additional topics include writing applets for World Wide Web pages, building Graphical User Interfaces (GUIs), including multimedia (graphics, images, animation, and sound) in Java applets, and developing multithreaded programs.

291 Programming Laboratory (1) CSU RPT3

Corequisite: Any Computer Science course.

LABORATORY, 2 HOURS.

Practice in the actual operations of typical business software applications and/or the programming of business solutions on a micro computer.

292 Programming Laboratory (1) CSU RPT3

Prerequisites: Accounting 1, or Accounting 21 plus 22.

LABORATORY, 3 HOURS.

Practice in the actual operations of typical business software applications and/or the programming of business solutions on a micro, mid-range or mainframe computer.

185 Directed Study - Computer Science Information Technology (1) CSU**285 Directed Study - Computer Science Information Technology** (2) CSU**385 Directed Study - Computer Science Information Technology** (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students with the opportunity to gain additional programming and operating skills on a micro, midrange or mainframe computer on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education – Computer Science Information Technology (3) CSU RPT 3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Computer Science Information Technology (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

FINANCE (FINANCE)**2 Investments** (3) CSU

LECTURE, 3 HOURS.

Analysis of industrial, railroad, public utility, and various government securities; functions and operations of the investment market; techniques of floating securities; investment investigation and testing.

8 Personal Finance and Investments (3) CSU

LECTURE, 3 HOURS.

This course presents the theory and practice involved with applying financial problems met in everyday living. Functions of financial institutions that exist to serve the consumer are included. Also included are a selection of services to choose from such as borrowing money, buying insurance, buying a new home, and buying stocks and bonds.

31 Insurance Principles (3) CSU

LECTURE, 3 HOURS.

This is an introductory course presenting the basic principles and practices of insurance. The major topics considered include legal principles, recent and current state legislation, and proposition and court actions, risk and rate making, life, health, automobile, property insurance, and contracts.

INSURANCE (INSUR)**100 Introduction to Insurance** (1)

LECTURE, 1 HOUR.

This course is intended to give students a basic background of the modern property/casualty insurance system. This course explores how insurance products and services are distributed and marketed to the consumer, how insurance company departments function, and how re-insurance is used to create an insurance company and insure large property and high liability values/limits. Students develop an understanding of civil law, tort and contract law, review the basic commercial and personal insurance contracts of the Insurance Service Office (ISO), and understand the importance of the risk management process.

101 Principles of Property and Liability Insurance (3)

LECTURE, 3 HOURS.

This course is intended to help individuals learn basic information regarding property and liability insurance for use in employment as insurance professionals in entry-level and higher positions. It covers the fundamentals of insurance, including the types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance. This course is intended to help prepare students for a variety of entry-level positions in the insurance industry and for a number of insurance certification examinations.

102 Personal Insurance (3)

LECTURE, 3 HOURS.

This course is intended to help individuals learn basic information regarding personal insurance for use in employment as insurance professionals in entry-level and higher positions. This course may also be of value to anyone who wishes to obtain the knowledge to manage his or her personal insurance needs. Information about automobile, homeowners, and residential insurance (e.g., earthquake, marine) is included in the course. Financial planning, life insurance, and health insurance are also covered.

103 Commercial Insurance (3)

LECTURE, 3 HOURS.

This course is intended to help individuals learn basic information regarding commercial insurance for use in employment as insurance professionals in entry-level and higher positions. The course includes information on property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, and other types of commercial insurance coverage.

104 Insurance Code and Ethics (1)

LECTURE, 1 HOUR.

This course addresses insurance regulations, codes of ethics, and ethical considerations one must understand and apply in order to succeed in the insurance business.

185 Directed Study - Insurance (1) CSU RPT2

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above course allows students to pursue Directed Study in Insurance on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

LAW (LAW)**1 Business Law I (3) UC:CSU***(UC Credit Limit for Law 1+2 combined: maximum credit, one course).*

LECTURE, 3 HOURS.

This course covers the legal essentials of such topics as background of the law, contracts, agency, personal property, bailments, sales through the media of textual subject matter, lectures, cited cases, and various questions and problems.

2 Business Law II (3) UC:CSU*(UC Credit Limit for Law 1+2 combined: maximum credit, one course).*

LECTURE, 3 HOURS.

This course covers the essentials of such topics as partnerships, corporations, real and personal property, suretyship, wills and bankruptcy through the media of textual subject matter, lectures, cited cases, and various questions and problems.

3 Civil Rights and the Law (3) CSU

LECTURE, 3 HOURS.

This course will cover the comparative and analytical study of the law and related problems concerning the Bill of Rights and the U.S. Constitution, due process of law, freedom of speech and press, freedom of expression, freedom of religion, racial and sexual equality, right to privacy, and other related topics with emphasis on recent U.S. Supreme Court decisions interpreting individual rights.

13 Wills, Trusts and Probate Administration (3) CSU

LECTURE, 3 HOURS.

This course provides a study of the fundamental principles of the law of wills and trusts, including will and trust formation; an examination of the organization of jurisdiction of the California Probate Court; and an overview of the administration of estates in probate.

18 Marriage and Family Law (3) CSU

LECTURE, 3 HOURS.

This course presents fundamental common laws and statutory concepts of family law with emphasis on California's Community Property Laws.

931 Cooperative Education – Law (3) CSU RPT 3*Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Law (4) CSU RPT 3*Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).*

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

MANAGEMENT (MGMT)**2 Organization and Management Theory (3) CSU**

LECTURE, 3 HOURS.

As part of the study of management, this course covers such topics as organizational structure, functions of management, methods of improving teamwork, and maintaining teamwork in the organization.

6 Public Relations (3) CSU RPT1

LECTURE, 3 HOURS.

This course covers basic concepts, fundamentals, and considerations in organizing a public relations program; community relations; customer relations; and special group relations.

13 Small Business Entrepreneurship (3) CSU

LECTURE, 3 HOURS.

This course is designed to teach the student how to organize and manage a small business. The course is directed as time permits to the individual student's interest of particular small businesses.

15 Small Business Management II (Advanced) (3) CSU

LECTURE, 3 HOURS.

This course provides the student with an opportunity to explore problems and causes of problems in small businesses. Up-to-date solutions are also considered.

31 Human Relations for Employees (3) CSU

LECTURE, 3 HOURS.

A study of basic factors and issues involved in the human relation's problems confronting employees and supervisors. Attention is given to relationships in the occupational situation as they affect attitudes, status, and morale.

32 Basic Interviewing (3) CSU

LECTURE, 3 HOURS.

An introductory course designed to acquaint students with elementary concepts and techniques of interviewing and counseling in the employment situation. Opportunity will be provided for the student to develop a beginning skill in the areas of discussing employee performance, grievance and disciplinary problems, employment interviewing, and interviewing the public.

MARKETING (MARKET)**1 Principles of Selling (3) CSU**

LECTURE, 3 HOURS.

Basic principles of selling including wholesale and specialty goods. Latest techniques introduced in development of the sales plan, such as securing customers, effective goods and service presentation, handling objections, closing the sale, follow-up and skills for successful sales work.

3 Sales Management (3) CSU

LECTURE, 3 HOURS.

This course covers the role of the sales manager in the management of salespersons. Topics include Sales Force management, sales selection, training and supervision, and compensation and expenses.

11 Fundamentals of Advertising (3) CSU

LECTURE, 3 HOURS.

Principles, practices, and purposes of advertising; a systematic study of purposes, copy, layout, mechanics, media, and analysis and practical study of the complete campaign.

12 Advertising Copy and Layout (3) CSU

LECTURE, 3 HOURS.

Emphasis is placed on practical applications of preparing layouts and advertising copy. Students learn theory and application of marketing through the print media, radio, and television. The purposes of advertising are stressed and students become acquainted with the latest techniques.

21 Principles of Marketing (3) CSU

LECTURE, 3 HOURS.

A study of the distribution of commodities from the producer to the retailer. Emphasis is placed upon the classification of commodities, function of the various distributors (middlemen), and channels of distribution.

31 Retail Merchandising (3) CSU

LECTURE, 3 HOURS.

This course provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning and retail sales promotion.

REAL ESTATE (REAL ES)**1 Real Estate Principles** (3) CSU

LECTURE, 3 HOURS.

Note: This course is required by the State of California prior to taking the California State Examination for a real estate salesperson license.

This is a beginning course in real estate which introduces the student to real estate fundamentals and principles. Major topics covered are: history of real estate in California, contracts, agency, introduction to financing, deeds, liens and encumbrances, escrow and title insurance, land descriptions, and real estate math.

3 Real Estate Practices (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 3 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This is a practical course for agents. It offers guidelines in areas such as listing agreement and purchase and sale agreements, pricing property, qualifying the purchaser, agency relationships, financing, title and escrow, appraisal, and other information pertinent to real estate. All salespersons and brokers are required to take this course prior to taking their state licensing examination.

5 Legal Aspects of Real Estate I (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 5 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

A study of those aspects of real property law most commonly encountered by salesmen and brokers in their real estate practice. Among the topics covered are contracts, mortgages, deeds of trust, homesteads, voluntary and involuntary liens, land descriptions, acquisition and transfer of property, easements, as well as a cursory review of the development of real estate law in California.

7 Real Estate Finance I (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 7 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This course covers the principles of real estate money and credit; analysis of money, markets, rates, new regulations and procedures for financing real estate: policies, problems, rules and current trends. Types of lenders, methods of qualifying, uses of mortgages, trust deeds and leases; financial analysis of real properties; and conventional, FHA, Cal Vet and VA loans are also covered. Operation of mortgage companies, insurance companies, and savings and loan associations. Methods of financing properties are emphasized.

9 Real Estate Appraisal I (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 9 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

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.

10 Real Estate Appraisal II (3) CSU

LECTURE, 3 HOURS.

This course partially satisfies the state licensing requirements for Real Estate Salesperson, Real Estate Broker, and Residential Appraiser licenses. This is an advanced course in real estate, appraisal principles and methods. It offers appraisal principles, guidelines, and training in current appraisal theory and practice. This course addresses all of the topics listed in the educational requirements for state appraiser licensing and certification, including Uniform Standards of Professional Appraisal Practices (USPAP). This course builds on the techniques, principles and methods learned in either Appraisal I or in the real estate field and introduces the principles and methods used to appraise small income property, commercial property, and vacant land.

11 Escrow Principles (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 11 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This course is designed as an introduction to the principles of escrow. The course content includes instruction in legal implications, methods, techniques, and responsibilities of an escrow officer.

14 Property Management (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 14 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

A basic course in the management of income properties, including residential management, shopping center management, office buildings, condominium management, and other types of management. Other topics covered will include negotiating leases, maintenance, landlord/tenant law and other related topics.

17 Mortgage Loan Brokering (3)

LECTURE, 3 HOURS.

This course provides students broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokerage and lending in the State of California.

21 Real Estate Economics (3) CSU

LECTURE, 3 HOURS.

Note: Real Estate 21 partially satisfies the State educational requirement for the real estate salesperson and broker's license.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include urban structural relationships, real estate market analysis, problems of subdividing, and governmental relationship to real estate development.

24 Common-Interest Developments (3) CSU

LECTURE, 3 HOURS.

This course satisfies the educational requirements of the Department of Real Estate for both Real Estate Salesperson and Real Estate Broker licenses. It defines and explains the principles and laws regulating common-interest developments. It compares and contrasts the differences among condominium, townhouse, own-your-own apartment, stock cooperative, and other planned unit developments. Topics include the study of the formation, development, management, purchase, sale and lease involving California common-interest developments. The course presents an analysis of state and federal laws that govern the various aspects of common-interest developments and Homeowner's Associations.

931 Cooperative Education – Real Estate (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education - Real Estate (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

**SUPERVISION (SUPV)****1 Elements of Supervision (3) CSU**

LECTURE, 3 HOURS.

A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and related topics.

2 Basic Psychology for Supervisors (3) CSU*Prerequisite: Supervision 1.*

LECTURE, 3 HOURS.

A course designed to assist the supervisor in better understanding the people with whom he works, with emphasis on psychological aspects: perceptions, emotions, attitudes, learning, communicating, and reasoning.

3 Human Relations (Developing Supervisory Leadership) (3)*Prerequisite: Supervision 1.*

LECTURE, 3 HOURS.

A course designed to develop leadership through the application of principles of human relations to the problems of supervision: morale, leadership, communication, group dynamics, Conference leadership, authority, decision-making, and related areas.

Chemistry Department



H8-123

(323) 265-8645

FACULTY

Khuu, Alan - Chair
Assistant Professor
 Ghazarian, Dr. Vahan
Assistant Professor
 Godjoian, Dr. Gayane
Associate Professor
 Jaramillo, Dr. Veronica
Associate Professor
 Ow, Dr. Franklin P.
Assistant Professor
 Rivera-Figueroa, Dr. Armando
Associate Professor
 Valverde, Vanessa
Associate Professor

ADJUNCT ASSOCIATE PROFESSORS

Adeva, Angelita D.
 Carpenter, Rick
 Ho, Nam N.
 Jabalameli, Ali
 Labadzhyan, Gagik
 Paez, Oscar A.
 Tuan, Fang J.
 Valdez, Conrad M.
 Villa, Sara
 Wang, Maw Song
 Zainal, Hanaa A.
 Zhou, Elaine

EDUCATIONAL PROGRAMS

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

CHEMISTRY (CHEM)

51 Fundamentals of Chemistry I (5) CSU

LECTURE, 4 HOURS; LABORATORY, 3 HOURS.

This is an introductory course designed for nursing (and other para-medical students) and liberal arts majors, who will not be taking Chemistry 101, yet need a physical science course with a laboratory. This course covers, in an introductory manner, the basic principles, laws, and nomenclature of inorganic chemistry, organic chemistry, and biochemistry.

56 Chemistry for Non-Science Majors (4) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course presents inorganic and biochemical chemistry for non-science majors. Topics include: the chemistry of air quality, ozone hole, global warming and its effects, energy efficiency and alternative energy sources, acid rain, nuclear energy and radioactive material, food and nutrition, and current issues that have a real and direct impact on our daily activities and society. Chemical principles are presented both in a qualitative and quantitative manner, emphasizing the different relationships between the physical and chemical properties of matter. In this physical science course, students learn to relate the collected data to their experimental hypothesis and to make conclusions in a cohesive manner.

65 Introductory General Chemistry (4) UC:CSU IGETC Area 5A

(UC Credit Limit: No credit for 65 if taken after 101).

Prerequisite: Satisfactory completion of Mathematics 115.

Advisory: Mathematics 125.

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

This is an introductory course for students who will be taking Chemistry 101. It presents the basic principles, laws, and nomenclature of inorganic chemistry, with emphasis upon nomenclature and problem-solving. It can be used as a refresher course. This course emphasizes problem-solving skills as they apply to chemical principles. Topics include chemical measurements, significant figures, scientific notation, dimensional analysis, naming of elements and compounds, discussion of the periodic table, chemical bonding, atomic and molecular structure, introduction to chemical reactions, stoichiometry, thermochemistry, gases, solutions, acids and bases. One hour per week is used as a to-be-arranged (TBA) lab supplemental hour using the chemistry PLATO software.

101 General Chemistry I (5) UC:CSU IGETC Area 5A

Prerequisites: Mathematics 125 and satisfactory completion of Chemistry 65 or acceptable level of skill as demonstrated in the Chemistry Placement Process.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course represents an intensive technical program in general and inorganic chemistry for those in the various professional curricula demanding competence in the utilization of basic chemical principles and information. Emphasized are the relationships between the structure and the properties of matter. Chemical principles are presented both qualitatively and quantitatively. Topics include: stoichiometry, colligative properties, gases, thermochemistry, bonding, solid state, and solution chemistry.

{ meet **elac** people > ADRIAN GOMEZ

chemistry



Adrian credits the tutorial center and MESA (Math, Engineering and Science Achievement) for helping him master his science and math courses. He plans to apply for a summer research program and then transfer to California State University, Los Angeles, or California State University, Channel Islands. "The best part of attending ELAC is the people," says Adrian. "I felt at home and part of a community and that helped me succeed."

"I went right to California Polytechnic, San Luis Obispo after high school and took engineering courses. It was hard to live away from my family and I didn't focus on my classes," Adrian remembers. "My university counselor suggested I return to ELAC and complete the lower division requirements. It was good advice. My first chemistry class was fascinating and I decided to change my major. Great teachers like Dr. Rivera-Figueroa helped me learn how to think and understand each aspect of the subject—I even like my calculus class!"

102 General Chemistry II (5) UC:CSU IGETC Area 5A

Prerequisite: Satisfactory completion of Chemistry 101.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course continues the topics presented in Chemistry 101. Emphasis on kinetics, equilibrium, electrochemistry, transition metals and coordination chemistry. The laboratory program includes qualitative and quantitative analysis.

201 Quantitative Analysis I (4) UC:CSU IGETC Area 5A

Prerequisite: Satisfactory completion of Chemistry 102.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This is a course in the principles and techniques of volumetric and gravimetric analysis. An introduction to instrumental analysis theory while utilizing spectrometric electrochemical and chromatography methods is included.

211 Organic Chemistry for Science Majors I (5) UC:CSU IGETC Area 5A

Prerequisite: Satisfactory completion of Chemistry 102.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

Introduces the student to the structure, bonding, stereochemistry and reactions of carbon compounds. In the laboratory the essential skills needed in the preparation, isolation, analysis and determination of the physical properties of organic compounds are studied.

212 Organic Chemistry for Science Majors II (5) UC:CSU IGETC Area 5A

Prerequisite: Satisfactory completion of Chemistry 211.

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This course is a continuation of Chemistry 211 with additional emphasis on reaction mechanisms, stereochemistry, organic synthesis of a variety of organic compounds, including but not limited to: aromatic compounds, aldehydes, ketones, amines, carboxylic acid derivatives, enols, enolates, carbohydrates, amino acids, polypeptides, nucleic acids, lipids and synthetic polymers. Quantitative analysis and purification methods are emphasized in the laboratory. This course also emphasizes the use of NMR, IR and Mass Spectroscopy in the analysis and identification of organic compounds.

231 Environmental Chemistry (4) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

Environmental Chemistry is the study of the source, fate, and reactivity of compounds in natural and polluted environments. This class focuses on environmental issues such as climate change, air pollution, stratospheric ozone depletion, pollution and treatment of water sources, energy sources and the utilization of insecticides and herbicides. The overall goal of this course is for students to gain an understanding of chemical processes that are central to these important environmental problems and to utilize this gained knowledge in making critical evaluations of these problems. The laboratory illustrates the key principles related to the chemistry of the environment through analytical techniques that are used to detect and measure environmental pollutants. Students investigate applications of green chemistry to issues of environmental concern, and gain an understanding of societal implications of some environmental problems.

185 Directed Study - Chemistry (1) CSU RPT2

285 Directed Study - Chemistry (2) CSU

385 Directed Study - Chemistry (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Chicana/o Studies Department

C2-5 (323) 415-4194

FAX: (323) 260-8179

The major in Chicano Studies provides an excellent background for students interested in a variety of careers. A multi-disciplinary program, Chicano Studies offers courses in the Social Sciences, Humanities, and Basic Skills Development. The program generates an awareness and understanding of Mexican Americans in the United States. Moreover, it provides excellent preparation for students interested in careers in Education, Law, Social Welfare, Public Administration and/or Business.

A student may obtain an Associate in Arts Degree in Chicano Studies by successfully completing 21 units or more in the major in addition to satisfying graduation requirements.

FACULTY

- Venegas, Sybil, - Chair
Professor
- Bermudez, Nadine
Assistant Professor
- Flores, Rudolph E.
Professor
- Gutierrez, Gerardo
Associate Professor
- Lopez, Felipe
Professor
- Romo, Mary
Assistant Professor
- Tapia, Beatriz
Assistant Professor

ADJUNCT ASSOCIATE PROFESSORS

- Briceno, Gerardo
- Chavez, Lucila
- Martinez, Javier
- Melchor, Leonard
- Mendoza, Ruben
- Moctezuma, Rosalinda
- Monzon, Andrew
- Parra, Fernando
- Rovero-Herrera, Angelita
- Sandoval, Tony L.
- Santillan, Richard
- Viramontes, Jessica

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM

CHICANO STUDIES

ASSOCIATE IN ARTS

The Chicano Studies major generates an awareness and understanding of Mexican Americans in the United States. It provides excellent preparation for students interested in careers in education, Law, Social Welfare, Public Administration and/or Business.

SUBJECT & NO.	COURSE	UNITS
CHICANO 2	THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY.	3
CHICANO 4	INTRODUCTION TO CHICANA/O STUDIES	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
CHICANO 37	CHICANO LITERATURE.	3
CHICANO 44	MEXICAN CIVILIZATION.	3
CHICANO 47	THE MEXICAN-AMERICAN WOMAN IN SOCIETY	3
CHICANO 54	MEXICAN-AMERICAN ARTS IN AMERICAN CULTURE	3
Subtotal.		21
GENERAL EDUCATION REQUIREMENTS PLAN A		30
SIX UNITS FROM THE FOLLOWING:		6
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY	
ASIAN 1	THE ASIAN IN AMERICA	
CHICANO 50	GENDER AND SEXUALITY IN CHICANO/LATINO COMMUNITIES	
CHICANO 57	CHICANAS AND CHICANOS IN FILM	
HISTORY 5	HISTORY OF THE AMERICAS I	
HISTORY 6	HISTORY OF THE AMERICAS II	
SOC 11	RACE AND ETHNIC RELATIONS	
SPANISH 1	ELEMENTARY SPANISH I OR HIGHER	
Total.		60

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS (CHICANO)

CHICANO STUDIES

2 The Mexican-American in Contemporary Society (3) UC:CSU IGETC Area 4C LECTURE, 3 HOURS.

The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention will be given to the social, cultural, economic and political elements which differentiate Mexican-Americans in relationship to other groups in American society.

3 Sociology and Psychology of the Latin American (3) UC:CSU IGETC Area 4C LECTURE, 3 HOURS.

The general focus of the course examines the psychological and sociological influences on the Latino/Mexican population within the U.S. Sociocultural and developmental factors will also be covered. The application to Latinos of traditional psychological and sociological theories, developmental theories, and empirical research will be examined and evaluated.

4 Introduction to Chicana/o Studies (3) CSU

LECTURE, 3 HOURS.

This course is an introductory study of the discipline of Chicana/o Studies. This course examines race, ethnicity and culture in the Chicano/Latino community. It considers the movements for social change which created ethnic studies programs in the United States.

7 The Mexican-American in the History of the United States I (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

Note: Chicano Studies 7 and 8 can either be taken in sequence or independently.

A survey of United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course provides a background in the political and social development of both the United States and Mexico, and, in addition, is for those who wish to gain a better understanding of Mexican culture in the Southwestern United States. Included is a survey of the U.S. constitution.

8 The Mexican-American in the History of the United States II (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course is a survey of the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe Hidalgo and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and its impact on the historical development of a Mexican American ethnic identity in the United States.

19 History of Mexico (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This survey course covers the entire span of Mexican history. It includes a consideration of the Indian civilization, the Spanish period, the War of Independence, the turmoil of the nineteenth century (the Mexican-American War, French invasion, etc.), the period of Diaz, the 1910 Revolution (Villa, Zapata, etc.), the post- Revolution period, and a view of trends in contemporary Mexico.

20 The Mexican American In California (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course surveys the political, economic, social and intellectual history of the Pacific Coast from the Pre-Columbian Era, the Spanish Era, the Mexican Years and lastly, the Anglo Presence, with special emphasis on California. A greater emphasis is given to the role of the Chicano/Latino people in the economic, political, social and cultural development of California from the time of the Spanish Empire to the present.

22 Chicano/a and Latino/a Healthcare Issues (3) CSU

LECTURE, 3 HOURS.

This course explores health issues as well as conventional and alternative healthcare practices in the Chicano/Latino community. Special emphasis is placed upon the impact of socio-economic and environmental issues and nutritional and cultural attitudes regarding health and healing in Chicano/Latino communities.

24 Scholastic and Personal Development (3) CSU

LECTURE, 3 HOURS.

The basic goals of the course are to teach the student (1) a variety of easy-to-learn techniques for improving scholastic abilities and making learning more satisfying; and (2) some highly effective ways of dealing with personal problems; and (3) to discover pride in one's ethnicity.

37 Chicano Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

An introductory analysis of the literary, social and cultural aspects of the novel, short story, essay, poetry and drama written by Mexican-Americans. The course reveals the progression of a people and culture in American Society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them.

42 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 42 or Spanish 12.

This course introduces the student to contemporary Mexican literature and culture (with a background of earlier aesthetic works). Students will read translations of major literary writers.

44 Mexican Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 44 or Spanish 16.

This course 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, and music of Mexico as they evolved from Colonial times to the present are included. The course also examines the present-day culture of the Mexican-American as influenced by cultural Mexican heritage and life in the United States.

46 Mexican-American Folklore (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces the student to conventional studies of folklore, with special emphasis on the Mexicano/ Chicano. The various folklore genres e.g. myths, legends, folk tales, folk medicine, folk speech, and related topics will be introduced, evaluated and analyzed in the context of historical and contemporary issues.

47 The Mexican-American Woman in Society (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing a framework from which to view the historical development and treatment of women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included.

50 Gender and Sexuality in Chicano/Latino Communities (3) CSU

LECTURE, 3 HOURS.

This course investigates diverse approaches to gender and sexuality among Chicano/Latino populations in the United States. Topics include cultural notions of masculinity and femininity in the family and religion. Special emphasis is placed upon the intersections of race, class, gender and how the diversity of sexuality shapes and impacts the Chicano/Latino community.

51 Mexican Art - Pre-Columbian and Colonial (3) UC:CSU IGETC Area 3A, 3B

LECTURE, 3 HOURS.

This course is a survey of the art of Mexico from pre-history to the nineteenth century. A chronological study covering the various indigenous civilizations, the encounter with European cultures, and the development of a Mexican art from the combination of the two cultures. Emphasis is given to the continuity of a distinctive Mesoamerican philosophical and religious outlook as manifested in painting, sculpture, architecture, and ceramics studied, and their utilitarian and ceremonial use.

52 Mexican Art-Modern (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course is a survey of the pictorial arts of Mexico prior to and during the 20th century. The course focuses on the political and philosophical ideologies that influenced the broad range of arts that evolved in Mexico's Modernist period, including the evolution of Chicano art and iconography.

54 Mexican-American Arts in American Culture (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course focuses on Mexican and Mexican-American arts, literature and music. Particular emphasis is given to the identification and the discussion of their contributions to the contemporary culture of the United States.

56 Chicano/a Youth and Gangs (3) CSU

LECTURE, 3 HOURS.

This course explores the root causes of why people join gangs and seeks to understand society's response to them. It reviews the current thinking and research on Chicano gangs and incorporates discussions of anecdotal experiences from the barrio.

57 Chicanas and Chicanos in Film (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course examines how Hollywood has depicted Chicanas/os through the medium of film from the early twentieth century to the present day. The techniques, contents, and historical context of relevant films are analyzed.

58 Latin American Dance Cultures (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 58 or Dance Studies 458.

This class focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyles as they are expressed through movement. Students explore and analyze folk dances and how they reflect the world view of people who practice them. Movements from selected dances to recognize the quality of movement and relationship between religious and secular dances are also analyzed.

62 Religion in Mesoamerica (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course presents the origin, nature, and function of religion in the individual and culture with emphasis upon and reference to outstanding personalities. Sacred writings, and basic features of the leading religions of Mesoamerica, both Pre-Columbian and Contemporary also are considered.

**63 Chicano/Latino: Space, Place and Identity in Los Angeles** (3) CSU

LECTURE, 3 HOURS.

This course is an introduction to the relationship between people and their environments, both designed and non-designed. Interpretations of architecture, cities, and landscapes as a means of understanding the role of social groups and individuals in the contemporary city are emphasized.

80 Chicano Politics (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course will focus on contemporary Chicano Studies. Special attention will be devoted to theoretical approaches to the study of Chicano Politics; community, state and national political organizations; the electoral process; immigration policies; the legislative process; and feminist politics.

185 Directed Study - Chicano Studies (1) CSU RPT2**285 Directed Study - Chicano Studies** (2) CSU**385 Directed Study - Chicano Studies** (3) CSU

CONFERENCE: 1 HOUR PER WEEK PER UNIT.

The above courses are for mature students to develop their ability to research a specific subject area in Chicano Studies outside the traditional classroom lecture framework and to gain the benefit of individual direction from the supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Child, Family and Education Studies Department

F7-305

(323) 415-5386

Child, Family and Education Studies incorporates three Subjects: Child Development, Family and Consumer Studies, and Education. Child, Family and Education Studies offers a combination program of academic and vocational courses that enables the student to: graduate with an Associate in Arts degree, transfer, obtain a certificate for entry-level positions, or engage in professional development opportunities for advanced certificates of achievement.

In the new millennium, we continue to see public demand for early education programs for young children. Since there is considerable evidence, including brain research, that environment influences the development of young children, it is critical that well-trained students utilize "best practices" as either a parent or an early childhood educator. Students with a background in the child development discipline are able to pursue professional opportunities in many fields other than teaching, including production of children's films, books and magazines; educational television; children's toys and educational software; community and/or support services such as home visitor, family services; early intervention; and child advocacy at local, state, and national levels.

For those students pursuing Family and Consumer Studies courses, the discipline provides courses in marriage and family life, nutrition, and clothing. In addition, as life span increases, so will the need for senior services and gerontology courses. All three disciplines provide educational opportunities for one to develop skills and competencies for multiple roles for home, family, and career.

SUBJECTS

- **Child Development**
- **Education**
- **Family and Consumer Studies**

FACULTY

Benavides, Julie

Professor, Child Development

Gonzalez, Elvia B.

Professor, Child Development

Mendiola, Alicia R.

Professor, Child Development

Rivas, Maria R.

Associate Professor, Child Development

Soriano, Maribel

Associate Professor, Child Development

Thompson, Brigitte

Professor, Child Development

Wilbur, Linda S.

Professor, Child Development

ADJUNCT ASSOCIATE PROFESSORS

Adeseun, Fehintola O.

Child Development

Armendariz, Phyllis G.

Child Development

Benjamin, Michelle D.

Child Development

Castaneda, Delia

Child Development

Chukumerije, Julia

Child Development

Coleman, Mary I.

Child Development

Dixon, Dorothy C.

Family and Consumer Studies

Gates, Maureen D.

Child Development

Gayton, Martha M.,

Child Development

Huezo, Claudia

Child Development

Jen, Caroline

Child Development

Jimenez, Linda I.

Child Development

Manning, Kay M.

Child Development

Family and Consumer Studies

Meyers, Joni L.

Child Development

Monterroso, Doris

Child Development

Minnix, Michele A.

Child Development

Norman, Mary V.

Child Development

Ozuna, Dr. Margaret C.

Child Development

Family and Consumer Studies

Palacio, Joyce F.

Child Development

Perez, Guadalupe

Child Development

Price, Gaile L.

Child Development

Rivas, Josefina

Child Development

Sigala, C.A.

Child Development

Udeochu, Mercy J.

Child Development

Uribe, Maria G.

Child Development

Volkov, Renee M.

Child Development

Warth, Kathy

Child Development

Williamson, Kisha

Child Development

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

Child Development:

- Associate Teacher/Teacher - Certificate 1
- Family Child Care Provider
- Children with Special Needs Emphasis

CERTIFICATES OF ACHIEVEMENT:

Child Development:

- Teacher - Certificate 2
- Site Supervisor - Certificate 3
- Infant/Toddler Emphasis

ASSOCIATE DEGREE PROGRAM:

- Child Development

SKILLS CERTIFICATES

ASSOCIATE TEACHER: TEACHER - CERTIFICATE 1

This first certificate of the Child Development program is designed for students who wish to become a teacher in an Early Childhood Program. The certificate meets Title 22 and 5 guidelines. Requires 50 days (of at least 3 hours per day) teaching experience supervised by a full-time permitted and/or credentialed teacher in an approved and licensed ECE setting. Experience can be paid and/or volunteer and must be met within the last two years from the date of certificate application submission.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 11	HOME, SCHOOL, AND COMMUNITY RELATIONS	3
ONE COURSE FROM THE FOLLOWING:		3
CH DEV 3	CREATIVE EXPERIENCES FOR CHILDREN I	
CH DEV 4	CREATIVE EXPERIENCES FOR CHILDREN II	
Total.		12

FAMILY CHILD CARE PROVIDER

These skills certificates provide education and training for students wishing to become licensed Family Child Care Providers, and for those who are already licensed providers and wish to increase their training and education.

SUBJECT & NO.	COURSE	UNITS
CH DEV 10	HEALTH, SAFETY AND NUTRITION.	3
CH DEV 50	PARENTING: FAMILY LIFE FOCUS.	1
CH DEV 51	PARENTING: HOME AND SCHOOL FOCUS	1
CH DEV 52	PARENTING: COMMUNITY REOURCES FOCUS	1
CH DEV 60	INTRODUCTION TO FAMILY CHILD CARE I.	1
CH DEV 61	INTRODUCTION TO FAMILY CHILD CARE II	1
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
OR		
CH DEV 62	DEVELOPMENTAL PROFILES: PRE-BIRTH THROUGH AGE EIGHT	2
CH DEV 63	CREATIVE CURRICULUM IN A FAMILY CHILD CARE SETTING.	2
OR		
CH DEV 3	CREATIVE EXPERIENCES FOR CHILDREN I	
OR		
CH DEV 4	CREATIVE EXPERIENCES FOR CHILDREN II.	3
Total.		12-14

CHILDREN WITH SPECIAL NEEDS EMPHASIS

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 2	EARLY CHILDHOOD PRINCIPLES AND PRACTICES.	3
CH DEV 44	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS I	3
CH DEV 45	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS II	3
Total.		12

CERTIFICATES OF ACHIEVEMENT

CHILD DEVELOPMENT PROGRAMS

Satisfactory grades must be earned in all courses.

Teacher - Certificate 2

Qualifies student to apply for teacher permit issued by the California Commission on Teacher Credential Experience (either paid and/or volunteer). Must equal 175 days of teaching experience, working at least 3+ hours per day within four years in an approved setting by the department and licensed setting.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 2	EARLY CHILDHOOD: PRINCIPLES AND PRACTICES	3
CH DEV 3	CREATIVE EXPERIENCES FOR CHILDREN I	3
CH DEV 4	CREATIVE EXPERIENCES FOR CHILDREN II.	3
CH DEV 10	HEALTH, SAFETY AND NUTRITION.	3
CH DEV 11	HOME, SCHOOL, AND COMMUNITY RELATIONS	3
CH DEV 22*	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 42	THE CHILD IN A DIVERSE SOCIETY	3
Total.		25

General Education requirements 16

At least one course is required from each of the four general education categories. See Page 71 General Education for selections.

- ENGLISH
- MATH/SCIENCE
- SOCIAL SCIENCE
- HUMANITIES

Total of Certificates 1 and 2. 40-41

*This course has a prerequisite.

Site Supervisor - Certificate 3

This program is designed for students who wish to become a site supervisor in an Early Childhood Title 22 program. Experience requirements include completion of 350 days of 3+ hours per day within four years, including at least one year of supervising adults in ECE settings in an approved and licensed setting.

SUBJECT & NO.	COURSE	UNITS
COMPLETION OF CERTIFICATES 1 AND 2		40-41
CH DEV 38*	ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS I.	3
CH DEV 39*	ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS II	3
CH DEV 65*	ADULT SUPERVISION/EARLY CHILDHOOD MENTORING	2
**TOTAL ADDITIONAL UNITS.		8

*This course has a prerequisite.

**Further courses may be needed to qualify for Child Development Permit Matrix level of Site Supervisor.

CHILD, FAMILY AND EDUCATION STUDIES

Infant/Toddler Emphasis

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 11	HOME, SCHOOL, AND COMMUNITY RELATIONS	3
CH DEV 30	INFANT AND TODDLER STUDIES I	3
CH DEV 44	PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS I	3
Total.		12

DEGREE PROGRAM**CHILD DEVELOPMENT****ASSOCIATE IN ARTS DEGREE**

This program is designed for those to work in the early care and education related fields with children and their families from birth to adolescence.

SUBJECT & NO.	COURSE	UNITS
CH DEV 1	CHILD GROWTH AND DEVELOPMENT	3
CH DEV 2	EARLY CHILDHOOD PRINCIPLES AND PRACTICES.	3
CH DEV 3	CREATIVE EXPERIENCES FOR CHILDREN I	3
CH DEV 4	CREATIVE EXPERIENCES FOR CHILDREN II.	3
CH DEV 10	HEALTH, SAFETY AND NUTRITION.	3
CH DEV 11	HOME, SCHOOL, AND COMMUNITY RELATIONS	3
CH DEV 22	PRACTICUM IN CHILD DEVELOPMENT I	4
CH DEV 23	PRACTICUM IN CHILD DEVELOPMENT II	4
CH DEV 34	OBSERVING AND RECORDING CHILDREN'S BEHAVIOR	3
CH DEV 42	THE CHILD IN A DIVERSE SOCIETY	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
SEVEN UNITS FROM THE FOLLOWING:		7
CH DEV	15, 30, 36, 37, 38, 39, 44, 45, 46, 50, 51, 52, 60, 61, 62, 63, 65, AND 93I OR 94I.	
FAM & CS	2I, 3I, 34	
EDUC	I	
ELECTIVES - ANY CSU OR UC TRANSFERABLE COURSE		3
Total.		60

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS**CHILD DEVELOPMENT (CH DEV)****1 Child Growth and Development** (3) UC:CSU IGETC area 4I

LECTURE, 3 HOURS.

This course follows human development from conception through adolescence. Particular emphasis is placed on the processes and theories through which the normal human reaches physical, social, psychological, emotional and mental maturity.

2 Early Childhood: Principles and Practices (3) CSU

LECTURE, 3 HOURS.

Introduction to philosophies, practices, and the role of the Early Childhood Education professional, with emphasis on the teacher in various early childhood programs. The developmental characteristics of the age groups and curriculum and developmentally appropriate and culturally sensitive teaching practices are highlighted.

3 Creative Experiences for Children I (3) CSU

LECTURE, 3 HOURS.

This course explores creative experiences for . Class instruction prepares students in designing and implementing developmentally appropriate teaching strategies, use of materials and media in the areas of visual arts, music, dramatic play, rhythm and movement, and literacy experiences. The importance of culture, tradition and home language is supported throughout the curriculum. Emphasis is on ways to make decisions and create and maintain a classroom atmosphere that allows creative expression, encourages and supports the interests and talents of children.

4 Creative Experiences for Children II (3) CSU

LECTURE, 3 HOURS.

Values of creative experiences for young children. Lecture-demonstration, and participation in mathematics, science, social studies, and cooking. Includes curriculum objectives and lesson plans.

10 Health, Safety and Nutrition (3) CSU

LECTURE, 3 HOURS.

This course is an overview of the components of the Health, Safety, and Nutritional components of an early care and education program. Planning and issues of operating a child development program under the Title 22 Department of Social Services Community Care Licensing regulations are considered. Also included is a review of common childhood diseases, universal health precautions, First Aid and CPR requirements, environmental safety, nutritional planning, and special health considerations of the young child. Students are required to pass the American Red Cross Adult/Pediatric First Aid and Adult/Infant CPR Certification course or demonstrate current certification.

11 Child, Family and Community (3) CSU

LECTURE, 3 HOURS.

This course is a study of the internal and external social forces of family, peer groups, schools, culture, and economic class on children and youth. It examines internal functioning of values, beliefs, and sub-cultural patterns and their shaping power on children. It meets core course requirements for the Department of Social Services Licensing and for the California Commission on Teacher Credentialing Child Development Permit and the School-Age Emphasis Permit.

22 Practicum in Child Development I (4) CSU

Prerequisites: All of the following: Child Development 1, 2, 3, 4, 10, 11 and 34.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

Note: Tuberculosis clearance is required.

Supervised practicum experience in a school setting. Implementation of Child Development theories and development of teaching techniques.

23 Practicum in Child Development II (4) CSU*Prerequisites: Child Development 22 and 42.*

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

Note: Tuberculosis clearance is required.

Supervised practicum experience in an early childhood setting. Implementation of child development theories and development of teaching techniques.

30 Infant and Toddler Studies I (3) CSU*Prerequisite: Child Development 1.*

LECTURE, 3 HOURS.

Note: Tuberculosis clearance is required.

A survey of infant-toddler development and educational programs currently available. Principles of infant-toddler care giving, and environmental and curricular design. Offers opportunity for observation and participation in field and clinical work.

32 Teacher Assistant in the Elementary Classroom (3) CSU*Prerequisite: Child Development 1.*

LECTURE, 3 HOURS.

The role of the assistant aide, methods and skills related to instruction in the Elementary classroom.

34 Observing and Recording Children's Behavior (3) CSU*Prerequisite: Child Development 1.**Advisory: Child Development 2.*

LECTURE, 3 HOURS.

Note: Tuberculosis clearance may be required.

Observing, recording and interpreting children's behavior in a variety of settings. Exploration and use of a diary, anecdotal and other forms of written and oral records.

36 Literature for Early Childhood (1) CSU

LECTURE, 1 HOUR.

This course is an overview of early development of desirable attitudes towards reading and writing. A survey of literature suitable for children birth to six, with emphasis on techniques of selection and presentation methods.

37 Literature for School Age Children (2) CSU*Advisory: Child Development 36.*

LECTURE, 2 HOURS.

This course is a survey of literature appropriate for children ages 6-12 years. Emphasis is given to the evaluation and selection of children's literature using developmental characteristics and needs of school age children.

38 Administration and Supervision of Early Childhood Programs I (3) CSU*Prerequisites: Child Development 1, 2, 3, 4, 10 and 11.*

LECTURE, 3 HOURS.

This course provides training for administrative personnel of early childhood programs. Administrative principles and practices are studied. Other topics considered relate to and include budgeting, reporting personnel policies, maintaining of records, community resources, and the interrelationships of regulatory agencies and parents.

39 Administration and Supervision of Early Childhood Programs II (3) CSU*Prerequisite: Child Development 38.*

LECTURE, 3 HOURS.

This course presents a number of topics related to early childhood. The topics considered include the updating of regulations, computer

applications for administration, proposal writing advocacy, staff meetings and training, parent conferences, parent-related issues, professional involvement, and current research.

42 Teaching in a Diverse Society (3) CSU

LECTURE, 3 HOURS.

History, culture and current problems of various racial and ethnic groups and understanding of values inherent in a diverse multicultural society will be discussed. Students will develop age-appropriate multicultural curriculum and materials.

44 Early Intervention for Children with Special Needs (3) CSU

LECTURE, 3 HOURS.

This course is designed for students specializing in and/or working with children with special needs. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families.

45 Programs for Children with Special Needs (3) CSU*Advisory: Child Development 1.*

LECTURE, 3 HOURS.

Note: Tuberculosis clearance may be required.

This course is an introduction to the study of exceptional children, emphasizing their relationship to society. This course also includes assessment, classification and special characteristics of children with disabilities. An overview of programs and services is included with observation in private and public special education programs.

46 School Age Programs I (3) CSU

LECTURE, 3 HOURS.

Overview of programs and services for school age children. Includes the development of appropriate strategies and curriculum to meet the needs of the school age child. Identification of family support and community resources.

50 Parenting: Family Life Focus (1) CSU

LECTURE, 1 HOUR.

Designed for parents of children enrolled in the campus Child Development Center and for others interested in parent training. Includes parent-child relationships, alternatives in parenting styles, child development, and family resources. Includes opportunities for observation and participation with children. Emphasis is on family life.

51 Parenting: Home and School Focus (1) CSU

LECTURE, 1 HOUR.

This course is designed for parents of children enrolled in the campus Child Development Center and for others interested in parent training. Includes parent-child relationships, alternatives in parenting styles, child development, and family resources. Includes opportunities for observation and participation with children. Emphasis is on the relationship of home and school to the child.

52 Parenting: Community Resources Focus (1) CSU

LECTURE, 1 HOUR.

Designed for parents of children enrolled in the campus Child Development Center and for others interested in parent training. Includes parent-child relationships, alternatives in parenting styles, child development, and family resources. Includes opportunities for observation and participation with children. Emphasis is placed on community resources for the family.

60 Introduction to Family Child Care I (1)

LECTURE, 1 HOUR.

This course is designed for family childcare providers and persons entering the profession. Focus is placed on business and environmental considerations, age-appropriate activities for mixed age groups, communication with parents, and community resources. Field study of accredited programs is included.

61 Introduction to Family Child Care II (1)

LECTURE, 1 HOUR.

This course considers strategies that can enhance the operations of a family child care home (small business) and reduce the business risks. Overview of tax recordkeeping, marketing, legal and insurance aspects specifically related to the family child care business.

62 Developmental Profiles: Pre-Birth Through Age Eight (2)

LECTURE, 2 HOURS.

This course presents concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It also reviews the most commonly encountered terms and concepts in child development literature.

63 Creative Curriculum in a Family Child Care Setting (2)

LECTURE, 2 HOURS.

Note: Child Development 3 or 4 can be substituted for this course.

This course is designed for family child care providers and persons entering the profession. Emphasis is on play and creative experience in the home setting for children. Demonstration of and participation in dramatic play, manipulative, music, math, art, crafts, science, cooking, and language.

65 Adult Supervision/Early Childhood Mentoring (2)

Prerequisite: Child Development 39.

LECTURE, 2 HOURS.

This course is a study of the methods and principles of supervising student-teachers in early childhood classrooms. Emphasis is placed on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other personnel.

185 Directed Study - Child Development (1) CSU**285 Directed Study - Child Development (2) CSU****385 Directed Study - Child Development (3) CSU**

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS OF DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education – Child Development (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – Child Development (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

EDUCATION (EDUC)**1 Introduction to Teaching (3) UC:CSU**

LECTURE, 3 HOURS.

This course is for those seeking a profession in the field of education. Topics include the school as a social agency, teaching as a vocation, and personal and professional qualifications required of a teacher. The course also focuses on state curriculum standards and effective classroom management strategies.

FAMILY AND CONSUMER STUDIES (FAM &CS)**21 Nutrition (3) UC:CSU**

LECTURE, 3 HOURS.

This course reviews scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. It includes an overview of digestion and metabolism of nutrients. Foods are discussed as a source of nutrients, and the evidence is reviewed as to the effects of nutrition on health. The emphasis of the course is on issues of current interest and on worldwide problems of food nutrition. The students are required to record their own diet, calculate the nutrient composition, evaluate the nutrient content of the diet, and compare the content to their needs.

31 Marriage and Family Life (3) UC:CSU IGETC Area 4G, 4J

LECTURE, 3 HOURS.

This course emphasizes mate selection, marriage adjustment, structure and functions of families especially in American society. It also analyzes sub-cultural family patterns, historical changes and contemporary social influences as well as transition to, disorganization and improvement of marriage and family life.

34 Child Nutrition (3) CSU

LECTURE, 3 HOURS.

The basic principles of human nutrition as related to the needs of the developing child, from conception through adolescence. Emphasis on nutritional needs of pregnant and lactating women, feeding infants and children for optimum physical and mental development against the back-drop of modern social and cultural influences. Special emphasis will be placed on nutritional education for children through the development of individual projects, curriculum and materials.

91 Life Management (3) CSU

LECTURE, 3 HOURS.

This course presents applications of principles of family resources management to personal and family settings. Decision-making in the management of time, energy, money and other resources to student work and family situations are stressed. This course is designed for men and women to investigate their changing roles, lifestyles, and to improve consumer choices.

185 Directed Study - Family and Consumer Studies (1) CSU**285 Directed Study - Family and Consumer Studies (2) CSU****385 Directed Study - Family and Consumer Studies (3) CSU**

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Family and Consumer Studies on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS OF DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Computer Applications and Office Technologies Department

E7-420

(323) 265-8954

The Computer Applications and Office Technologies department has consistently made a valuable contribution in assisting students to meet their goals for entry-level employment or advancement in employment, college transfer, or personal enrichment in the office technologies field. As society and business rely more heavily on computers, new jobs and career opportunities in this area continue to expand. The employment outlook is excellent for persons who are well-qualified and up-to-date with the latest office technology. Salaries are excellent and tied to training and education.

The CAOT Department at ELAC offers degrees and certificates of achievement, including MOS and IC3 Certifications, which are designed to develop the knowledge, skills, and attitudes needed by workers in today's dynamic office environment. Students are taught in classrooms and labs that are up-to-date in technology and contemporary in appearance.

The CAOT Department has recently incorporated a new program in Logistics (goods movement). The rapid expansion of the global economy has made Logistics among the fastest-growing industries in Southern California. Two short skills certificates can be earned in this area: Technology and Logistics - Level 1 (11 units) and Technology and Logistics - Level 2 (17 units). The skills certificate courses emphasize the use of technology in the manufacturing, wholesale, retail, distribution and transportation industries as well as the global economy.

SUBJECTS

- **Computer Applications and Office Technologies**
- **Logistics**

FACULTY

Shibata, Elaine Y. - Chair

Professor

Baity, Brenda

Professor

Cross, Karen

Associate Professor

Frise, Daniel

Professor

Garcia, Dennis

Assistant Professor

Hsiao, Rebecca

Professor

Paredes, Gerri

Professor

ADJUNCT ASSOCIATE PROFESSORS

Beaudine, Liz

De La Torre, Judy

Medina, Leonardo

Moriarty, Cynthia

Sakoda, Colleen

Shiota, Jean

Smith, Emanuel J.

Swicegood, Mark

Tan, Kary

Yu, Michael

Wyszpolski, Jon J.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- **Logistics Material Handling Certification**
- **Technology and Logistics Level 1**
- **Technology and Logistics Level 2**

CERTIFICATES OF ACHIEVEMENT:

- **Administrative Assistant**
- **Clerical Assistant**
- **Customer Service Representative**
- **Executive Assistant**
- **Internet Specialist**
- **Legal Secretary**
- **Office Assistant**
- **Office Systems Specialist**
- **Transcriber**
- **Word Information Processor**

ASSOCIATE DEGREE PROGRAMS:

- **Executive Assistant**
- **Legal Secretary**
- **Office Systems Specialist**

Transfer Note: Transfer students earn credit for CSULA's course CIS 100 (Business Computer Systems) by completing CAOT 35 (Concepts in Information Systems) + CAOT 82 (Microcomputer Software Survey in the Office).

SKILLS CERTIFICATES

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

LOGISTICS MATERIAL HANDLING CERTIFICATION

This skills certificate is designed for students who want a fast-track course of study that will prepare them for certification in the Logistics Industry. Warehouse distribution, and hub operation, flow of goods and documents, shipping and receiving concepts, warehousing software, barcodes, radio frequency identification, and data collection will be covered. In addition, GIS (Geographic Information Systems), global supply chain, quality control, hazardous materials, and U.S. Customs regulations will be discussed.

SUBJECT & NO.	COURSE	UNITS
LOGTIC 101	INTRODUCTION TO LOGISTICS IN THE NONTRADITIONAL OFFICE	1
LOGTIC 102	BUSINESS TERMINOLOGY FOR LOGISTICS	2
LOGTIC 103	RECORDS MANAGEMENT FOR LOGISTICS	2

LOGTIC 104	LOGISTICS: CORNERSTONE ESSENTIALS	3
LOGTIC 105	GREEN LOGISTICS AND GIS TECHNOLOGY.	3
Total.		11

TECHNOLOGY AND LOGISTICS LEVEL 1

SUBJECT & NO.	COURSE	UNITS
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
LOGTIC 101	INTRODUCTION TO LOGISTICS IN THE NONTRADITIONAL OFFICE	1
LOGTIC 102	BUSINESS TERMINOLOGY FOR LOGISTICS.	2
LOGTIC 103	RECORDS MANAGEMENT FOR LOGISTICS.	2
MATH 105	ARITHMETIC	3
OR		
MATH 110*	INTRODUCTION TO ALGEBRAIC CONCEPTS.	5
OR		
MATH 115*	ELEMENTARY ALGEBRA	5
OR		
MATH 125*	INTERMEDIATE ALGEBRA.	5
Total.		11-13

*This course has a prerequisite.
 **This course has an advisory course.

TECHNOLOGY AND LOGISTICS LEVEL 2

This Skills Certificate is designed for students who want a fast-track course of study that will prepare them for a career in the Logistics industry. Warehouse and distribution operations, flow of goods and documents, shipping and receiving concepts, communication skills, teamwork, customer service, applied math, warehousing software, bar codes, radio frequency identification, and data collection will be covered.

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 48	CUSTOMER SERVICE.	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
LOGTIC 101	INTRODUCTION TO LOGISTICS IN THE NONTRADITIONAL OFFICE	1
LOGTIC 102	BUSINESS TERMINOLOGY FOR LOGISTICS.	2
LOGTIC 103	RECORDS MANAGEMENT FOR LOGISTICS.	2
MATH 105	ARITHMETIC	3
OR		
MATH 110*	INTRODUCTION TO ALGEBRAIC CONCEPTS.	5
OR		
MATH 115*	ELEMENTARY ALGEBRA	5
OR		
MATH 125*	INTERMEDIATE ALGEBRA.	5
Total.		17-19

*This course has a prerequisite.
 **This course has an advisory course.

CERTIFICATES OF ACHIEVEMENT

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

ADMINISTRATIVE ASSISTANT

This program is designed for students who want to work in an office and possess the skills necessary to assist managers in the daily operations of an office.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 3**	COMPUTER KEYBOARDING III.	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
CAOT 110**	MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN	3
CAOT 111**	MICROCOMPUTER OFFICE APPLICATIONS: ELECTRONIC COMMUNICATIONS.	2
Total.		39

*This course has a prerequisite.
 **This course has an advisory course.

CLERICAL ASSISTANT

This program is designed for students who want a course of study that will enable them to enter the clerical job market in the shortest possible time.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 3**	COMPUTER KEYBOARDING III.	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4
Total.		28

**This course has an advisory course.

CUSTOMER SERVICE REPRESENTATIVE

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with customer service skills and with a raised awareness and a reference for information on how an organization can deliver service excellence.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	COMPUTER KEYBOARDING I	3
OR		
CAOT 62	PERSONAL COMPUTER KEYBOARDING	2
CAOT 31	BUSINESS ENGLISH	3
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 48	CUSTOMER SERVICE.	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
Total.		13-14

**This course has an advisory course.

EXECUTIVE ASSISTANT

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 85**	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (EXCEL)	
OR		
CAOT 86**	MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (ACCESS)	3
CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4
CAOT 91**	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
CAOT 110**	MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN	3
CAOT 111**	MICROCOMPUTER OFFICE APPLICATIONS: ELECTRONIC COMMUNICATIONS.	2
Total.		44

*This course has a prerequisite.

**This course has an advisory course.

INTERNET SPECIALIST

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level Internet and Web design skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 62	PERSONAL COMPUTER KEYBOARDING	2
OR		
CAOT 1	COMPUTER KEYBOARDING I	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
CAOT 107**	MICROCOMPUTER OFFICE APPLICATIONS: WEB DESIGN FOR THE OFFICE	3
CAOT 109**	WEB MULTIMEDIA FOR THE OFFICE.	3
CAOT 110**	MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN	3
Total.		17-18

**This course has an advisory course.

LEGAL SECRETARY

This program prepares the student for a secretarial position in the offices of attorneys, the legal department of private industries, federal, state, county, or city government and the courts.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 23**	LEGAL OFFICE PROCEDURES I	5
CAOT 24*	LEGAL OFFICE PROCEDURES II	5
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
LAW 1	BUSINESS LAW I	3
CAOT 91**	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
Total.		42

*This course has a prerequisite.

**This course has an advisory course.

OFFICE ASSISTANT

This Certificate of Achievement is designed for students who want a fast-track course of study that will enable them to enter the job market with entry-level office skills.

SUBJECT & NO.	COURSE	UNITS
CAOT 1	COMPUTER KEYBOARDING I.	3
OR		
CAOT 62	PERSONAL COMPUTER KEYBOARDING	2
CAOT 31	BUSINESS ENGLISH	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
Total.		12-13

**This course has an advisory course.

OFFICE SYSTEMS SPECIALIST

This certificate program is designed to provide current preparation in state-of-the-art office technology and office systems. 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 assistant, administrative assistant, or executive secretary.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS.	3
CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4
CAOT 39**	WORD PROCESSING KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 85**	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (EXCEL).	3
CAOT 86**	MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (ACCESS)	3
CAOT 91**	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
CAOT 107**	MICROCOMPUTER OFFICE APPLICATIONS: WEB DESIGN FOR THE OFFICE	3
CAOT 111**	MICROCOMPUTER OFFICE APPLICATIONS: ELECTRONIC COMMUNICATIONS.	2
CAOT 140	TECHNOLOGY FOR THE VIRTUAL OFFICE.	2
CAOT 145	ePORTFOLIO.	1
Total.		44

**This course has an advisory course.

TRANSCRIBER

There are many opportunities in business for individuals who are proficient in the language arts and who are skilled in the operation of transcribing machines and computers.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS.	3
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3

CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
Total.		28

*This course has a prerequisite.

**This course has an advisory course.

WORD INFORMATION PROCESSOR

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 85**	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (EXCEL).	3
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
Total.		31

*This course has a prerequisite.

**This course has an advisory course.

ASSOCIATE DEGREE PROGRAMS

EXECUTIVE ASSISTANT

ASSOCIATE IN ARTS DEGREE

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 34	BUSINESS TERMINOLOGY.	2

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
CAOT 110**	MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 39**	WORD PROCESSING KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 85**	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (EXCEL)	

OR

CAOT 86**	MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (ACCESS)	3
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
CAOT 111**	MICROCOMPUTER OFFICE APPLICATIONS: ELECTRONIC COMMUNICATIONS.	2
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 41**	OFFICE METHODS	

OR

CAOT 941	COOPERATIVE EDUCATION.	4
CAOT 91**	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Total. 62

*This course has a prerequisite.

**This course has an advisory.

LEGAL SECRETARY

ASSOCIATE IN ARTS DEGREE

This program prepares the student for a secretarial position in the offices of attorneys, the legal departments of private industries, federal, state, county, or city government and the courts.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 34	BUSINESS TERMINOLOGY.	2
GENERAL EDUCATION REQUIREMENTS PLAN B		6

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 82**	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
LAW 1	BUSINESS LAW I	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 23**	LEGAL OFFICE PROCEDURES I	5
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 24*	LEGAL OFFICE PROCEDURES II	5
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 91**	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Total. 60

*This course has a prerequisite.

**This course has an advisory.

OFFICE SYSTEMS SPECIALIST

ASSOCIATE IN ARTS DEGREE

This program is designed to provide up-to-date preparation in state-of-the-art automated office technology and office systems. Students who pursue this degree will gain a comprehensive knowledge and understanding of the current office environment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 31	BUSINESS ENGLISH	3
CAOT 33	RECORDS MANAGEMENT AND FILING	2
CAOT 35	CONCEPTS IN INFORMATION SYSTEMS	3
CAOT 140	TECHNOLOGY FOR THE VIRTUAL OFFICE.	2
CAOT 145	ePORTFOLIO.	1
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 34	BUSINESS TERMINOLOGY.	2
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS (MICROSOFT WORD).	3
CAOT 92**	COMPUTER WINDOWS APPLICATION.	2
GENERAL EDUCATION REQUIREMENTS PLAN B		5

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 85**	MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (EXCEL).	3
CAOT 91**	MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING	2
CAOT 97	INTRODUCTION TO THE INTERNET FOR CAOT	3
GENERAL EDUCATION REQUIREMENTS PLAN B		4

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 41**	OFFICE METHODS	
OR		
CAOT 941	COOPERATIVE EDUCATION.	4

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

CAOT 86**	MICROCOMPUTER APPLICATIONS: DATABASE (ACCESS)	3
CAOT 107**	MICROCOMPUTER OFFICE APPLICATIONS ADVANCED WEB DESIGN FOR THE OFFICE	3
CAOT 111**	MICROCOMPUTER OFFICE APPLICATIONS: ELECTRONIC COMMUNICATIONS.	2
GENERAL EDUCATION REQUIREMENTS PLAN B		4
Total.		62

**This course has an advisory course.

COURSE DESCRIPTIONS

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT)

1 Computer Keyboarding I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides basic training in proper keyboard technique and use of the computer to build speed and accuracy. Correct keying of letters, envelopes, tables, memorandums, and reports is also introduced, as well as proofreading with accuracy.

2 Computer Keyboarding II (3) CSU

Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Note: Entering students should be able to key 30 gross words a minute.

This course provides a thorough training in keying business and personal letters, tables, manuscripts, and memorandums on computers using word processing software. Emphasis is placed on keyboarding techniques, improving speed and accuracy on timed writings, and developing proofreading skills.

3 Computer Keyboarding III (3) CSU

Advisory: CAOT 2.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Note: Ability to key 40 gross words per minute.

Note: First semester students should take CAOT 2.

This course provides advanced training in creating decision-making production assignments. Medical and legal office applications are introduced, along with designing and creating office forms and publications for various industries. Continued emphasis is placed on skill building, language arts exercises, speed and accuracy.

9 Computer Keyboarding Improvement (1) CSU RPT1

Advisory: CAOT 1 or CAOT 62.

LABORATORY, 3 HOURS.

Note: This is not a beginning course; ability to key 30 gross words per minute is suggested.

This course is designed to improve keyboarding speed and accuracy through timed writings, corrective drills, and production using PCs and special speed-building software.

23 Legal Office Procedures I (5)

Advisory: CAOT 2.

LECTURE, 5 HOURS.

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

24 Legal Office Procedures II (5)

Advisories: CAOT 2 and 23.

LECTURE, 5 HOURS.

This course covers law office procedures for the legal secretary, including procedures for federal court filings; preparation of dissolutions of marriage and prenuptial agreements; discussion and processing of adoption forms and of Last Wills and Testaments; identifying criminal law practice procedures; library search of statutes and codes; development of writing citations; review of Latin terminology; review of resume and how to prepare for an interview.

31 Business English (3) CSU

LECTURE, 3 HOURS.

This course is an introductory course in English usage and reviews parts of speech, sentence structure, and punctuation. Basic writing techniques using clear, concise expressions are developed.

32 Business Communications (3) CSU

Advisories: CAOT 31, and CAOT 1 or 62.

LECTURE, 3 HOURS.

This introductory course in business writing stresses logical thought and critical evaluation of communication. Topics covered include the techniques of writing all types of business letters, with emphasis on the application letter; review of the fundamentals of grammar, spelling, and punctuation; and development of business vocabulary. Students develop oral communication skills through presentation of reports.

33 Records Management and Filing (2)

LECTURE, 2 HOURS; LABORATORY, 1 HOUR.

This course is an intensive study of the principles of manual and computerized alphabetic filing. A study of the field of records management, automated records systems, retrieval, retention and transfer methods, and charge-out and follow-up procedures are discussed.

34 Business Terminology (2) CSU

LECTURE, 2 HOURS.

This course is designed to develop spelling ability and vocabulary enrichment with applications for business use. The proper use of resource materials is emphasized.

35 Concepts in Information Systems (3) CSU

LECTURE, 3 HOURS.

This course provides students with the basis for understanding concepts necessary for success in the Information Age. It provides an introduction to the basic concepts of an information system with emphasis on the components of the microcomputer, including the system unit and input, output, storage, and communication devices; application software; systems software; the Internet and the World Wide Web; and privacy and security issues.

39 Word Processing: Keyboarding and Operations - (Microsoft Word) (3) RPT2

Advisory: CAOT 1 or CAOT 62.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides a comprehensive working knowledge of Microsoft Word. Students learn to create, edit and format documents; manage and print documents, envelopes, and labels; customize document elements; use headers, footers, and footnotes, insert and manipulate images, WordArt, SmartArt, shapes, and tables; proof documents using Spell Check, custom dictionary, thesaurus, and research features; insert symbols, special characters, and hyperlinks in documents; and create and design charts.

41 Office Methods (4) RPT1*Advisory: CAOT 1 or CAOT 62.*

LECTURE, 4 HOURS.

This course is designed to teach the concepts and procedures used in today's automated office. Topics covered include oral and written communication skills; electronic mail and mail services; stress, anger, and time management; ethics in the office environment; meetings and conferences; travel arrangements; proofreading of documents; preparation of a resume and job interview techniques and strategies.

48 Customer Service (3) CSU

LECTURE, 3 HOURS.

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide a reference for information on how an organization can deliver service excellence. The information will be beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products).

62 Personal Computer Keyboarding (2) RPT3

LECTURE, 1 HOUR; LABORATORY 2 HOURS.

A beginning course for students who wish to learn the fundamentals of touch keyboarding and apply these fundamentals in the keying of business and personal letters, reports, and memorandums utilizing PCs.

64 Computer Applications and Office Technologies Laboratory (1) RPT3*Corequisite: CAOT 1, 2, 3, 7, 9, 31, 32, 34, 41 or 62.*

LABORATORY, 2 HOURS.

This course is designed to reinforce the lectures presented in all keyboarding classes and CAOT classes that require the use of the lab to provide additional practice and completion of assignments.

82 Microcomputer Software Survey in the Office (3) CSU RPT2*Advisory: CAOT 1 or CAOT 62.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides hands-on training in the introduction to the basic concepts and functions of the Microsoft Office Suite including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation graphics).

85 Microcomputer Office Applications: Spreadsheet (Excel) (3) CSU RPT2*Advisory: CAOT 1 or CAOT 62.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course is designed to teach office spreadsheet applications using the PC and a spreadsheet program. Students learn to create, edit, format and print worksheets. Emphasis is on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

86 Microcomputer Office Applications: Database (Access) (3) CSU RPT2*Advisory: CAOT 1 or CAOT 62.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course teaches the fundamentals of database creation and management. Students learn to create, edit, format, and print database objects, including tables, forms, reports, queries, and macros. Creating and using PivotTables and PivotCharts and sharing database information with other software applications are also covered.

91 Microcomputer Office Applications: Advanced Word Processing (2) RPT2*Advisory: CAOT 39.*

LECTURE, 1.5 HOURS; LABORATORY, 1.5 HOURS.

This course reinforces advanced Microsoft Word software skills with the use of a wide variety of business documents. Some of the advanced features emphasized are merging documents, sorting and selecting, managing lists, page numbers, headers, footers, and shared documents, inserting and customizing quick parts, customizing autocorrect and word options, customizing themes, formatting with styles, protecting and preparing documents, inserting endnotes, footnotes and references, creating indexes, creating forms, using outline view and formatting with macros.

92 Computer Windows Application (2) CSU*Advisory: CAOT 1 or CAOT 62.*

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.

This course emphasizes the use of Microsoft Windows. Topics covered include the Program Manager, File Manager, Control Panel, Print Manager and Desktop Accessories, including Windows write and Windows Paint brush.

97 Introduction to the Internet for CAOT (3)

LECTURE, 2 HOURS; LABORATORY 3 HOURS.

This course provides an overview of the Internet. Students learn to use electronic mail, file transfer protocol, search engines, and Internet browsers. Additionally, students learn to design and create Web pages utilizing HTML.

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

CSU RPT2

Advisory: CAOT 97.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides an overview of web design tools. Students learn the basics of Web page design and HTML by creating and editing web pages with links, tables, frames, forms and images.

109 Web Multimedia for the Office (3) CSU RPT2*Advisory: CAOT 97.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides hands-on implementation skill in using multimedia tools to create and maintain Web sites. Students develop multiple Web sites for the high-tech office environment that incorporate links, graphics, animation, and other multimedia capabilities using Macromedia Studio (Dreamweaver, Flash, Fireworks, and Freehand).

110 Microcomputer Office Applications: Presentation Design (3) CSU RPT2*Advisory: CAOT 1 or 62.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course is designed to teach the fundamentals of presentation creation, enhancement, and modification. Students learn to create, edit, format, show, and print presentations including the use of PowerPoint templates, outlines, clip art, charts, tables, animation, and sound.

111 Microcomputer Office Applications: Electronic Communications (2) CSU*Advisory: CAOT 82.*

LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.

This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts. This course is also a brief introduction to the use of the Microsoft Office XP speech recognition feature.

133 How to Succeed in an Online Course (1)

LECTURE, 0.5 HOUR; LABORATORY, 1 HOUR.

This course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including how to post to forums, take quizzes, submit assignments, and other common online skills focusing on, but not limited to etudes, as well as the soft skills needed to be successful in an online environment.

140 Technology for the Virtual Office (2) RPT2

LECTURE, 2 HOURS; LABORATORY, 1 HOUR.

This course is designed to teach the fundamental use of nontraditional office devices and online technologies. Using Tablet PC, Cell Phone, and PDA handheld devices, students learn to use utilities, adjust settings, and enter, edit, and retrieve information. Office uses of scanners, wireless devices, Voice over Internet Protocol (VoIP) technology, blogs, online social networks, and content aggregators are covered. Synchronization with other applicable devices/programs are discussed.

145 ePortfolio (1) RPT2*Advisory: CAOT 1 or CAOT 62.*

LECTURE, 1 HOUR; LABORATORY, 1 HOUR.

This course is a basic first course in planning and designing an electronic portfolio that can be used throughout the student's program of study in any field. The electronic portfolio can be used as an ongoing professional resource to display students' achievements and progress, showcase experiences and collections of works, as well as used as a valuable job search tool. This course focuses on the techniques and skills needed to develop the electronic portfolio, the contents of which will be stored digitally and be accessible on the Internet.

185 Directed Study - Computer Applications and Office Technologies (1)**285 Directed Study - Computer Applications and Office Technologies** (2)**385 Directed Study - Computer Applications and Office Technologies** (3)

LABORATORY, 9 HOURS.

The above courses allow student to pursue Directed Study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A CAMPUS MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education - Computer Applications and Office Technologies (3) RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed)..

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

941 Cooperative Education - Computer Applications and Office Technologies (4) RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed)..

This course offers advanced supervised training in an employment area that will enhance the student's educational goals on campus.

LOGISTICS (LOGTIC)**101 Introduction to Logistics in the Nontraditional Office** (1)

LECTURE, 1 HOUR.

This short-term course explores the concepts of logistics in the non-traditional office setting. The emphasis is on state-of-the-art logistics technologies, procedures, and terminology relevant to the mobile workforce, worksite environment, and the "virtual office" environment. Topics include handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers.

102 Business Terminology for Logistics (2)

LECTURE, 2 HOURS.

This introductory course is designed to develop the spelling ability, vocabulary enrichment, and contextual comprehension of standard warehousing terminology with applications throughout the manufacturing, wholesale, retail and logistics industries.

103 Records Management for Logistics (2)

LECTURE, 2 HOURS.

This course introduces core records management principles, procedures, and office skills relating to inventory recordkeeping. The course teaches the standard terminology, practices, and technology that is used to maintain and share inventory records between the manufacturing, wholesale, retail, warehousing, and logistics industries.

104 Logistics: Cornerstone Essentials (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the fundamental knowledge, skills, and competencies to accomplish the critical workplace activities that are common to all logistics facilities across a global supply chain. Successful completion of this course prepares students to be eligible to take a foundational-level material handling industry certification exam.

105 Green Logistics and GIS Technology (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces environmentally sustainable concepts, technology, and 'Green' sustainable logistics practices within transportation geography, along with mid-technical level material handling competencies. Fundamental GIS (Geographic Information System) functions are introduced through hands-on training with route scheduling software. Successful completion of this course prepares students to be eligible to take a mid-level logistics industry material handling certification exam.

Counseling Department



BUILDING - E1-127

(323) 265-8751

SUBJECT

- *Personal Development*

COUNSELORS

Ornelas, Daniel – Chair
 Avila, Margaret
 Chavez, Theresa
 Frontanez-Loza, Marilyn
Assistant Professor
 Garcia, Christopher
Assistant Professor
 Hayashi, Keith
 Hernandez-Payan, Michelle
 Herrera, Guadalupe
 Huang, Janet
 Mihara, Kirk-Ken
 Morales-Guerra, Suzette A.
 Negrete, Lourdes
 Palomino, Paulina P.
 Rozadilla, Cathleen O.
 Rudametkin, Lydia
Professor
 Sandoval, Joseph A.
Associate Professor
 Sherman, Bonnie J.
Assistant Professor
 Su, Melari Y.
 Teola, Dorothy V.
 Valle, Ralph
 Ukita, Courtney

ADJUNCT FACULTY

Amezcuca, Charles
 Estrada, Edward M.
 Pelayo, Ignacio
 Perez, Alicia
 Shekerjian, Hrair

COURSE DESCRIPTIONS

PERSONAL DEVELOPMENT (PERSDEV)

1 Introduction to College (1) CSU RPT1

LECTURE, 1 HOUR.

This course is designed to provide students with the skills needed to succeed in college. Emphasis is placed on college policies and procedures, campus services and resources, study skills and time management. Additional topics include: certificate, associate degree, and transfer admission requirements.

3 Motivation for Study (1) NDA

LECTURE, 1 HOUR.

This course is designed primarily for students who need assistance in developing study skills for success in college. Topics covered include cognitive learning styles, self-esteem issues, attitudes towards study and behavior modification. Students learn study techniques utilizing textbooks, the library and the Internet. Time management skills, test-taking strategies and notetaking formats are also explored. An overview of financial aid, scholarships, associate degree and transfer requirements is provided.

4 Career Planning (1) CSU

LECTURE, 1 HOUR.

This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessments, various self-appraisal techniques, and information regarding career characteristics and trends using career information technology. This provides students with insights into their interests, abilities, work values, and personality which gives them the ability to make realistic and informed career choices.

20 Post-Secondary Education: The Scope of Career Planning (3) UC:CSU

LECTURE, 3 HOURS.

This course introduces students to the higher education system and their role as students. Students explore personal attributes needed for college success. Topics covered include: critical thinking skills, effective study strategies, communication skills, diversity issues, time management, health issues and lifestyle choices, the career planning and decision-making process, and transfer and educational planning. An overview of campus resources and policies is also provided.

Engineering and Technologies Department

E7-104 AND E7-314

(323) 265-8858

Engineers and technologists have shaped civilization and will continue to do so. They are trained to be problem solvers, with subjective and critical minds that work on solutions to make our world a better place. The products they create, design, and implement enhance and improve our quality of life. Almost every product invented and built has been touched by the minds and hands of engineers and technologists. Engineering requires an inquisitive mind, a love of details, and the ability to conceive a product before it is built. To become an engineer, one must master the sciences and mathematics which are the foundations of engineering. They must be trained in communication skills, the art of teamwork, and consensus building. Engineers mainly work together to meet the challenges of the design process and the rewards of accomplishment as a group.

It is exciting to realize that due to the work of engineers, computer technology has advanced so rapidly that the technical world landscape has been changed forever. We have become a people that cannot exist without our computers. Fifty years ago, engineers used their slide rules to perform their necessary computations. Then came the mainframe computers and handheld calculators - advancing to our present state of personal computers. What does the future hold for us? Engineers are working on that question. The field of engineering is becoming broader than ever with new fields in bio-medical, computer science, communication, and other areas developing each year. This brings tremendous opportunity to the engineering student and opens many new and exciting doors. The demand for engineering will always be high and historically students receive very generous entry salaries upon graduation. However, one should not seek financial rewards above the love of the work.

One area of growth in engineering is the number of women engineering students. The Society of Women Engineers is an active group which female engineering students are encouraged to join. The Society of Hispanic Professional Engineers has a student chapter at ELAC and is active with many functions, teamwork, and friendships being developed on an ongoing basis. The Department is aligned with the MESA (Mathematics, Engineering, and Science Achievement) Center which offers tutoring services and houses an engineering library. While attending ELAC, the engineering student has the opportunity to earn a certificate and/or an Associate in Science degree. It is a great place to start your engineering and technology career.

SUBJECTS

- *Civil Engineering*
- *Electrical Engineering*
- *Electrical Engineering Technology*
- *Electronics*
- *Engineering Support*
- *General Engineering*
- *Manufacturing and Industrial Technology*

FACULTY

Ramirez, Jose C. - Chair
Associate Professor, Engineering

Gallegos, Humberto A.
Assistant Professor, Engineering
Khashayar, Kamyar
Assistant Professor, Engineering
Retig, David A.
Professor, Electronics

ADJUNCT ASSOCIATE PROFESSORS

Botterud, Scott
Electronics
Reascos, Christian G.
Engineering
Shekerjian, Hrair P.
Engineering
Su, William
Engineering
Villanueva, Eddie
Electronics
Wu, Dr. Chivey
Engineering

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATE:

- *Training for A+ Certification*

CERTIFICATES OF ACHIEVEMENT:

- *Computer-Aided Drafting (CAD)*
- *Computer-Aided Drafting/Design (CADD)*

ASSOCIATE DEGREE PROGRAMS:

- *Computer-Aided Drafting (CAD)*
- *Computer-Aided Drafting/Design(CADD)*

SKILLS CERTIFICATE

A+ CERTIFICATION TRAINING

The East Los Angeles College Electronics Department offers an "A+ Certification Training" program. Students who successfully pass the program requirements are eligible to take the A+ Certification examination.

SUBJECT & NO.	COURSE	UNITS
ELECTRN 120	A+ CERTIFICATION TRAINING	9
	<i>Total.</i>	<i>9</i>

CERTIFICATES OF ACHIEVEMENT

COMPUTER-AIDED DRAFTING (CAD)

The Engineering and Technology Department offers a Computer-Aided Drafting program leading to a Certificate of Achievement that may enhance employment or promotion within industry. Many students take advantage of the value of this certificate by working part-time, providing funding for their education. Successful completion of the required program with a grade-point average of 2.5 or better entitles the student to apply for, and upon approval of the department, be awarded a certificate in Computer-Aided Drafting (CAD). The

program may also lead to an Associate in Science degree upon completion of additional courses in general education graduation requirements to total 60 units. The CAD certificate prepares the student for an entry-level drafting position in industry. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY	2
ENG GEN 102	ENGINEERING PROBLEM SOLVING	2
ENG GEN 110	ENGINEERING GRAPHICS	3
ENG GEN 111	INTRODUCTION TO ENGINEERING DRAFTING	3
ENG GEN 211	CADD FOR ENGINEERS I	3
ENG GEN 212	CADD FOR ENGINEERS II	3
MATH 115	ELEMENTARY ALGEBRA	3
OR		
MATH	ANY HIGHER-LEVEL COURSE	
ENGLISH 28	INTERMEDIATE READING AND COMPOSITION	
OR		
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
Subtotal		22

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222	
ENG ELC	220	
EET	120	
ENG GEN	121, 131, 151, 231, 241 AND 242, 272	
Subtotal		9
Total		31

COMPUTER-AIDED DRAFTING/DESIGN (CADD)

The Engineering and Technology Department offers a Computer-Aided Drafting and Design program leading to a Certificate of Achievement that may enhance employment or promotion within industry. Many students take advantage of the value of this certificate by working part-time providing funding for their education. Successful completion of the required program with a grade-point average of 2.5 or better entitles the student to apply for, and upon approval of the department, be awarded a certificate in Computer-Aided Drafting/Design (CADD). The program may also lead to an Associate in Science degree upon completion of additional courses in general education graduation requirements to total 60 units. The CADD certificate prepares the student for advanced employment in the field of design drafting in industry. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY	2
ENG GEN 102	ENGINEERING PROBLEM SOLVING	2
ENG GEN 110	ENGINEERING GRAPHICS	3
ENG GEN 111	INTRODUCTION TO ENGINEERING DRAFTING	3
ENG GEN 121	PROGRAMMING FOR ENGINEERS	3
ENG GEN 131	STATICS	3
ENG GEN 151	MATERIALS OF ENGINEERING	
OR		
ENG GEN 161	PROCESSING OF ENGINEERING MATERIALS	3
ENG GEN 211	CADD FOR ENGINEERS I	3

ENG GEN 212	CADD FOR ENGINEERS II	3
MATH 115	ELEMENTARY ALGEBRA	3
OR		
MATH	ANY HIGHER-LEVEL COURSE	
ENGLISH 28	INTERMEDIATE READING AND COMPOSITION	
OR		
ENGLISH 101	COLLEGE READING AND COMPOSITION I	3
PHYSICS 1	MECHANICS OF SOLIDS	
OR		
PHYSICS 6	GENERAL PHYSICS I	
OR		
PHYSICS 11	INTRODUCTORY PHYSICS	4
Subtotal		35

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222	
ENG ELC	220	
EET	120	
ENG GEN	121, 131, 151, 231, 241 & 242, 272	
Subtotal		8
Total		43

ASSOCIATE DEGREE PROGRAMS

COMPUTER-AIDED DRAFTING (CAD)

ASSOCIATE IN SCIENCE DEGREE

The Engineering and Technology Department offers an Associate in Science Degree in Computer-Aided Drafting. This degree may enhance employment or promotion within industry. Many students take advantage of the value of this degree by working part-time providing funding for their education at the university. In addition to the degree, the student may apply for, and be awarded, a certificate in Computer-Aided Drafting (CAD) upon successful completion of the program (with at least a 2.5 grade-point average) and approval of the department. The program requires that students complete general education requirements in five broad areas, as well as courses for the Computer-Aided Drafting major. This A.S. degree prepares the student for an entry-level drafting position in industry, as well as providing a basis for lifelong learning. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY	2
ENG GEN 102	ENGINEERING PROBLEM SOLVING	2
ENG GEN 110	ENGINEERING GRAPHICS	3
ENG GEN 111	INTRODUCTION TO ENGINEERING DRAFTING	3
ENG GEN 211	CADD FOR ENGINEERS I	3
ENG GEN 212	CADD FOR ENGINEERS II	3
Subtotal		16

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222	
ENG ELC	220	
EET	120	
ENG GEN	121, 131, 151, 231, 241 AND 242, 272	
Subtotal		8

General Education Courses Plan B	
Area A	NATURAL SCIENCES 3
Area B	SOCIAL AND BEHAVIORAL SCIENCES 3
Area C	HUMANITIES 3
Area D	LANGUAGE AND RATIONALITY 6
Area E	HEALTH AND PHYSICAL EDUCATION 3
Subtotal 18	
FREE ELECTIVES 18	
Total 60	

COMPUTER-AIDED DRAFTING/DESIGN (CADD)

ASSOCIATE IN SCIENCE DEGREE

The Engineering and Technology Department offers an Associate in Science Degree in Computer-Aided Drafting and Design. This degree may enhance employment or promotion within industry. Many students take advantage of the value of this degree by working part-time providing funding for their education at the university. In addition to the degree, the student may apply for, and be awarded, a certificate in Computer-Aided Drafting/Design (CADD) upon successful completion of the program (with at least a 2.5 grade-point average) and approval of the department. The program requires that students complete general education requirements in five broad areas, as well as courses for the Computer-Aided Drafting/Design major. This A.S. degree prepares the student for advanced employment in the field of design drafting in industry, as well as providing a basis for lifelong learning. Specialization during the coursework is possible in such fields as civil, electrical, mechanical, and structural drafting.

SUBJECT & NO.	COURSE	UNITS
ENG GEN 101	INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY	2
ENG GEN 102	ENGINEERING PROBLEM SOLVING	2
ENG GEN 110	ENGINEERING GRAPHICS	3
ENG GEN 111	INTRODUCTION TO ENGINEERING DRAFTING	3
ENG GEN 121	PROGRAMMING FOR ENGINEERS	3
ENG GEN 131	STATICS	3
ENG GEN 151	MATERIALS OF ENGINEERING	
ENG GEN 211	CADD FOR ENGINEERS I	3
ENG GEN 212	CADD FOR ENGINEERING II	3
PHYSICS 1	MECHANICS OF SOLIDS	
OR		
PHYSICS 6	GENERAL PHYSICS I	
OR		
PHYSICS 11	INTRODUCTORY PHYSICS	4
Subtotal		29

Restricted Elective Courses:

ENG CIV	121 & 122, 221 & 222	
ENG ELC	220	
EET	120	
ENG GEN	121, 131, 151, 231, 241 & 242, 272	
Subtotal		7

General Education Courses Plan B	
Area A	NATURAL SCIENCES 3
Area B	SOCIAL AND BEHAVIORAL SCIENCES 3
Area C	HUMANITIES 3
Area D	LANGUAGE AND RATIONALITY 6

Area E	HEALTH AND PHYSICAL EDUCATION 3
Subtotal 18	
FREE ELECTIVES 6	
Total 60	

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

ELECTRONICS (ELECTRN)

2 Introduction to Electronics (3) CSU

LECTURE, 3 HOURS.

This is a survey course in electronics and computer technology that provides the student with an introduction to many advanced electronic and computer concepts. Topics include atomic structures, voltage and current, and series and parallel circuits. Amplifiers, power supplies, microwave, GPS, loran, and satellite communication are also addressed. In the computer portion of the class, the subjects covered will include software, hardware operating systems networks, wireless communications, and more.

120 A+ Certification Training (9)

LECTURE, 6 HOURS; LABORATORY 9 HOURS.

This class prepares the student for the Computing Technology Industry Association (Comp TIA) national test. The course covers operating systems such as Windows, the Disk Operating System (DOS), hardware and software system setup control, and troubleshooting. System installation repair and maintenance are also covered.

185 Directed Study - Electronics (1) CSU RPT2

285 Directed Study - Electronics (2) CSU

385 Directed Study - Electronics (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow student to pursue Directed Study in Electronics on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

CIVIL ENGINEERING (ENG CIV)

121 Plane Surveying I (3) UC:CSU

Prerequisite: Mathematics 241, or a course in Trigonometry.

Advisory: Civil Engineering 122 should be taken concurrently.

LECTURE, 3 HOURS.

This course teaches fundamental methods of surveying, including the use and care of surveying instruments. Techniques include traverse measurements and area computation as well as some layout, horizontal and vertical control applications. Survey mapping is introduced.

122 Plane Surveying I F (1) UC:CSU

Corequisite: Civil Engineering 121.

LABORATORY-FIELD WORK, 3 HOURS.

This course covers the field practice concurrent with Civil Engineering 121. Surveying instruments such as steel tape engineers/dumpy level, and transit/theodolite are used in projects. The course culminates in complete traverse measurements, computations and maps.



MARILYN CONTRERAS < meet **elac** people } electrical engineering and computer science

When Marilyn immigrated to the United States from Guatemala, she had taken classes in Accounting and was computer literate but spoke no English. After a year of ESL, she became fluent enough to enroll in ELAC's credit program. After taking several advanced math courses, she decided to change her major to Engineering. Marilyn has been selected to participate in the California Connects training program. Microsoft is providing free laptops and train-the-trainer instruction to ELAC science students with the goal of increasing digital literacy in underserved communities.

"Microsoft wants us to train at least two family members to use various computer programs," Marilyn comments. "I plan to start with my six-year-old brother and my 65-year-old aunt. I am actually wondering who will learn the fastest. My brother has already experimented with a simple child's computer. My aunt, on the other hand, has never operated a computer and is a little frightened of it. We must also recruit five community members and help them improve their computer skills."

221 Plane Surveying II (3) UC:CSU

Prerequisites: Civil Engineering 121 and 122.

Corequisite: Civil Engineering 222.

LECTURE, 3 HOURS.

This is an advanced course in plane surveying. Topics include closing a traverse; boundary and topographic surveys; horizontal and vertical curves; EDM, GPS, and GIS; legal descriptions; earthmoving quantity take-off and construction staking.

222 Plane Surveying II F (1) UC:CSU

Prerequisites: Civil Engineering 121 and 122.

Corequisite: Civil Engineering 221.

LABORATORY, 3 HOURS.

This is the fieldwork portion of Civil Engineering 221, an advanced course in plane surveying. Procedures and application of precise measuring equipment for topics include closing a traverse; boundary and topographic surveys; horizontal and vertical curves; EDM, GPS and GIS; legal descriptions; earthmoving quantity take-off and construction staking.

ELECTRICAL ENGINEERING (ENG ELC)

220 Electrical Circuits I (4) UC:CSU

Prerequisites: Mathematics 263, Physics 3, and General Engineering 102.

Corequisite: Math 275.

LECTURE, 3 HOURS; LABORATORY, 2 HOURS.

Electric circuit analysis in both time and frequency domains, transient and steady-state solutions. Topics include linear circuit analysis techniques, Kirchoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced-complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, resonance and introduction to Laplace transforms. Circuit solutions using P-spice on the personal computer. Laboratory includes experimental verification of the laws of AC and DC circuits. Lab experiments on Kirchoff's Laws, Thevenin's Theorem, frequency response, transient response and OP amps.

225 Digital Circuit Analysis (4) UC:CSU

Prerequisites: Mathematics 262 and Physics 3.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This introductory course in digital circuit analysis consists of a Lecture and lab session. The Lecture objectives are to learn the following: 1) number systems, computer arithmetic, and binary codes; 2) binary logic, Boolean algebra, and logic gates; 3) combinational circuits, analysis and design (adders, MUX's, decodes, etc.); and 4) sequential circuits analysis and design. The lab objectives are: 1) design, implement and debug a combinational circuit; 2) implementation of combinational circuits using logic gates and programmable logic device; and 3) design sequential logic circuits using gates, ROMs and PALs.

ELECTRICAL ENGINEERING TECHNOLOGY (EET)

120 DC Circuits (3) CSU

Prerequisites: Mathematics 125 and General Engineering 102.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS; DISCUSSION, 1 HOUR.

Note: This course is highly recommended for Engineering students planning to take Electrical Engineering 220.

DC circuit analysis involving DC resistance, inductance and capacitance. Basic DC network theorems and magnetic circuits introducing motors and generators. Theory of operation and application of basic electrical measuring instruments. Applications of "P-SPICE" computer program. Introduction to the theory of AC circuit applications involving resistance, inductive reactance and capacitive reactance.

ENGINEERING SUPPORT (ENG SUP)

224 Advanced Problems in Surveying (2) CSU

Prerequisites: Civil Engineering 221 and 222.

LECTURE, 1 HOURS; LABORATORY, 3 HOURS.

This is an advanced course in problem solving for land surveyors. Topics include theory of errors in observations and measurements, assessment of elevation level lines and nets, Global Positioning Satellite (GPS) system, Geographic Information System (GIS), and advanced problems in horizontal, vertical, and spiral curves.

225 Boundary Control for Surveyors (2) CSU*Prerequisites: Civil Engineering 221 and 222.*

LECTURE, 1 HOURS; LABORATORY, 3 HOURS.

This is an advanced course in boundary control surveying. Topics include history and concept of boundary control surveys and the role of the surveyor; creation of boundary lines, description of real property, metes and bounds, and boundary law; Federal and State non-sectionalized land, easements, reversions, riparian, and littoral boundaries; theory of retracing and resurveying of sectionalized lands, locating sequential conveyances, simultaneously created boundaries, and locating combination descriptions.

GENERAL ENGINEERING (ENG GEN)**101 Introduction to Science, Engineering and Technology** (2) UC:CSU

LECTURE, 2 HOURS.

Note: This course is open to high school students for concurrent enrollment.

This course is an introduction to Engineering and Engineering Technology, and is required of all Engineering majors. Topics include history, careers, ethics and responsibilities, and engineering calculations. Various engineering systems are modeled. The design process is examined. Guest speakers from various engineering fields are invited to speak to the class. Academic success strategies are emphasized throughout.

102 Engineering Problem Solving (2) CSU*Prerequisite: Mathematics 115.*

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

Note: This course is open to high school students for concurrent enrollment.

An introductory course using personal computers. Integrated software packages (e.g. Microsoft Office) are used in solving applied engineering type problems. Statistical functions and macros are included and technical reports produced.

110 Engineering Graphics (3) UC:CSU*Prerequisite: Mathematics 115.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

*Note: General Engineering 111 is a highly recommended.**Note: This course is open to high school students for concurrent enrollment.*

This introductory course covers the fundamentals of perspective drawing, board drafting, descriptive geometry, and Computer-Aided Drafting (CAD). Topics include freehand drawing, lettering, theory of perspective drawing, and theory of projections including parallel, oblique, orthographic, axonometric, and multiview projections. Basic board drafting skills, standard technical graphics practices, and engineering/architectural scales are presented. The theory of descriptive geometry is taught including the fundamentals of auxiliary views, coordinate systems, lines, planes, intersections, visibility, and development. An introduction to CAD with learning commands, drawing set-up, changing drawing settings, establishing a grid, drawing lines, creating templates, using layers, dimensioning, and performing basic engineering drawings is presented.

111 Introduction to Engineering Drafting (3) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

Note: This course is open to high school students for concurrent enrollment.

This course provides the student with drafting methods needed for graphical communication of technical information in science and engineering. Standard techniques and symbols are used in freehand sketching, orthographic projection, section and auxiliary views, geometric

construction and dimensioning, tolerancing, fastening devices (threads), and working drawings.

121 Programming for Engineers (3) UC:CSU*Prerequisites: General Engineering 102 and Mathematics 261.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

Structured programming concepts are applied to engineering problem types such as center of mass, ballistics, column buckling, design, and reduction of experimental data. A structured approach is used with applications to flow charts and computer programming. Mathematical techniques include iterative solutions, bisection, Raphson-Newton, statistics, and matrix operations. Computer techniques include formatted input and output, selection, loops, functions, pointers, arrays, and characters.

131 Statics (3) UC:CSU*Prerequisite: Physics 1.**Corequisite: Math 262.*

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

Two- and three-dimensional vector forces, resultants, components, and moments are applied to determine equilibrium conditions in trusses, frames, and machines. Center of mass, centroids, friction, and moments of inertia of area and mass are included. Both analytical and graphical solutions are considered.

151 Materials of Engineering (3) UC:CSU*Prerequisites: Chemistry 101 and Mathematics 261.*

LECTURE, 3 HOURS.

A general introduction to different types of materials used in engineering design. The course covers the properties of materials as they relate to atomic and crystal structure. Topics include: atomic structure and bonding; crystalline structures; phases and diagrams; metals; polymers; ceramics; composites; mechanical deformation and fracture; and electrical and magnetic properties. Additional topics include optical properties, corrosion, and process methods. Illustration of the materials fundamental differences and their application in engineering.

211 CADD for Engineers I (3) UC:CSU RPT3*(UC Credit Limit: General Engineering 211 and 212 combined: maximum credit one course).**Prerequisite: General Engineering 110 or General Engineering 111.*

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

A beginning course in two-dimensional Computer-Aided Drafting. Students learn basic concepts involved in making computer-aided drawings. Drawings are constructed using a microcomputer with appropriate software such as AutoCAD. Students work at CAD workstations using a microcomputer, monitor, disk drives, mouse, printer, and plotter. Design concepts related to tolerance and assembly are studied.

212 CADD for Engineers II (3) UC:CSU RPT3*(UC Credit Limit: General Engineering 211 and 212 combined, maximum credit one course).**Prerequisite: General Engineering 211.*

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This is a course in 3D CAD which includes 3D wire frame modeling, surface modeling, and solid modeling. This course emphasizes high technology skills necessary to function in an entry level computer aided design position. The course includes design projects.

221 Engineering Probability and Statistics (3) UC:CSU IGETC Area 2A
(UC Credit Limit: General Engineering 221 combined with Mathematics 227, maximum credit one course).

Prerequisite: Mathematics 261.

LECTURE, 3 HOURS.

An introductory course in matrices, probability and statistics with applications to practical engineering problems.

231 Dynamics (3) UC:CSU

Prerequisite: General Engineering 131.

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

Application of Newton's Second Law of Mechanics using vectors for the analysis of particle and rigid body dynamics through kinematics and kinetics. This includes absolute and relative motion, translating and rotating systems, work-energy methods, and impulse-momentum, equations, and vibration and time response. Special applications are included.

241 Strength of Materials (3) UC:CSU

Prerequisite: General Engineering 131.

Advisory: General Engineering 242 should be taken concurrently.

LECTURE, 2 HOURS; DISCUSSION, 3 HOURS.

Plane stress-strain, axial, torsional, bending and shear stresses are studied, including combined loads, Mohr's circle, principal stresses and strains, and pressure vessels. Topics include: Generalized Hooke's law, material properties, allowable stresses, factor of safety, statically indeterminate members, shear and moment diagrams; beam deflection and slope by double integration, singularity functions, superposition and moment-area. Column buckling and Castigliano methods are also studied. Topics also include thermal expansion and indeterminate forms.

242 Strength of Materials Laboratory (1) UC:CSU

Prerequisite: General Engineering 102.

LABORATORY, 3 HOURS.

Physical and engineering properties of engineering materials are tested, including tension, shear, compression, hardness, torsion and impact. Testing is also performed using strain gages. Column buckling, moment of inertia, and beam deflection are also investigated.

272 Principles of Engineering Economy (3) UC:CSU

LECTURE, 3 HOURS.

This course presents methods of applying economic analysis to engineering and manufacturing projects. It includes criteria for economic evaluation, comparison of alternatives and decision matrices, replacement analysis, risks, taxes and special topics.

185 Directed Study - General Engineering (1) CSU RPT2

285 Directed Study - General Engineering (2) CSU

385 Directed Study - General Engineering (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in General Engineering on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.



931 Cooperative Education – General Engineering (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education – General Engineering (4) CSU RPT3

Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

MANUFACTURING AND INDUSTRIAL TECHNOLOGY (MIT)

220 Introduction to Robotics (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This introductory course in robotics emphasizes hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

English Department

K7 - 5

(323) 265-8632

Courses included in the English curriculum are designed to achieve these objectives:

- To help the student to develop the skills required in such careers as social work, teaching, library science, law, journalism, publishing, advertising, writing, public relations, civil service, sales, management, and any other careers which require facility in writing.
- To help the student to broaden his or her understanding of self and others through the study of language and literature.
- To help the student enjoy and appreciate literature.
- To provide courses which satisfy the needs of the foreign-speaking student; of the student desiring developmental work; of the two-year student working for an Associate degree; and of the student planning to transfer to a four-year college or university.

SUBJECTS

- **English**
- **English as a Second Language (ESL)**
- **Humanities**
- **Learning Skills**
- **Reading**

FACULTY

Kenny, James A. - Chair
Professor

Allerson, Sharon L. - Vice Chair
Professor

Beaulieu, David E.
Associate Professor

Behseta, Sara
Assistant Professor

Blandon, Ruth
Assistant Professor

Carlos, Maria Dolores
Assistant Professor

Centeno, Carlos M.
Assistant Professor

Chan, Chin Ru
Associate Professor

Dahi, Khetam
Assistant Professor

Durso, Josephine K.
Professor

Elias, Dr. Linda A.
Professor

Godinez, Patricia
Assistant Professor

Gray, Jeffrey
Assistant Professor

Gurfield, Joan
Professor

Herrera, Gisela M.
Professor

Immerblum, Alex W.
Professor

Jimenez, Fernando
Associate Professor

Kerford, Jane P.
Professor

Kronbeck, Mandy E.
Assistant Professor

Munoz, Eduardo
Professor

Oropesa, Stanley A.
Professor

Ramirez, Nancy N.
Associate Professor

Sanchez, Dennis R.
Professor

Sangha, Davinder K.
Professor

Scherzer, Shana R.
Assistant Professor

Solis, Alexia C.
Assistant Professor

Spangler, Susanne L.
Professor

Suntree, Susan S.
Professor

Warner, Nathan J.
Professor

Welsh, Henry H.
Professor

Wiley, Rhonda
Associate Professor

Youngblood, Cory A.
Assistant Professor

ADJUNCT ASSOCIATE PROFESSORS

Adamson, Diann J.

Agregan, Louis A.

Amador, Nora M.

Andrade, Kent A.

Andrews, Chris

Armendarez, Douglas M.

Barilari, Gia

Basalla, Melissa A.

Beltran, Richard J.

Bohn, Jeffrey L.

Boyd, Andrew B.

Bradshaw, Barbara S.

Butman, Raymond S.,

Cabral, John C.

Cavanaugh, Dennis R.

Chakhchir, Zeina

Cummins, Elsa C.

Cushing, William P.

Daniels, Gannon P.

Darr, Norma M.

DeAlaiza, Carol H.

De Casas, Martha M.
 Dodd, Neil G.
 Duffy, Anne M.
 Geoppo, Patrick A.
 Goldman, Arthur L.
 Gomez, Rudolph L.
 Gong, Lily Y.
 Gunderson, Mark
 Heng, Nay S.
 Hernandez, Margaret R.
 Hofferd, Richard J.
 Holland, Daniel P.
 Houston, Clifford J.
 Johns, Ramona L.
 Joseph, Samuel W.
 Komninos, Jaqueline
 Lamas, Catherine T.
 Lambert, Daniel E.
 Lee, Ron C.
 Lehren, Dustin H.
 Lem, Carol A.
 Lucero, Diane S.
 Mannone, Diane R.
 Missakian, Ilona V.
 Moran, James K.
 Norton, David W.
 Phillips, Lana
 Rodriguez, Marina A.
 Romero, Ruth C.
 Rosenblatt, William E.
 Rude, John
 Ryan Romo, Amanda
 Salazar, Lillian M.
 Seneker, Mary V.
 Shahinian, Araxy O.
 Sharifi, Amir
 Shirinyan, Ara A.
 Stevenson, William R.
 Tigue, William B.
 Tirman, Daniel J.
 Ula, Labina S.
 Williams, J. Gregory
 Yoshida, Gregory

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

ENGLISH (ENGLISH)

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

21 English Fundamentals (3) NDA

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of Reading 20.

Advisory: Reading 25.

LECTURE, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course focuses on the fundamentals of academic reading, writing, and critical thinking. It reinforces basic skills such as the correct use of punctuation, spelling, and sentence structure. Students incorporate these skills, along with sentence combining techniques, to write single paragraph responses progressing to short essays (250-500 words) that have an introduction, body, and conclusion.

26 Academic Foundations in Reading and Composition (3) NDA

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 21, 86 or English as a Second Language 6A.

Advisory: Reading 25.

LECTURE, 3 HOURS.

This course is designed to strengthen students' ability to read and analyze texts written at the 11th grade reading level. In short essays, students demonstrate their increased ability to think and read critically. Vocabulary development and appropriate usage are emphasized. English 26 requires the writing of in-class and typed, MLA-style essays characterized by coherent paragraphs with clear topic sentences that are tied to a cogent thesis, supported by adequate and relevant evidence (both textual and personal sources).

28 Intermediate Reading and Composition (3)

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 26 or 57.

Advisory: Reading 29.

LECTURE, 3 HOURS.

This course prepares students for English 101. In this course, students plan, draft, revise, and edit compositions of increasing sophistication and complexity, progressing from multi-paragraph 750-word essays to essays of 1000 words that reference classroom texts as well as personal experience in support of a clearly delineated thesis statement. Writing is based on readings which cover topics that challenge the students' thinking and provide an intellectual background for the assignments. Readings, discussion, and writing assignments may focus on fiction, non-fiction, memoirs, and/or poetry.

32 College Literary Magazine Editing (2) CSU RPT3

LECTURE, 2 HOURS.

This course studies the ways to process poetry, prose, and drama (for screen or theater) submitted to the editor of the literary magazine, Milestone. Critical evaluation of short stories, creative non-fiction, poetry, screenplays and/or plays; rewriting, editing, and copy editing are included. In addition, it includes workshop exercises, formatting the next issue, proofreading, studying and evaluating other college literary magazines, and training in magazine promotion and sales.

33 Basic Vocabulary (3) NDA

LECTURE, 3 HOURS.

This is a basic course which familiarizes the student with the use of the dictionary and increases vocabulary through a systematic presentation of word parts, pronunciation, and definitions.

101 College Reading and Composition I (3) UC:CSU IGETC Area 1A

Prerequisite: Acceptable level of skill as demonstrated in the English placement process or satisfactory completion of English 28, 61, 62, 63 or 65.

Advisory: Reading 101.

LECTURE, 3 HOURS.

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

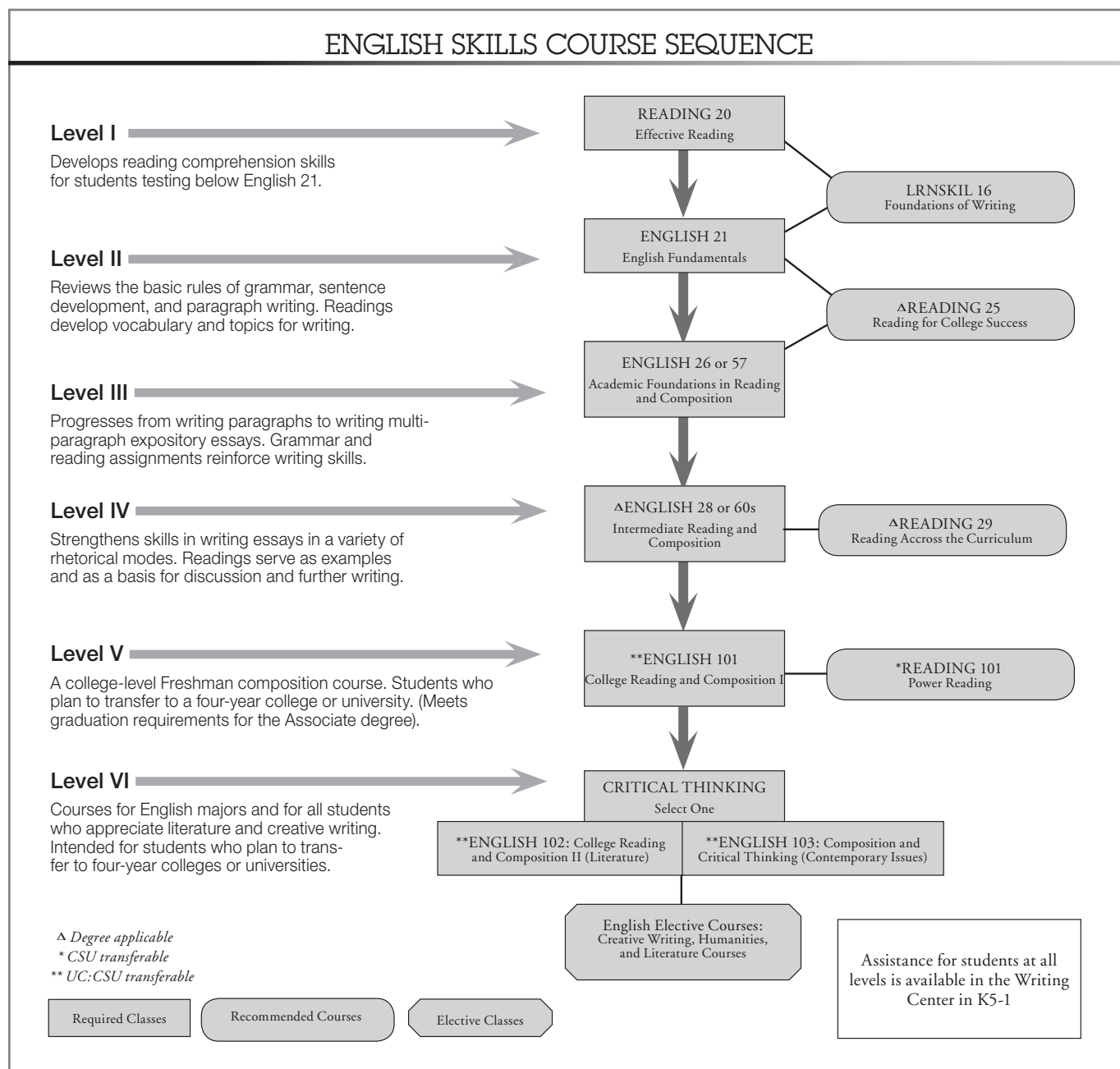
102 College Reading and Composition II (3) UC:CSU IGETC Area 1B, 3B

Prerequisite: Satisfactory completion of English 101.

LECTURE, 3 HOURS.

This course develops critical thinking, reading, and writing skills beyond the level achieved in English 101. It emphasizes logical reasoning, analysis, and strategies of argumentation using literature and literary criticism. Evaluations are made of texts that reveal the multi-cultural/global aspects of our society, which include traditional and contemporary forms in fiction, poetry, essays and drama.

ENGLISH SKILLS COURSE SEQUENCE



103 Composition and Critical Thinking (3) UC:CSU IGETC Area 1B*Prerequisite: Satisfactory completion of English 101.*

LECTURE, 3 HOURS.

This course develops critical thinking, reading, and argumentative writing 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 reasoning, analysis and strategies of argumentation using interdisciplinary texts that include theoretical and literary works. Evaluations of texts reveal the multicultural/global aspects of our society.

127 Creative Writing (3) UC:CSU RPT3*Prerequisite: English 28, 61, 62, 63 or 65.*

LECTURE, 3 HOURS.

Note: Eligibility for English 101 is acceptable.

This course focuses on writing, reading, discussing, and interpreting student creative writing and the writing of literary masters. It is designed to promote creative expression and increase understanding and appreciation of the craft and pleasures of creative writing. The course covers the genres of poetry, fiction, writing for performance (drama, film, performance art), and creative non-fiction.

129 Report Writing (3) CSU RPT2*Prerequisite: One of the following: English 28, 61, 62, 63 or 65.*

LECTURE, 3 HOURS.

Note: Eligibility for English 101 is acceptable.

A study of and practice in the writing needed for reports. It includes practice in the collection and organization of material and the presentation of papers commonly needed in college classes and the workplace.

203 World Literature I (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

Note: Either English 203 or English 204 may be taken first.

Students read key works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course requires students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

204 World Literature II (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

Note: Either English 203 or English 204 may be taken first.

This course is a study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course requires students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.

205 English Literature I (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.**Advisory: English 102.*

LECTURE, 3 HOURS.

Note: Either English 205 or English 206 may be taken first.

In this course, students read, discuss and analyze major works of English literature from the Anglo-Saxon period to the late eighteenth century, to develop an understanding and appreciation of the poetry,

fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

206 English Literature II (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.**Advisory: English 102 or English 205.*

LECTURE, 3 HOURS.

This course surveys the British Literature from the late 18th century emergence of the Romantics, such as Blake, Wadsworth, Coleridge, Byron, Shelley, and Keats; through the Victorian Era writers such as Browning, Tennyson, Austen, Stevenson, Wilde, and Shaw; and into the early twentieth century, the rise of Modernism and after writers such as Conrad, Eliot, Yeats, Woolf, Joyce, and Beckett.

207 American Literature I (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.**Advisory: English 102.*

LECTURE, 3 HOURS.

Note: Either English 207 or English 208 may be taken first.

This course introduces American writers and writings from colonial times to 1865. Besides reading the literary works of major writers, students become acquainted with writers who suggest the diversity of subject and opinion in American literature.

208 American Literature II (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.**Advisory: English 102.*

LECTURE, 3 HOURS.

Note: Either English 207 or English 208 may be taken first.

This course surveys the literature of the United States from the post-Civil War era to the present. Besides studying the works of well-known writers, students become acquainted with authors who suggest the diversity of subject and opinion in American literature.

211 Fiction (3) UC:CSU IGETC Area 3B RPT1*Prerequisite: English 101.*

LECTURE, 3 HOURS.

In this course, students read, interpret, and discuss selected short stories and novels from diverse perspectives, using literary concepts and applying contemporary approaches to understanding works of literature that focus on a theme chosen by the instructor for the semester.

212 Poetry (3) UC:CSU IGETC Area 3B RPT1*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course focuses on the reading, discussion, and interpretation of selected American (North and South), British, Continental, and Asian Poetry. It is designed to increase understanding and appreciation of all forms of poetry (traditional to free verse), with an emphasis on poets who are currently writing and giving readings. By encouraging students to discover their voice within the voices of the poems they study and write about through creative and analytical writing, they explore the fundamental components of poetry: imagery, texture and sound, voice, rhyme and repetition. With the aid of video readings and interviews, students gain insight into why and how poets pursue their craft.

215 Shakespeare I (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

Note: Either English 215 or English 216 may be taken first.

This course provides the historical, social, and literary contexts for the full understanding and appreciation of selected histories, comedies, and romantic tragedies of William Shakespeare. Students also study the different types of plot construction, the use of dialogue, and the dramatic conventions of the Elizabethan theater.

216 Shakespeare II (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

Note: Either English 215 or English 216 may be taken first.

This course provides the historical, political, religious, and artistic backgrounds for the full understanding and enjoyment of selected poems, romances, problem comedies, and mature tragedies of William Shakespeare. Students study different literary genres, Shakespeare's poetic style, and his conception of human character.

218 Children's Literature (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course focuses on an in-depth study of fairy tales and other stories for children. Students learn to apply key concepts of Bruno Bettelheim's psychoanalytic theory and Joseph Campbell's idea of the monomyth, as well as understand how evolving historical, social and theoretical attitudes toward childhood have shaped the field of children's literature.

220 The Contemporary Latin American Short Story (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course presents a study of contemporary Latin American short stories from Mexico, Central and South America, and the United States. The course covers the major literary movements of Social Realism, Magical Realism, and Chicano literature. Writers to be read include, among others, Paz, Borges, Garcia-Marquez, Carpentier, and Viramontes.

239 Women in Literature (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course acquaints students with the work of women writers, historical and contemporary, who have made important contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominate themes in path-breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

240 Literature and the Motion Picture I (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course encourages students to read literature like filmmakers whose intent is to adapt it for the screen, as well as filmmakers who have an artistic vision or a story to explore as an original screenplay. By so doing, students hone their close reading skills on written and cinematic texts. They compare and contrast the elements of literature in both genres including theme (ideology), story (plot), narration (narratology), point of view, characterization, dialogue, setting, scene descriptions (mise en scene, imagery, symbolism, tone) and editing. The first half of the course focuses on literature 'and' film, the second on film 'as' literature.

241 Literature and the Motion Picture II (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This second section of Literature and the Motion Picture focuses on an in-depth study of three filmmakers (domestic and foreign) who have adapted literary texts to the screen or whose original screenplays are considered 'literary'. The literary conventions of narrative, point of view, character development, symbolism, and theme studied in the previous course are applied to a filmmaker's auteur approach to mise en scene (the framing of a shot), photography, editing, and sound. By studying the auteur theory of filmmaking, students critically compare and contrast the personal visions, styles, thematic obsessions, and ideologies of three noted filmmakers who influence their films so much that they rank as their authors, or auteurs.

250 Mythology and Literature (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course focuses on reading, discussing, and interpreting selected mythologies of cultures from around the world. It is designed to increase understanding and appreciation of their expression in oral epics, poetry, and ritual dramas. Also examined are the social, historical, geographical, and personal functions that myths perform and modern interpretations of myth and mythmaking.

252 The English Bible as Literature (3) UC:CSU IGETC Area 3B*Prerequisite: English 101.*

LECTURE, 3 HOURS.

This course surveys the Old and the New Testaments of the Bible. Assignments focus on how to read the Bible as a literary text, also incorporating historical narrative, short stories, poetry, parables, and letters to convey author's intent to the readers of their respective times as well as to contemporary society.

185 Directed Study - English (1) CSU**385 Directed Study - English** (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ENGLISH AS A SECOND LANGUAGE (ESL OR E.S.L.)

3A College English as a Second Language III: Writing and Grammar (6)

Advisories: English as a Second Language 3B and/or 3C.

LECTURE, 6 HOURS.

This course is designed for students at the low-intermediate level of English language acquisition. This course provides instruction in basic and low-intermediate grammar, writing of sentences and short paragraphs, reading at a low-intermediate level, and verbal communication.

3B College English as a Second Language III: Reading and Vocabulary (3)

Advisories: English as a Second Language 3A and/or 3C.

LECTURE, 3 HOURS.

This course complements ESL 3A and 3C, providing intensive instruction in reading comprehension and vocabulary development at a low-intermediate level. Emphasis is placed on identifying the main idea and details of short reading selections. Students build vocabulary using word analysis skills and learning new sight words and idioms.

3C College English as a Second Language III: Listening and Speaking (3)

Advisories: English as a Second Language 3A and/or 3B.

LECTURE, 3 HOURS.

This course complements ESL 3A and 3B and is designed to provide low-intermediate ESL students with additional practice in conversation skills. It focuses on the development of basic speaking and listening skills necessary for college, vocational study, and everyday life. Students learn to participate effectively in a variety of academic and vocational situations, including discussions, study groups, and meetings.

4A College English as a Second Language IV: Writing and Grammar (6)

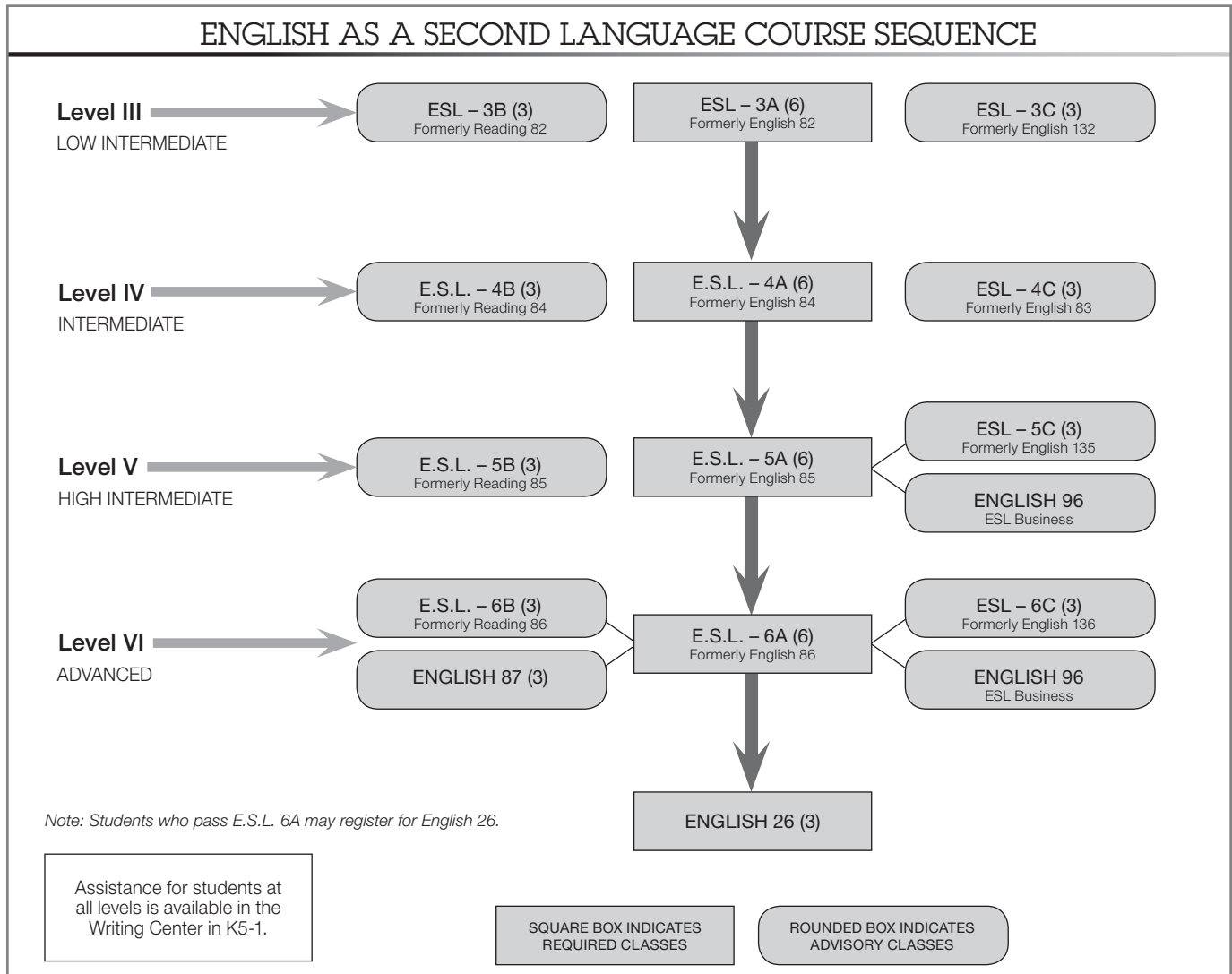
Prerequisites: English Second Language 3A or ENGLISH 82 or Acceptable level of English as demonstrated in the ESL placement process.

Advisories: English as a Second Language 4B and/or 4C.

LECTURE, 6 HOURS.

This course is designed for students at the mid-intermediate level of English language acquisition. This course provides instruction in mid-to high-intermediate grammar, writing of paragraphs and short essays, reading at a mid-intermediate level, and verbal communication.

ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE



4B College English as a Second Language IV: Reading and Vocabulary (3)

Advisories: English as a Second Language 4A and/or 4C.

LECTURE, 3 HOURS.

This course complements E.S.L. 4A and ESL 4C, providing intensive instruction in reading comprehension and vocabulary development at a mid-intermediate level. Emphasis is placed on identifying the stated and implied main ideas and supporting details of readings written at the intermediate level. Students continue to develop their vocabulary.

4C College English as a Second Language IV: Listening and Speaking (3)

Advisories: English as a Second Language 4A and/or 4B.

LECTURE, 3 HOURS.

This course is designed to complement E.S.L. 4A and 4B and focuses on development of intermediate speaking and listening skills necessary for college and everyday life. Students improve their abilities to hold conversations, give reports, and use vocabulary essential for everyday life situations, the college environment, the workplace, and other areas of cultural and social interest.

5A College English as a Second Language V: Writing and Grammar (6) UC:CSU

Prerequisites: English as a Second Language 4A or ENGLISH 84 or Acceptable level of English as demonstrated in the ESL placement process.

Advisories: English as a Second Language 5B and/or 5C.

LECTURE, 6 HOURS.

This course is designed for students at the high-intermediate level of English language acquisition. This course provides instruction in writing essays, critical thinking, reading at the high-intermediate level, and verbal communication.

5B College English as a Second Language V: Reading and Vocabulary (3) CSU

Advisories: English as a Second Language 5A and/or 5C.

LECTURE, 3 HOURS.

This course complements E.S.L. 5A and ESL 5C, providing intensive instruction in reading comprehension and vocabulary development at a high intermediate level. Emphasis is placed on identifying the stated and implied main ideas and supporting details of reading selections as well as transitions and patterns of organization. Students continue to develop their vocabulary.

5C College English as a Second Language V: Listening and Speaking (3) CSU

Advisories: English as a Second Language 5A and/or 5B.

LECTURE, 3 HOURS.

This course complements E.S.L. 5A and 5B. ESL 5C focuses on development of high-intermediate speaking and listening skills necessary for college and vocational study. Students improve their abilities to participate in academic and vocational discussions and meetings.

6A College English as a Second Language VI: Writing and Grammar (6) UC:CSU

Prerequisites: English as a Second Language 5A or English 85 or Acceptable level of English as demonstrated in the ESL placement process.

Advisories: English as a Second Language 6B and/or 6C.

LECTURE, 6 HOURS.

This course is designed for students at the advanced level of English language acquisition and provides instruction in writing extended essays using a variety of rhetorical modes, critical thinking, reading at the advanced level, and verbal communication.

6B College English as a Second Language VI: Reading and Vocabulary (3) CSU

Advisories: English as a Second Language 6A and/or 6C.

LECTURE, 3 HOURS.

This course complements E.S.L. 6A and ESL 6C, providing intensive instruction in reading comprehension and vocabulary development at an advanced level. Emphasis is placed on developing critical reading skills needed to understand academic texts. Students develop skills in annotating, outlining, and summarizing texts. Students acquire knowledge of more sophisticated, academic vocabulary.

6C College English as a Second Language VI: Listening and Speaking (3) CSU

Advisories: English as a Second Language 6A and/or 6B.

LECTURE, 3 HOURS.

This course complements E.S.L. 6A and 6B and focuses on development of advanced speaking and listening skills necessary for college and vocational study. Students refine their abilities to participate in academic and vocational discussions and meetings.

ENGLISH**87 Advanced ESL: Reading and Vocabulary** (3) CSU

Prerequisites: Satisfactory completion of English as a Second Language 5A or English 85 or acceptable level of English as demonstrated in the ESL placement process.

Advisory: English as a Second Language 6A.

LECTURE, 3 HOURS.

This is a reading skills course designed for advanced ESL students. Reading for comprehension, skimming and scanning techniques are practiced. Exercises in critical reading include locating main ideas, restatement and inferences. Various word analysis skills are included.

96 Content Based ESL: Business Applications (1) NDA

LECTURE, 1 HOUR.

This course is designed to provide English as a Second Language students with the specialized vocabulary and idioms, language structure, and literature related to selected areas of business.

HUMANITIES (HUMAN)**1 Cultural Patterns of Western Civilization** (3) UC:CSU IGETC Area 3B

Advisory: English 101.

LECTURE, 3 HOURS.

This course introduces the student to the predominant cultural patterns of Western Civilization as expressed in great works of literature and art from the Ancient Greeks through the medieval periods and up to the Renaissance. Literature, drama, painting, sculpture, and architecture are studied in relation to their historical background. The student is introduced to general concepts of the humanities, including applied aesthetics. Comparisons to relevant Asian and African mythology are also explored.

60 People and Their World: Technology and the Humanities (3) UC:CSU IGETC Area 3B

Advisory: English 101.

LECTURE, 3 HOURS.

This course will explore the impact of technology on fine arts in various historical periods, especially the modern period (the last two centuries). The effects of technological innovation on art, literature, drama, and film will be the primary focus; however, the approach is interdisciplinary, including material from history, philosophy, psychology, and science to enrich the student's understanding of cultural evolution.


 REINA INIGUEZ < meet **elac** people }

english

After graduating from Garfield High School, Reina went to UC Santa Cruz and realized that she wasn't ready for a four-year university. She decided to save money, live at home and enroll in the Honors Program at ELAC to prepare for Bachelor's and Master's degrees. She has been accepted to UC Riverside and is planning to major in English literature with the career goal of becoming a teacher.

"I love ELAC because it has shaped me and helped me figure out what I want as a career. I thought I knew so much after graduating from high school only to find that I had a lot to learn about people and other cultures. I am a student worker in the Academic Affairs office and have experienced how the college operates. I respect the ELAC administrators because I see they try to do everything possible to help the most students, even when they have to make unpopular decisions."

185 Directed Study - Humanities (1) CSU

385 Directed Study - Humanities (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

LEARNING SKILLS (LRNSKIL)
16 Foundations of Writing (3) NDA

Note: This course is offered on a PASS/NO-PASS basis only.

LECTURE, 3 HOURS.

This course stresses the skill of writing simple, compound, and complex sentences. Students are introduced to elementary paragraph structuring. The course helps students with little or no experience to write simply, accurately, and confidently. Grammar, usage, and mechanics are emphasized.

READING (READING)
20 Effective Reading (5) NDA

Advisory: Learning Skills 16.

Note: This course is offered on a PASS/NO-PASS basis only.

LECTURE, 5 HOURS.

Students improve their abilities to read a variety of texts written at a 7th to 9th grade reading level. They practice identifying topics, main ideas, and supporting ideas as well as patterns of organization and transitional devices. They also practice summarizing main points of texts in their own words. Increasing students' vocabulary knowledge is another important goal of this course.

25 Reading for College Success (3) NDA

Advisory: Reading 20.

LECTURE, 3 HOURS.

Students review reading skills and strategies necessary for college success, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Readings and vocabulary study are in the 9th to 11th grade range. Students are introduced to more critical reading skills (determining author's purpose, tone, point of view, and intended audience) and literacy concepts (interpreting figures of speech, characterization, plot, setting, and theme).

29 Reading Across the Curriculum (3)

Advisory: English 26.

LECTURE, 3 HOURS.

This course provides practice in the reading and study skills most essential for understanding and retaining material in college textbooks. Students read, organize, and summarize selections from college textbooks in a variety of subject areas and have the opportunity to research, synthesize, and reflect on a single topic related to their possible major. Continued vocabulary development is an important aspect of this course. Students focus on learning new words in the 12th grade, review vocabulary-in-context, and develop word analysis skills.

101 Power Reading (3) CSU

Advisory: English 28 or Reading 29.

LECTURE, 3 HOURS.

Students improve their abilities to read a variety of authors and disciplines appropriate to a 12th-grade/college level. They practice critical reading skills, analyzing, summarizing, and evaluating texts. Students will increase their word power, mastering more difficult vocabulary found in university texts. Students also increase their reading rate by at least 100 words per minute through timed readings and exercises that enable them to read and study more effectively and more efficiently.

Foreign Language Department

A9

(323) 265-8872

SUBJECTS

- **American Sign Language**
- **Chinese**
- **French**
- **Italian**
- **Japanese**
- **Spanish**

FACULTY

Maga, Sara - Chair
Associate Professor, Spanish

Chang, Dr. Lily
Professor, Chinese

Eckhert, Dr. Mary Ellen
Professor, French, Italian

Furuyama, Hiroko
Professor, Japanese

Garcia, Dr. Tomas
Assistant Professor, American Sign Language

Hernandez, Elva
Professor, Spanish

Liu, Rongwen
Assistant Professor, Chinese

Olivas, Othon
Assistant Professor, Spanish

Palencia, Eldy
Assistant Professor, Spanish

Vansel, Melanie H.
Assistant Professor, American Sign Language

Vega, Dr. Norma
Assistant Professor, Spanish

Vogel-Zuiderweg, Dr. Lynn
Assistant Professor, French, Spanish

ADJUNCT ASSOCIATE PROFESSORS

Alvarez-Sandoval, Dr. Emanuel
Spanish

Boada, Miriam M.
Spanish

Brown, Yuka
Japanese

Caldiero, Alessandro F
Italian

Caloia, Cynthia
French

Casanave, Ernesto E.
Spanish

Chai, Hayley
Chinese

Ebin, Rebecca S.
French

Fuentes, Antonio
Spanish

Garcia, Victor
Spanish

Gough, Ronald M.
American Sign Language

Higuchi, Natsuyo
Japanese

Le Barbu, Anne Y.
French

Lira, Ana L.
Spanish

Lira, Maria E.
Spanish

Okubo, Emi
Japanese

Pinna, Barbara R.
Italian

Reynoso, Artemio
Spanish

Roldan, Pablo
Spanish

Santillanes, Patrick A.
American Sign Language

Tadros, Dr. Raymonde G.
French

Teh, Ken W.
Chinese

Zumaeta, Haydee A.
Spanish

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

AMERICAN SIGN LANGUAGE (ASL)

1 American Sign Language I (4) UC:CSU

LECTURE, 4 HOURS.

This is an introductory course for developing conversational skills using the manual alphabet and American Sign Language. It is designed to assist in communicating with and in understanding the background of deafness.

2 American Sign Language II (4) UC:CSU IGETC Area 6A

Prerequisite: American Sign Language 1.

LECTURE, 4 HOURS.

This course is a continuation of the study of elementary American Sign Language(ASL) vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns are presented together with the incorporation of selected aspects of Deaf culture and community within receptive and expressive conversations.

3 American Sign Language III (4) UC:CSU IGETC Area 3B*Prerequisite: American Sign Language 2.*

LECTURE, 4 HOURS.

Continued development of American Sign Language grammar, with special emphasis on idiomatic constructions. Provides further development of conversational techniques focusing on expressive skills, and expanded study of Deaf cultural issues.

4 American Sign Language IV (4) CSU*Prerequisite: American Sign Language 3.*

LECTURE, 4 HOURS.

This course serves as an advanced study of American Sign Language vocabulary and grammar including further development and refinement of American Sign Language skills and fluency. It accentuates aspects of Deaf culture and community through spontaneously generated conversations. Topics include: ASL transcription symbol system, development and history of ASL linguistic evolution, and selected sign types.

CHINESE (CHINESE)**1 Elementary Chinese I** (5) UC:CSU

LECTURE, 5 HOURS.

Note: Units cannot be earned for both Chinese 1 and Chinese 21.

This course develops basic skills to understand, speak, read and write Mandarin Chinese. It concentrates on pronunciation, vocabulary, sentence structure and idiomatic expressions. The course also introduces geographical, historical, cultural, and social features of Chinese speakers relevant to language learning.

2 Elementary Chinese II (5) UC:CSU IGETC Area 6A*Prerequisite: Chinese 1 or Chinese 22.*

LECTURE, 5 HOURS.

This course continues to develop listening, speaking, reading and writing skills of Mandarin Chinese with an emphasis on pronunciation, vocabulary, sentence structures, idiomatic expressions and written characters. It improves accuracy and fluency, and also increases an understanding of cultural features relevant to language learning.

3 Intermediate Chinese I (5) UC:CSU IGETC Area 3B, 6A*Prerequisite: Chinese 2.*

LECTURE, 5 HOURS.

This course increases speed and fluency of Mandarin Chinese with expanding vocabularies and idioms in conversation, reading comprehension and written expression. Topics cover daily activities, relationships, college life, employment, Chinese customs, traveling, geography, social issues, current events and comparisons between Chinese and American cultures.

8 Conversational Chinese (2) UC:CSU RPT1*(UC Credit Limit: Maximum credit 2 courses, 4 units).**Prerequisite: Chinese 2.*

LECTURE, 2 HOURS.

This course increases listening comprehension and oral fluency in Mandarin Chinese through role-playing in practical situations and discussions with audiovisual aids. It enables students to carry on a simple conversation about daily activities, current affairs, cultural events, travel information, and personal interests.

21 Fundamentals of Chinese I (3) UC:CSU

LECTURE, 3 HOURS.

Note: This course is the first half of Chinese 1. Units cannot be earned for both Chinese 21 and Chinese 1. This is a slow-paced course for beginners.

This course is the first half of Chinese 1. Designed for beginners, its instruction includes Pinyin romanization, vocabulary building, sentence patterns, conversational practice, and writing exercises. It also introduces the basic facts about the geographical, historical, cultural and social features of Chinese speakers.

22 Fundamentals of Chinese II (3) UC:CSU*Prerequisite: Chinese 21.*

LECTURE, 3 HOURS.

Note: Credit given for only one of Chinese 22 or Chinese 1.

This course is the second half of Chinese 1. It continues the basic knowledge and skills of Mandarin pronunciation, vocabulary, grammar and idiomatic expressions. Additional basic facts about the geography, customs and culture of China are introduced.

FRENCH (FRENCH)**1 Elementary French I** (5) UC:CSU

LECTURE, 5 HOURS.

Note: Units cannot be earned for both French 1 and French 21.

This introductory course builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, making plans with others, and describing family and friends. Information about France and other French-speaking cultures of the world is presented through readings supported and enhanced by multimedia.

2 Elementary French II (5) UC:CSU IGETC Area 6A*Prerequisite: French 1 or French 22.*

LECTURE, 5 HOURS.

This course completes the introduction of basic structures of the French language. Emphasis is on developing vocabulary and refining communication skills needed to function in everyday situations. Further study of France and French-speaking cultures of the world is made through reading and class discussions enhanced by multimedia activities.

3 Intermediate French I (5) UC:CSU IGETC Area 3B, 6A*Prerequisite: French 2.**Advisory: French 10.*

LECTURE, 5 HOURS.

This course reinforces the basic patterns of French and develops oral expression and reading proficiency. Focus is on establishing a firm linguistic base for self-expression by practicing key structures in a variety of communicative formats. Integrated film, video and readings from literature and the media foster increased awareness of French-speaking cultures.

4 Intermediate French II (5) UC:CSU IGETC Area 3B, 6A*Prerequisite: French 3.*

LECTURE, 5 HOURS.

This course emphasizes a study of advanced grammar and idioms through authentic texts derived from variety of sources, including literature, film, art, history, and contemporary life. Analysis and

discussion of works by well-known artists and writers are used to enable students to practice critical thinking skills as they develop proficiency in French through oral and written composition.

5 Advanced French I (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: French 4.

LECTURE, 5 HOURS.

This course explores the works of selected French and Francophone writers from medieval to the present time while reviewing grammar and developing linguistic skills of a more advanced level. Topics include methods of literary analysis, review of literary tenses, advanced linguistic structure, stylistics, and the practice of writing research papers in French.

8 Conversational French (2) UC:CSU RPT3

(UC Credit Limit: Maximum credit 2 courses, 4 units).

Prerequisite: French 2.

LECTURE, 2 HOURS.

This course is designed to present the language through the oral approach. This approach will enable students to understand and speak the language and to carry on simple conversations on everyday topics, current events, and cultural material.

10 French Civilization (3) UC:CSU IGETC Area 3B

Advisory: French 2.

LECTURE, 3 HOURS.

This course consists of lectures and discussions on the geography, history, government, and institutions of France. Readings on the French people, their customs and way of life, their values, and important contributions to world culture in scientific, intellectual, and artistic domains are included in the course's presentation.

21 Fundamentals of French I (3) UC:CSU

LECTURE, 3 HOURS.

Note: This course is the first half of French 1. Units cannot be earned for both French 21 and French 1. This is a slow-paced course for beginners.

French 21 is the first half of French 1. It builds basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, and making plans with others. Information about France and other French-speaking cultures of the world is presented through readings that are supported and enhanced by multimedia.

22 Fundamentals of French II (3) UC:CSU

Prerequisite: French 21.

LECTURE, 3 HOURS.

French 22 is the second half of French 1. It continues building basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include describing family, friends,

the home environment, personal finances, shopping for clothing, and the weather. Information about France and other French-speaking cultures of the world is presented through readings that are supported and enhanced by multimedia.

185 Directed Study - French (1) CSU RPT 2

285 Directed Study - French (2) CSU

385 Directed Study - French (3) CSU

CONFERENCE 1 HOUR.

This is a directed study course conducted in French with a supervising instructor. The instructor and student will design a specific program of activities involving one or more of the following activities: theater workshop; reading and discussion of texts in French; preparation of interim and final reports.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ITALIAN (ITALIAN)

1 Elementary Italian I (5) UC:CSU

LECTURE, 5 HOURS.

Note: Units cannot be earned for both Italian 1 and Italian 21.

This course emphasizes listening, speaking, reading, and writing Italian. It provides an introduction to Italian civilization and culture as a manifestation of human values and enables students to perform communicative tasks using learned expressions, responding in culturally-appropriate ways, and interacting creatively.

2 Elementary Italian II (5) UC:CSU IGETC Area 6A

Prerequisite: Italian 1.

LECTURE, 5 HOURS.

This course offers a review and further study of the fundamentals of the Italian language with emphasis upon correct pronunciation and mastery of a practical vocabulary, useful phrases, and idioms. Further study of Italian civilization culture, and geography through readings, instructor's comments, and audio-visual materials is continued.

8 Conversational Italian (2) UC:CSU RPT3

(UC Credit Limit: Maximum credit 2 courses, 4 units).

Prerequisite: Italian 2.

LECTURE, 2 HOURS.

This course provides an opportunity to develop conversational ability while at the same time facilitating the correct use of grammar and vocabulary. It enables the student to understand and speak the language and to carry on a simple conversation on everyday topics, current events, and cultural materials.

10 Italian Civilization I (3) UC:CSU IGETC 3B, 4F

LECTURE, 3 HOURS.

This course surveys the cultural development of Italy from the earliest period to the present day. Study of geography and history as well as of aspects of society and political institutions provides a framework for understanding Italian contributions to world civilization in the fields of art, architecture, literature, music and the sciences. This course is conducted in English.

21 Fundamentals of Italian I (3) UC:CSU

LECTURE, 3 HOURS.

Note: This course is the first half of Italian 1. Units cannot be earned for both Italian 21 and Italian 1. This is slow-paced course for beginners.

Italian 21 is the first half of Italian 1. It builds basic competencies in Italian through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences in music, film, art, and other activities, telling time, and making plans with others. Information about Italian culture of the world is presented through readings that are supported and enhanced by multimedia.

22 Fundamentals of Italian II (3) UC:CSU*Prerequisite: Italian 21.*

LECTURE, 3 HOURS.

Italian 22 is the second half of Italian 1. It continues building basic competencies in Italian through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include describing family, friends, the home environment, personal finances, shopping for clothing, and the weather. Information about Italy and Italian culture is presented through readings that are supported and enhanced by multimedia.

JAPANESE (JAPAN)**1 Elementary Japanese I** (5) UC:CSU

LECTURE, 5 HOURS.

Note: Units cannot be earned for both Japanese 1 and Japanese 21.

This course develops basic Japanese language proficiency in the four language skills--listening, speaking, reading, and writing--and introductory cultural knowledge. The course provides an active learning environment to obtain skills and includes some cultural activities to enhance learning.

2 Elementary Japanese II (5) UC:CSU IGETC Area 6A*Prerequisite: Japanese 1.*

LECTURE, 5 HOURS.

This course offers students an opportunity to improve basic skill in understanding, speaking, reading and writing modern Japanese. Various cultural activities are included as a part of this course.

3 Intermediate Japanese I (5) UC:CSU IGETC Area 3B, 6A*Prerequisite: Japanese 2.*

LECTURE, 5 HOURS.

This course provides additional training in comprehension, speaking, reading and writing modern Japanese. The reading materials includes descriptions of daily and school life, cultural aspects, seasonal changes and activities, traveling, transportation, geography, food and traditional customs.

4 Intermediate Japanese II (5) UC:CSU IGETC Area 3B, 6A*Prerequisite: Japanese 3.*

LECTURE, 5 HOURS.

This course provides additional training in the comprehension, speaking, grammar, reading and writing of modern Japanese. Topics and cultural information relevant to the daily lives of Japanese (i.e. food, transportation, seasons, geography, traveling and traditional customs) are included.

8 Elementary Conversational Japanese (2) UC:CSU RPT3*(UC Credit Limit: Maximum credit 2 courses, 4 units).**Prerequisite: Japanese 2.*

LECTURE, 2 HOURS.

This course emphasizes speaking, listening comprehension and the cultural aspects of Japanese language. Various methods such as skits, situation dramas and interviews are utilized to develop skills and fluency, in addition to learning different levels of politeness and appropriate manners.

21 Fundamentals of Japanese I (3) UC:CSU

LECTURE, 3 HOURS.

Note: This course is the first half of Japanese 1. Units cannot be earned for both Japanese 21 and Japanese 1. This is a slow-paced course for beginners.

This course covers the first half of Japanese I. The course provides an active learning environment to obtain basic knowledge and skills such as pronunciation, speaking, grammar, comprehension, reading and writing Romaji and Hiragana. Some cultural activities are included to enhance learning.

22 Fundamentals of Japanese II (3) UC:CSU*Prerequisite: Japanese 21.*

LECTURE, 3 HOURS.

This course is the second half of Japanese I. The course provides an active learning environment to obtain basic knowledge and skills of Modern Japanese such as basic pronunciation, speaking, grammar, comprehension, reading and writing Hiragana, Katakana and Kanji. Some cultural activities are included to enhance learning.

SPANISH (SPANISH)**1 Elementary Spanish I** (5) UC:CSU

LECTURE, 5 HOURS.

Note: Credit given for only one of Spanish 1 or Spanish 35.

This course builds basic competencies in Spanish through intensive practice in pronunciation, vocabulary building, dialogues, and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Topics include greeting people and getting acquainted, comparing tastes and preferences to music, films, sports, food, and other activities, telling time, making plans with others, and describing family, friends and human relationships. Information about the Spanish-speaking world and its diverse cultures is presented through readings, supported and enhanced by multimedia.

2 Elementary Spanish II (5) UC:CSU IGETC Area 6A*Prerequisite: Spanish 1.*

LECTURE, 5 HOURS.

This course continues the introduction of the fundamentals of Spanish grammar, emphasizing communication of basic topics such as travel, housing, environmental issues, health, shopping, and technology. The course stresses oral and written communication in the past, present, and future tenses and introduces the subjunctive mood. Further studies on the cultural heritage of Latin America and Spain enrich students' understanding of the language.

3 Intermediate Spanish I (5) UC:CSU IGETC Area 3B, 6A*Prerequisite: Spanish 2.*

LECTURE, 5 HOURS.

This intermediate course reviews the simple tenses, including the present, past, and future, and also introduces in detail the subjunctive mood.

Students develop skills in reading and writing in Spanish through work with journalistic articles, short stories and short films. This class also emphasizes the cul-tural heritage of Latin America and Spain.

4 Intermediate Spanish II (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: Spanish 3.

LECTURE, 5 HOURS.

This course is the second of two intermediate courses that introduces the past subjunctive and all compound tenses in both the indicative and subjunctive moods. Students develop skills in reading and writing in Spanish through work journalistic articles, short stories and short films. This class also emphasizes the cultural heritage of Latin America and Spain.

5 Advanced Spanish I (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: Spanish 4.

LECTURE, 5 HOURS.

Intensive practice in writing compositions of various types: narrations, analysis, synthesis, definitions, comparison and contrast, cause and effect, and essays.

6 Advanced Spanish II (5) UC:CSU IGETC Area 3B, 6A

Prerequisite: Spanish 5.

LECTURE, 5 HOURS.

This course introduces student to the four literary genres--poetry, prose, drama, essay--written in Spain and Latin America during different historical periods. Analysis of these texts will include how to identify literary devices and understand their purpose in conveying meaning. All literary works are analyzed within their historical framework. This course is conducted in Spanish.

8 Conversational Spanish (2) UC:CSU RPT3

(UC Credit Limit: Maximum credit 2 courses, 4 units).

Prerequisite: Spanish 2.

LECTURE, 2 HOURS.

The course is designed to improve the student's comprehension of oral Spanish as well as increase fluency in conversation by emphasizing pronunciation and enunciation, vocabulary, idiomatic expressions and use of the present and past tenses. The themes discussed in class explore issues such as everyday life situations, travel, shopping, holidays and traditions, and family dynamics.

9 Hispanic Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces the student to the origins and evolution of Spanish civilization. It will emphasize Spain's cultural history including the visual arts, literature, architecture, and music.

10 Latin-American Civilization (3) CSU

LECTURE, 3 HOURS.

This course introduces students to the civilizations that have shaped Latin America. It explores how Amerindian, European, and African societies contributed to the political, economic, and social development in the region as well as to the diverse cultural expressions of its people.

12 Contemporary Mexican Literature (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Spanish 12 or Chicano Studies 42.

The course introduces students to variety of literary genres written in Mexico from different historical periods. General themes may include, but are not limited to: representation of indigenous identities, the Spanish conquest, gender representation, nation-building, the Revolution of 1910, the drug trade, modernization and globalization.

16 Mexican Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

Note: Credit given for only one of Spanish 16 or Chicano Studies 44.

This course considers the significant elements of pre-Colombian civilizations and the impact of the Spanish conquest on the population in the arts, industry, social relations, political life and economics.

35 Spanish for Spanish Speakers I (5) UC:CSU

LECTURE, 5 HOURS.

Note: Credit given for only one of Spanish 1 or Spanish 35.

This accelerated course is designed for students who have grown up speaking Spanish but have not formally studied it in an academic environment. It will stress the formal aspects of the language, including acquisition of vocabulary, spelling, and accent rules, and grammar, focusing on the present, past, and future tenses, and the present subjunctive. A high emphasis is placed on reading and writing. Students receive credit for either Spanish 1 or Spanish 35, but not both.

36 Spanish for Spanish Speakers II (5) UC:CSU IGETC Area 6A

LECTURE, 5 HOURS.

This course is the second part of a sequence of two designed for students who are Native Speakers of Spanish but have had little or no academic preparation in standard Spanish. The course focuses on complex grammar, emphasizing the subjunctive mood and the compound tenses. A high emphasis is placed on reading and writing, including the use of written accents, spelling, and those areas of grammar with a high degree of English interference. Students also study the diverse cultures of the Spanish-speaking world. Students receive credit for Spanish 36 or Spanish 2 but not both.

Journalism Department

E7-307 (323) 265-8875

SUBJECTS

- Journalism
- Public Relations

FACULTY

Stapleton, Jean A. - Chair,
Professor

ADJUNCT ASSOCIATE PROFESSOR

Rico-Sanchez, Sylvia Y.
Journalism, Public Relations

EDUCATIONAL PROGRAMS

CERTIFICATES OF ACHIEVEMENT:

- Desktop Publishing
- Journalism

ASSOCIATE DEGREE PROGRAMS:

- Desktop Publishing
- Journalism

CERTIFICATES OF ACHIEVEMENT

DESKTOP PUBLISHING

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217*#	PUBLICATION LABORATORY	2
PHOTO 28	LABORATORY PROCESSES	1
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW: 12

(The student may select all twelve units from one area or from a combination of areas).

- ART 201 DRAWING I
- ART 501 BEGINNING TWO-DIMENSIONAL DESIGN
- ART 604* GRAPHIC DESIGN I
- ART 633 INTROUDCTION TO COMPUTER GRAPHICS
- JOURNAL 202* ADVANCED NEWSWRITING
- JOURNAL 218*# PRACTICAL EDITING
- JOURNAL 219*# TECHNIQUES FOR STAFF EDITORS
- JOURNAL 228*# COMPUTERIZED COMPOSITION
- PHOTO 10 BEGINNING PHOTOGRAPHY
- PHOTO 17* INTRODUCTION TO COLOR PHOTOGRAPHY
- PHOTO 22* CREATIVE PHOTO-VISION

PHOTO 32* INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY

Total. 30

**This course has a prerequisite.
#This course is repeatable.*

JOURNALISM

This program is designed for the student intending to work in reporting, writing, and/or editing on a daily or weekly newspaper, Internet news outlet, magazine, television, radio, news media, public relations or free-lance writing.

Note: Journalism 101 should be taken by Journalism majors during their first semester.

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 105	MASS COMMUNICATIONS	3
JOURNAL 202*	ADVANCED NEWSWRITING.	3
JOURNAL 217*	PUBLICATION LABORATORY	2
JOURNAL 218*	PRACTICAL EDITING	3
JOURNAL 219*	TECHNIQUES FOR STAFF EDITORS	1
PUB REL 1	PRINCIPLES OF PUBLIC RELATIONS	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3

Total. 21

**This course has a prerequisite.*

ASSOCIATE DEGREE PROGRAMS

DESKTOP PUBLISHING

ASSOCIATE IN ARTS DEGREE

(This program is offered under a consortium of the departments of Art, Journalism, and Photography).

This program will give the students skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217*#	PUBLICATION LABORATORY	2
PHOTO 28	LABORATORY PROCESSES.	1
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW: 12

(The student may select all twelve units from one area or from a combination of areas).

- ART 201 DRAWING I
- ART 501 BEGINNING TWO-DIMENSIONAL DESIGN
- ART 604* GRAPHIC DESIGN I
- ART 633 INTRODUCTION TO COMPUTER GRAPHICS
- JOURNAL 202* ADVANCED NEWSWRITING
- JOURNAL 218*# PRACTICAL EDITING
- JOURNAL 219*# TECHNIQUES FOR STAFF EDITORS
- JOURNAL 228*# COMPUTERIZED COMPOSITION
- PHOTO 10 BEGINNING PHOTOGRAPHY

JOURNALISM

{ meet **elac** people > VICTORIA HARRIS

journalism | athletics



JOURNALISM

As a teenager, Victoria attended an L.A. Spark's game and was inspired by the tall, athletic women basketball players who autographed her program. Her mother and aunt, both ELAC alumnae, encouraged her to enroll and pursue her goal of playing women's basketball on the college team. Victoria loves her basketball practice and is thriving on learning the theory of playing the game as well as the practice drills, game strategies and camaraderie of the other players. "My teammates have taught me how to manage my height and play the entire court—we have learned to try harder to win."

"I really enjoyed Mrs. Wiley, my Reading 101 instructor," Victoria says. "She taught me how to manage my time, become a more successful student and has helped me see things in a new way. She explains everything clearly and makes us think. I feel ready to take journalism classes now. My goals are to become a better student, make the women's basketball team, and become an author and poet."

PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	
PHOTO 22*	CREATIVE PHOTO-VISION	
PHOTO 32*	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY	
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total.		60

JOURNALISM

ASSOCIATE IN ARTS DEGREE

Students earn their A.A. degree by completing the departmental program requirements shown below, as well as following the Graduation Requirements for Plan B.

SUBJECT & NO.	COURSE	UNITS
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 105	MASS COMMUNICATIONS	3
JOURNAL 202*	ADVANCED NEWSWRITING.	3
JOURNAL 217*	PUBLICATION LABORATORY	2
JOURNAL 218*	PRACTICAL EDITING (<i>must be taken three times</i>)	9
JOURNAL 219*	TECHNIQUES FOR STAFF EDITORS	1
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PUB REL 1	PRINCIPLES OF PUBLIC RELATIONS	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
FIFTEEN ADDITIONAL UNITS SELECTED FROM BELOW:		15
ART	635, 639, 641	
BRDCSTG	1, 15	
CAOT	3I	
ECON	1, 2	
ENGLISH	102, 103, 137, 129	
HISTORY	1, 2, 5, 6, 11, 12	
JOURNAL	217#, 218#, 219#, 228#	
PHOTO	32, 47, 48, 51	
POL SCI	1, 2, 7	
PSYCH	1, 2, 3, 6, 13	
SOC	1, 2, 14	
Total.		60

*This course has a prerequisite.
#This course is repeatable.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

JOURNALISM (JOURNAL)

101 Collecting and Writing News (3) CSU
LECTURE, 3 HOURS.

This course stresses instruction and practice in researching and writing news. 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 recognition of propaganda appeals and libel. Adherence to professional writing style, clear and precise expression, and legal and ethical aspects of the profession are included, as well as critical evaluation of written communication.

105 Mass Communications (3) UC:CSU IGETC Area 4E
LECTURE, 3 HOURS.
Note: Offered in Fall semester only.

A survey of America's mass communications systems and how they affect human behavior in relation to social, political and economic institutions. Newspapers, magazines, television, advertising, public relations, reading, records and movies and how they affect us as members of society will be studied. The history, sociology, operation, regulation by society and financing will be included. Students will gain an understanding of the ways media have been and are used to influence, manipulate and reflect the society and special interest groups within the society and they will become more critical media consumers.

202 Advanced Newswriting (3) CSU
Prerequisite: Satisfactory completion of Journalism 101.
LECTURE, 3 HOURS.
Note: Offered in Spring semester only.

This course provides the student with principles and practice in writing specialized types of newspaper stories and increases mastery of



fundamental reporting techniques. Interpretative writing skills, editorial writing, and feature writing are included.

217 Publication Laboratory (2) CSU RPT3

Prerequisite: Satisfactory completion of *Journalism 101*.

Corequisite: *Journalism 218*.

LABORATORY, 6 HOURS.

Stresses constructive criticism of students' writing and photographic styles and news evaluation. Publication production plans are developed. Instruction is directed by newspaper advisors, editors, and staff members.

218 Practical Editing (3) CSU RPT3

Prerequisite: Satisfactory completion of *Journalism 101*.

LECTURE, 1 HOUR; LABORATORY, 6 HOURS.

This course provides practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

219 Techniques for Staff Editors (1) CSU RPT2

Advisory: Student must be a staff editor.

DISCUSSION, 3 HOURS.

This course offers instruction for campus newspaper editors in editorial writing and analysis of editorial problems. Emphasis is placed on formulating editorial policy.

228 Computerized Composition (3) RPT1

Prerequisite: *CAOT 1*.

LECTURE, 1 HOUR; LABORATORY, 4 HOURS.

This course consists of instruction and practice in computerized phototypesetting, including: input, output, retrieval, editing, processing,

setting of text and display types, copy processing. Proofreading and preparation of camera-ready materials for publication are also covered.

185 Directed Study - Journalism (1) CSU RPT2

285 Directed Study - Journalism (2) CSU

385 Directed Study - Journalism (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC does not grant credit for variable topics courses in Journalism because of credit restrictions in this area.

PUBLIC RELATIONS (PUB REL)

1 Principles of Public Relations (3) CSU

LECTURE, 3 HOURS.

Focuses on public relations principles as they apply to business, education, public agencies and other organizations. Students will learn the effects of sociological, psychological, economic and other factors on institutions and individuals. Students will learn surveying techniques and will investigate the prediction of trends in the way people act in response to society and other research methods. Also included will be the ethics of public relations and public relations tools.

Library Science Department

LIBRARY
(323) 265-8758
FACULTY

Rhim, Choonhee - Head Librarian

Professor, Library Science

Escatiola, Evelyn

Professor, Librarian

Gust, Randall L.

Associate Professor, Librarian

Guy, Amy

Assistant Professor, Librarian

Lee, Unjoo

Associate Professor, Librarian

Lopez, Gabriella

Associate Professor, Librarian

Montenegro, Erika

Assistant Professor, Librarian

Ng, Antonio

Professor, Librarian
ADJUNCT ASSOCIATE PROFESSORS

Bourgaize, Karen

Cheng, Bi-Yun June

COURSE DESCRIPTIONS
LIBRARY SCIENCE (LIB SCI)
101 Library Research Methods (1) UC:CSU

LECTURE, 1 HOUR.

Students learn to conduct research using the library's print and electronic resources, to distinguish between academic and popular sources, to develop research and organizational strategies for research assignments, to apply citation rules to their assignments, and to understand the basic requirements of copyright law and academic integrity.

102 Internet Research Methods (1) CSU

LECTURE, 0.5 HOUR; LABORATORY 1 HOUR.

Students learn Internet research skills and strategies applicable to both academic research and lifelong learning. Topics include locating, critically evaluating, and ethically using information located on the Internet.



Life Sciences Department

A3

(323) 265-8877

The strongest forces for change in the biological and related sciences are the discoveries that are transforming ideas about human biology and the place of the human in nature. New insights in the natural sciences, particularly molecular and cell biology, are moving society toward a new philosophy of health and disease, and most other aspects of human existence. The profound changes in these areas require adjustments in the form, content, and delivery approaches of general biological science education. The future of California and the nation depends in part on how well students learn to use the scientific information and concepts thoughtfully and skillfully. As part of its mission, the Life Sciences Department offers a unique combination of both academic (transfer) and occupational (vocational) courses to enable students to attain a high level of competence in the biological sciences and related allied healthcare fields. Many of these offerings are organized into functional Skills Certificate, Certificate of Achievement and Associate Degree programs.

With the increased nationwide attention given to the need for well-trained and effective healthcare personnel, and for quality healthcare in general, the Life Sciences Department offers state and nationally approved programs in several areas including Health Information Technology and Respiratory Therapy. In addition, the college offers one of three Electron Microscopy Technician programs in the United States. In total, the department offers 70 courses, and many certificate and associate degree programs. Several additional programs and courses are under development.

The Life Sciences Department strives to provide up-to-date, accurate, and functional educational experiences of high quality to every student so that those who do not major in other fields are prepared at a world-class level.

SUBJECTS

- **Anatomy**
- **Biology**
- **Electron Microscopy**
- **Emergency Department Assistant**
- **Health Information Technology**
- **Microbiology**
- **Physiology**
- **Respiratory Therapy**

FACULTY

Davis, Alison A. - Chair
Professor, Microbiology

Avila, Raul
Associate Professor, Respiratory Therapy

Booth, Kevin
Assistant Professor, Respiratory Therapy

Canales, Nohelia
Associate Professor, Anatomy and Physiology

Carr, Michael R.
Associate Professor, Program Director, Respiratory Therapy

Garcia, Elizabeth
Professor, Health Information Technology

Garcia, Maria
Assistant Professor, Biology

Hill, Brian
Professor, Anatomy, Physiology

Kelley, Stacie, N.D.
Assistant Professor, Anatomy, Physiology

Kingsley, Simon M.D.
Assistant Professor, Anatomy, Physiology

Noice, Frank, Ph.D.
Professor, Biology, Physiology

Olsen, Kirk, Ph.D.
Professor, Anatomy, Biology

Reddy, Bhaskara L., Ph.D.
Professor, Anatomy, Physiology

Roane, Dorothy
Associate Professor, Program Director, Health Information Technology

Sarantopoulos, Helen, Ph.D.
Associate Professor, Biology, Microbiology

ADJUNCT ASSOCIATE PROFESSORS

Autry, Julius C.
Respiratory Therapy

Bava, Jose, Ph.D.
Biology

Belt, Carol J.
Biology, Microbiology

Calhoun, Gussie
Health Information Technology

Chao, Richard L.
Biology, Physiology

Chhun, Bunrith
Respiratory Therapy

Cunningham, Bridgette E.
Health Information Technology

Dizon, Bernadette
Respiratory Therapy

Hendrix, Dorothy, Ph.D.
Health Information Technology

Huerta, Carlos A.
Biology

Ivy, Wanda
Health Information Technology

Jacoby, Fred J., Ph.D.
Biology

Jarosz, Christopher
Physiology

Le, Octavian
Anatomy, Physiology

Lodevico, Leonardo
Respiratory Therapy

McKenzie, Gabriel H.
Physiology

Miranda, Gustavo A., Ph.D.
Biology

- Pal, Jacqueline, M.D.
Anatomy, Biology
- Pittman, Cheryl
Emergency Department Assistant
- Poehner, William
Anatomy
- Poolsawat, Samuel S., Ph.D., M.D.
Biology, Electron Microscopy
- Rees, Denise
Respiratory Therapy
- Rinden, Nels S.
Anatomy, Physiology
- Semerjian, Anahid
Respiratory Therapy
- Shelton, Claybourn D.
Biology
- Syph, Treva J.
Respiratory Therapy
- Tenorio, Gloria
Health Information Technology
- Tobin, Patrick
Respiratory Therapy
- Tsang, Charlie
Respiratory Therapy

EDUCATIONAL PROGRAMS:

SKILLS CERTIFICATES:

- **Emergency Department Assistant**
- **Medical Assisting - Community Health Worker**
 - 1. **Community Agency Liaison**
 - 2. **Family Counseling**
 - 3. **Gerontology Aide**
 - 4. **Personnel Supervision**

CERTIFICATES OF ACHIEVEMENT:

- **Biological Applications of Electron Microscopy**
- **Electron Microscopy Technician**
- **Health Information Coding Specialist**
- **Health Information Coding and Statistics Clerk**
- **Health Information Technology**
- **Health Information Typist Clerk**
- **Medical Billing Assistant**
- **Histotechnologist**
- **Medical Assisting Program**
 - Option 1 - Medical Assistant*
 - Option 2 - Community Health Worker*
 - Option 3 - Medical Secretary*
- **Respiratory Therapy**

ASSOCIATE DEGREE PROGRAMS:

- **Electron Microscopy Technician**
- **Health Information Technology**
- **Medical Assisting**
 - Option 1 - Medical Assistant*

Option 2 - Community Health Worker

Option 3 - Medical Secretary

- **Respiratory Therapy**
- **Non-Traditional Respiratory Therapy**

SKILLS CERTIFICATES

The following Skills Certificates are for students pursuing a program of instruction related to Community Health Worker. Skills Certificates are presented upon the completion of each program. Satisfactory completion of all courses with a "C" or better is required.

EMERGENCY DEPARTMENT ASSISTANT

The Emergency Department Assistant training course prepares individuals to render basic life support at the scene of an emergency and during transport of the sick and injured within an emergency medical services system. A certificate is awarded to those satisfactorily completing this course.

SUBJECT & NO.	COURSE	UNITS
EDA 9	EMERGENCY DEPARTMENT ASSISTANT/FIRST RESPONDER	4
	Total.	4

MEDICAL ASSISTING - COMMUNITY HEALTH WORKER

1. Community Agency Liaison

Individuals completing this program of instruction will have the basic skills needed to serve as a community agency liaison involving insurance billing, first aid, hospital ethics and law and general supervision of field personnel.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 111	PATIENT CARE INSURANCE BILLING	4
EDA 9	EMERGENCY DEPARTMENT ASSISTANT/FIRST RESPONDER	4
PSYCH 14	ABNORMAL PSYCHOLOGY	3
SOC 19	INTRODUCTION TO SOCIAL SERVICES	3
	Total.	16

**This course has a prerequisite.*

2. Family Counseling

This program is one of several options for the Community Health Worker major. It specifically prepares an individual to work with families and to advise in areas such as child health, family relationships, and nutrition.

SUBJECT & NO.	COURSE	UNITS
CH DEV 10	CHILD HEALTH	3
FAM &CS 21	NUTRITION	3
FAM &CS 31	MARRIAGE AND FAMILY LIFE	
OR		
SOC 12	MARRIAGE AND FAMILY LIFE.	3
FAM &CS 34	CHILD NUTRITION	3
FOUR UNITS FROM THE FOLLOWING:		
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY.	4
CH DEV 60	INTRODUCTION TO FAMILY CHILD CARE I.	1
PSYCH 11	CHILD PSYCHOLOGY.	3
PSYCH 14	ABNORMAL PSYCHOLOGY	3

LIFE SCIENCES

PSYCH 64	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
SOC 19	INTRODUCTION TO SOCIAL SERVICES	3
Total.		16

***This course has an advisory.*

3. Gerontology Aide

This program is designed to provide individuals with the basic knowledge and skills needed to work with the elderly. Specific areas emphasized include family relationships, nutrition for older adults, and life management practices.

SUBJECT & NO.	COURSE	UNITS
SOC 19	INTRODUCTION TO SOCIAL SERVICES	3
FAM &CS 21	NUTRITION	3
OR		
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
FAM &CS 91	LIFE MANAGEMENT	3
FIVE UNITS FROM THE FOLLOWING:		5
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 35	WORD PROCESSING: CONCEPTS IN INFORMATION SYSTEMS.	3
HTHTEK 111	PATIENT CARE INSURANCE BILLING	4
MATH 115*	ELEMENTARY ALGEBRA	5
OR HIGHER MATHEMATICS COURSE		
PSYCH 64	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
SUPV 2	BASIC PSYCHOLOGY FOR SUPERVISORS	3
Total.		13-14

**This course has a prerequisite.*

***This course has an advisory.*

4. Personnel Supervision

This program provides the basic education and training needed by individuals working in a supervisory capacity, and required to have computer, supervisory, bookkeeping and accounting skills.

SUBJECT & NO.	COURSE	UNITS
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
CO SCI 201	INTRODUCTION TO COMPUTERS AND THEIR USES	3
MGMT 6	PUBLIC RELATIONS	3
MGMT 32	BASIC INTERVIEWING	3
SUPV 1	ELEMENTS OF SUPERVISION	3
ONE UNIT FROM THE FOLLOWING:		1
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 35	WORD PROCESSING: CONCEPTS IN INFORMATION SYSTEMS.	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 111	PATIENT CARE INSURANCE BILLING	4
MATH 115	ELEMENTARY ALGEBRA	5
PSYCH 64	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
SOC 7	JUVENILE DELINQUENCY	3
SUPV 2	BASIC PSYCHOLOGY FOR SUPERVISORS	3
Total.		16

**This course has a prerequisite.*

***This course has an advisory.*

CERTIFICATES OF ACHIEVEMENT

Satisfactory completion of all courses with a "C" or better is required for all certificates of achievement.

BIOLOGICAL APPLICATIONS OF ELECTRON MICROSCOPY

This certificate prepares a student to process and stain tissue samples in preparation for viewing them in the Electron Microscope. The student will also be trained in the use of both the SEM and TEM Electron Microscope.

SUBJECT & NO.	COURSE	UNITS
ETN MCR 13	BIOLOGICAL APPLICATIONS OF ELECTRON MICROSCOPY	4
ETN MCR 15	SPECIAL TECHNIQUES OF ELECTRON MICROSCOPY	4
ETN MCR 17	IMMUNOCHEMISTRY	4
Total.		12

ELECTRON MICROSCOPY TECHNICIAN

A certificate in Electron Microscopy is offered to students who (1) have obtained an Associate in Science degree in another subject area, and (2) completed a total of 21 units in Electron Microscopy in addition to the required prerequisites.

HEALTH INFORMATION CODING SPECIALIST

This program is designed to prepare participants to code and abstract health records in hospitals and other healthcare facilities using the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), Current Procedural Terminology, 4th Edition (CPT-4) and other current classification systems. Satisfactory completion of all courses with a "C" or better is required.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY.	4
CO SCI 201*	INTRODUCTION TO COMPUTERS AND THEIR USES	3
CO SCI 291*	PROGRAMMING LABORATORY	1
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 103*	INTRODUCTION TO ICD-9-CM CODING	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 108	INTRODUCTION TO PHARMACOLOGY.	1
HTHTEK 110*	AMBULATORY CARE CODING	3
HTHTEK 133	MEDICAL TERMINOLOGY	3
HTHTEK 134*	INTRODUCTION TO PATHOLOGY	3
HTHTEK 202*	DIRECTED PRACTICE FOR CODING SPECIALISTS	1
HTHTEK 215*	ADVANCED INPATIENT CODING AND ABSTRACTING	3
PHYSIOL 1*	INTRODUCTION TO HUMAN PHYSIOLOGY	4
Total.		34

**This course has a prerequisite or corequisite.*

***This course has an advisory.*

HEALTH INFORMATION CODING AND STATISTICS CLERK

This program is designed to prepare participants to perform virtually all nonsupervisory tasks in a health information department including using the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), Current Procedural Terminology, 4th Edition (CPT-4) and other current classification systems.

SUBJECT & NO	COURSE	UNITS
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY	
OR		
BIOLOGY 20*	HUMAN ANATOMY AND PHYSIOLOGY	4-8
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 32**	BUSINESS ENGLISH	
OR		
ENGLISH *	28 OR HIGHER	3
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 103*	INTRODUCTION TO ICD-9-CM CODING	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 108	INTRODUCTION TO PHARMACOLOGY.	1
HTHTEK 110*	AMBULATORY CARE CODING	3
HTHTEK 133	MEDICAL TERMINOLOGY	3
HTHTEK 134*	INTRODUCTION TO PATHOLOGY	3
HTHTEK 202*	DIRECTED PRACTICE FOR CODING SPECIALISTS	1
HTHTEK 207*	INTRODUCTION TO HEALTH STATISTICS	3
HTHTEK 215*	ADVANCED INPATIENT CODING AND ABSTRACTING	3
Total.		35-39

*This course has a prerequisite or corequisite.

**This course has an advisory.

HEALTH INFORMATION TECHNOLOGY

A Certificate of Achievement in Health Information Technology is given to those individuals completing the program, who have a previous associate or baccalaureate degree, and who do not wish to obtain another degree. This Certificate also qualifies one to take the accreditation examination.

Note: Individuals planning to take AHIMA accreditation examination must have a previous college degree in Health Information Technology.

FOR A DESCRIPTION OF THIS PROGRAM SEE THE LIFE SCIENCES CHAIR IN A3 OR CALL (323) 265-8877, OR (323) 265-8884 FOR THE PROGRAM DIRECTOR.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 103*	INTRODUCTION TO ICD-9-CM CODING	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 108	INTRODUCTION TO PHARMACOLOGY.	1
HTHTEK 110*	AMBULATORY CARE CODING	3
HTHTEK 133	MEDICAL TERMINOLOGY	3
HTHTEK 134*	INTRODUCTION TO PATHOLOGY	3
HTHTEK 202*	DIRECTED PRACTICE FOR CODING SPECIALISTS	1
HTHTEK 207*	INTRODUCTION TO HEALTH STATISTICS	3
HTHTEK 215*	ADVANCED INPATIENT CODING AND ABSTRACTING	3
HTHTEK 221*	QUALITY MANAGEMENT AND LEADERSHIP.	3
HTHTEK 222*	HEALTH INFORMATION SERVICES ORGANIZATION AND MANAGEMENT	3
HTHTEK 230*	ELECTRONIC HEALTH RECORDS IN THE HEALTH	3
HTHTEK 241*	DIRECTED PRACTICE IN HEALTH INFORMATION PROCEDURES II	4
PHYSIOL 6	ANATOMY AND PHYSIOLOGY	6
Total.		44

*This course has a prerequisite and/or corequisite.

**This course has an advisory.

HEALTH INFORMATION TECHNOLOGY

The following Certificates of Achievement are for students pursuing a program of instruction related to Health Information Technology. A certificate is presented upon completion of the coursework in the program. Satisfactory completion of all courses with a "C" or better is required.

1. Health Information Clerk Typist

This Certificate of Achievement is designed to prepare participants to perform most clerical tasks (excluding those involving statistics and coding) conducted in health information or medical record departments in hospitals and ambulatory care facilities.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 133	MEDICAL TERMINOLOGY	3
CAOT 1	COMPUTER KEYBOARDING I.	3
CAOT 2**	COMPUTER KEYBOARDING II	3
CAOT 32**	BUSINESS COMMUNICATIONS	
OR		
ENGLISH*	28 OR HIGHER	3
Total.		17

*This course has a prerequisite or corequisite.

**This course has an advisory.

2. Medical Billing Assistant

Students may enter the program with no prior billing experience and build their skills with training offered in this program. The program introduces medical billing techniques, and how to follow-up and collect billed claims. The internship practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. In addition, individuals perform hands-on computer applications and work with Healthcare Finance Administration forms.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY.	4
HTHTEK 103*	INTRODUCTION TO ICD-9-CM CODING	3
HTHTEK 110*	AMBULATORY CARE CODING	3
HTHTEK 111	PATIENT CARE INSURANCE BILLING	4
HTHTEK 133	MEDICAL TERMINOLOGY	3
Total.		17

*This course has a prerequisite.

**This course has an advisory.

HISTOTECHNOLOGIST

This Certificate of Achievement provides a comprehensive analysis of human cells, tissues and organ systems as well as basic histochemistry and specific stains for each cell, tissue or organ being studied.

SUBJECT & NO.	COURSE	UNITS
ETN MCR 2	PRINCIPLES OF HISTOCHEMISTRY	4
ETN MCR 7	PRINCIPLES OF HISTOLOGY	4
ETN MCR 16	HISTOTECHNOLOGY	4
ETN MCR 17	IMMUNOCHEMISTRY.	4
Total.		16

MEDICAL ASSISTING

This program prepares men and women for positions in healthcare areas associated with working in hospitals, doctor's offices, and community medical facilities. This core applies to Options 1 and 2 below.

Core Program

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	INTRODUCTION TO BIOLOGY	4
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 133	MEDICAL TERMINOLOGY	3
SPEECH 101	ORAL COMMUNICATION I	3
Total.		12

*This course has a prerequisite.

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CHEM 51*	FUNDAMENTALS OF CHEMISTRY I	5
EDA 9	EMERGENCY DEPARTMENT ASSISTANT/FIRST RESPONDER	4
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
MICRO 20**	GENERAL MICROBIOLOGY	4
MGMT 31	HUMAN RELATIONS FOR EMPLOYEES	
OR		
SUPV 1	ELEMENTS OF SUPERVISION	
OR		
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING	3
SOC 19	INTRODUCTION TO THE SOCIAL SERVICES	3
Total.		42

*This course has a prerequisite or corequisite.

**This course has an advisory.

Option 2 - Community Health Worker

Individuals completing the Community Health Worker program are prepared to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
SOC 19	INTRODUCTION TO THE SOCIAL SERVICES	3
HEALTH 11	PRINCIPLES OF HEALTHFUL LIVING	3
PSYCH 1	INTRODUCTION TO PSYCHOLOGY	3
PSYCH 13	SOCIAL PSYCHOLOGY	

OR		
PSYCH 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	
OR		
SOC 3	CRIME AND DELINQUENCY	3
Subtotal.		24

ONE SKILLS CERTIFICATE FROM THE FOLLOWING:		13-16
Medical Assisting - Community Health Worker		
1. Community Agency Liaison		
2. Family Counseling		
3. Gerontology Aide		
4. Personnel Supervision		
Total.		37-40

Option 3 - Medical Secretary

This is a program designed to prepare students for secretarial positions in healthcare institutions and medical offices. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY.	4
BUS 38	BUSINESS COMPUTATIONS	3
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING	4
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	3
HTHTEK 133	MEDICAL TERMINOLOGY	3
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CAOT 941	COOPERATIVE EDUCATION.	4
PSYCH 1	GENERAL PSYCHOLOGY I	3
SIX UNITS FROM THE FOLLOWING:		6
PHYSIOL 1*	INTRODUCTION TO HUMAN PHYSIOLOGY	
BIOLOGY 20*	HUMAN ANATOMY AND PHYSIOLOGY	
CHEM 51	FUNDAMENTALS OF CHEMISTRY I	
HTHTEK 134*	INTRODUCTION TO PATHOLOGY	
MICRO 20**	GENERAL MICROBIOLOGY	
CAOT 23**	LEGAL SECRETARIAL PROCEDURES I	
CAOT 33	RECORDS MANAGEMENT AND FILING	
CAOT 34	BUSINESS VOCABULARY	
CAOT 39**	WORD PROCESSING: KEYBOARDING AND OPERATIONS	
ENGLISH*	ENGLISH 28 OR HIGHER	
Total.		42

*This course has a prerequisite.

** This course has an advisory.

RESPIRATORY THERAPY

A Certificate of Achievement for Respiratory Therapy may be applied for upon attaining the Respiratory Therapy Associate in Science degree. Refer to the Associate in Science degree requirements.

ASSOCIATE DEGREE PROGRAMS

Satisfactory completion of all courses with a "C" or better is required for all associate degree programs.

ELECTRON MICROSCOPY TECHNICIAN**ASSOCIATE IN SCIENCE DEGREE**

The Electron Microscopy program offers exceptional employment opportunities for both men and women desiring positions as technicians in industry, dental and medical schools, hospitals, and a variety of research institutions. Instruction is given in the preparation and the examination of specimens. The basic principles of electron microscopy are also presented.

The essential equipment necessary to educate and train technicians is provided by the college. Such equipment includes two transmission electron microscopes, one scanning electron microscope, a vacuum evaporator, ultra-microtome, a complete photographic laboratory and numerous accessories.

East Los Angeles College is currently one of the few community colleges in California providing this type of program. An Associate in Science degree and a certificate program are offered by the College to prepare and qualify students in this area of specialization. Individuals successfully completing this course of instruction are eligible to apply for the Electron Microscopy Society of America's technician examination.

Note: Mathematics 120, 125 and 241, and Physics 11 are prerequisites to Physics 6. See your counselor for assessment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CHEM 65*	INTRODUCTORY GENERAL CHEMISTRY	4
HEALTH 11	PRINCIPLES OF HEALTHFUL LIVING	3
MICRO 20*	GENERAL MICROBIOLOGY	4
GENERAL EDUCATION REQUIREMENTS AREA C		3

Second Semester

SUBJECT & NO.	COURSE	UNITS
CHEM 101*	GENERAL CHEMISTRY I	5
BIOLOGY 6*	GENERAL BIOLOGY I	5
ENGLISH*	ENGLISH 28 OR HIGHER	3

Third Semester

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 7*	GENERAL BIOLOGY II	5
ETN MCR 2*	PRINCIPLES OF HISTOCHEMISTRY	4
ETN MCR 7*	PRINCIPLES OF HISTOLOGY	4
PHYSICS 6*	GENERAL PHYSICS I	4
POL SCI 1	THE GOVERNMENT OF THE UNITED STATES . . .	3
PHYS ED	ANY PHYSICAL EDUCATION ACTIVITY COURSE . .	1

Fourth Semester

SIXTEEN UNITS FROM THE FOLLOWING:		16
ETN MCR 3*	BIOLOGICAL APPLICATIONS OF ELECTRON MICROSCOPY	
ETN MCR 10*	PRINCIPLES AND TECHNIQUES OF SCANNING ELECTRON MICROSCOPY	
ETN MCR 13*	BIOLOGICAL APPLICATIONS OF ELECTRON MICROSCOPY	
ETN MCR 15*	SPECIAL TECHNIQUES OF ELECTRON MICROSCOPY	
ETN MCR 16*	HISTOTECHNOLOGY	
ETN MCR 17*	IMMUNOCHEMISTRY	
ETN MCR 18	PHOTOMICROSCOPY	
PHYSICS 7*	GENERAL PHYSICS II	
Total.		64

*This course has a prerequisite.

HEALTH INFORMATION TECHNOLOGY**ASSOCIATE IN SCIENCE DEGREE**

The American Health Information Management Association (AHIMA) and the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) education accredit the Health Information Technology Program at East Los Angeles College. The program provides instruction and Professional Practice Education (PPE) to assist students in developing the technical skills necessary to maintain components of Health Information Systems consistent with the medical, ethical, legal, and administrative requirements of all accreditation and regulatory agencies. Those who pass the Accreditation Examination are known as Registered Health Information Technicians (RHIT).

Upon completion of the Health Information Technology Program, one receives an Associate in Science degree and eligibility to write the Certification Examination given by the American Health Information Management Certification. This program may be completed entirely as an evening student, on a part-time basis, or full-time students who have completed prerequisites could complete it in as little as two or three semesters.

Traditionally, registered Health Information Technicians have primarily been employed in the health information management departments (formerly medical record departments) of hospitals. With the rapid expansion of healthcare needs, opportunities for employment are increasing in managed care, ambulatory healthcare facilities and a number of other areas. There is a need for many more Registered Health Information Technicians than are currently available. Registered Health Information Technicians work with all types of health information systems, computerized data and information, including electronic medical records. All health facilities maintain and use medical records and/or health records.

Note: Students are recommended to complete CAOT 82, MATH 125 (for General Education Area D2) and PHYSIOL 6 before enrolling in HTHTEK courses.

SUBJECT & NO.	COURSE	UNITS
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 103*	INTRODUCTION TO ICD-9-CM CODING	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 108	INTRODUCTION TO PHARMACOLOGY	1
HTHTEK 110*	AMBULATORY CARE CODING	3
HTHTEK 133	MEDICAL TERMINOLOGY	3
HTHTEK 134*	INTRODUCTION TO PATHOLOGY	3
HTHTEK 202*	DIRECTED PRACTICE FOR CODING SPECIALISTS . .	1
HTHTEK 207*	INTRODUCTION TO HEALTH STATISTICS	3
HTHTEK 215*	INPATIENT CODING AND ABSTRACTING	3
HTHTEK 221*	QUALITY MANAGEMENT AND LEADERSHIP.	3
HTHTEK 222*	HEALTH INFORMATION SERVICES ORGANIZATION AND MANAGEMENT	3
HTHTEK 230	ELECTRONIC HEALTH RECORDS IN THE HEALTHCARE SYSTEM	3
HTHTEK 241*	DIRECTED PRACTICE IN HEALTH INFORMATION PROCEDURES II	4
PHYSIOL 6	ANATOMY AND PHYSIOLOGY	6
GENERAL EDUCATION REQUIREMENTS PLAN B		18
Total.		62

*This course has a prerequisite or corequisite.

**This course has an advisory.

MEDICAL ASSISTING

ASSOCIATE IN SCIENCE DEGREE

This program prepares men and women for positions in healthcare associated with working in hospitals, doctor's offices, and community medical facilities.

Core Program

SUBJECT & NO.	COURSE	UNITS
BIOLOGY 3	INTRODUCTION TO BIOLOGY	4
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 133	MEDICAL TERMINOLOGY	3
SPEECH 101	ORAL COMMUNICATION I	3
Total.		12

*This course has a prerequisite.

Option 1 - Medical Assistant

This option is designed to prepare students to perform administrative duties such as scheduling and receiving patients, maintenance of records, insurance matters, assisting with examinations, taking medical histories, and other related duties.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
ACCTG 21	BOOKKEEPING AND ACCOUNTING I	3
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY	
OR		
PHYSIOL 1*	INTRODUCTION TO HUMAN PHYSIOLOGY	4
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CHEM 51	FUNDAMENTALS OF CHEMISTRY I	5
EDA 9	EMERGENCY DEPARTMENT ASSISTANT/FIRST RESPONDER	4
MICRO 20**	GENERAL MICROBIOLOGY	4
MGMT 31	HUMAN RELATIONS FOR EMPLOYEES	
OR		
SUPV 1	ELEMENTS OF SUPERVISION	
OR		
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING	3
SOC 19	INTRODUCTION TO SOCIAL SERVICES	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
Total.		62

*This course has a prerequisite.

**This course has an advisory.

Option 2 - Community Health Worker

This option prepares students to identify and understand selected health factors underlying a patient's illness and to communicate these factors to the other members of the health team. In addition, the community health worker assists patients and their families: 1) to understand and accept medical treatments; 2) to adjust to permanent as well as temporary effects of illness; 3) to utilize resources such as local agencies assisting in patient recovery; and 4) to serve as a liaison between community agencies, hospitals and clinics, and patients.

SUBJECT & NO.	COURSE	UNITS
CORE PROGRAM		12
HEALTH 11	PRINCIPLES OF HEALTHFUL LIVING	3
PSYCH 1	INTRODUCTION TO PSYCHOLOGY	3

PSYCH 13	SOCIAL PSYCHOLOGY	
OR		
PSYCH 41	LIFE-SPAN PSYCHOLOGY: FROM INFANCY TO OLD AGE	
OR		
SOC 3	CRIME AND DELINQUENCY	3
SOC 19	INTRODUCTION TO THE SOCIAL SERVICES	3
GENERAL EDUCATION REQUIREMENTS PLAN B		18
EIGHTEEN UNITS FROM THE FOLLOWING:		18
CH DEV	1	
EDA	9	
FAM &CS	3I	
HTHTEK	100	
MATH	105, 110*, 115*, 120*	
MICRO	20**	
PSYCH	11	
SPANISH	8*	
Total.		60

*This course has a prerequisite.

** This course has an advisory.

Option 3 - Medical Secretary

This program prepares the student for secretarial positions in hospitals, doctors' offices, clinics and the medical organizations of large corporations or public health services. The medical secretary is frequently required to have technician or nursing training in addition to other secretarial skills.

SUBJECT & NO.	COURSE	UNITS
ANATOMY 1**	INTRODUCTION TO HUMAN ANATOMY.	4
BUS 38	BUSINESS COMPUTATIONS	3
CAOT 3**	COMPUTER KEYBOARDING III	3
CAOT 31	BUSINESS ENGLISH	3
CAOT 32**	BUSINESS COMMUNICATIONS	3
CO SCI 233*	MICROCOMPUTER DATABASE PROGRAMMING	4
HTHTEK 100	INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY	3
HTHTEK 106*	HOSPITAL ETHICS AND LAW	2
HTHTEK 133	MEDICAL TERMINOLOGY	3
PSYCH 1	GENERAL PSYCHOLOGY I	3
ELEVEN UNITS FROM THE FOLLOWING:		11
ANATOMY	1**	
BIOLOGY	20*	
CAOT	23**, 33, 34, 39**	
CHEM	5I	
ENGLISH	28* OR 10I*	
HTHTEK	134*	
MICRO	20**	
GENERAL EDUCATION REQUIREMENTS PLAN B		18
Total.		60

*This course has a prerequisite.

**This course has an advisory.

RESPIRATORY THERAPY

ASSOCIATE IN SCIENCE DEGREE

This program provides students with a strong academic foundation and the clinical proficiency to utilize modern respiratory devices

(under the direction of a physician) in the treatment of respiratory and cardiac ailments. In the Fall 1996 semester, East Los Angeles College and Santa Monica College merged their respective Respiratory Therapy programs. This partnership provides increased access to medical and related clinical resources for students. Under the merged program, all prerequisite science courses and the “First Year” Respiratory Therapy theory courses (with the exception of Respiratory Therapy 2, which must be taken at ELAC) can be taken at either campus. All “second year” Respiratory Therapy courses are taken on the ELAC campus. Students upon completion of the second year, then petition their originating campus for their Associate Degree. Students must submit an Application for Admission and meet the prerequisite requirements for Admission described below.

The Committee on Accreditation for Respiratory Care (CoARC) nationally accredits the Respiratory Therapist Program in conjunction with the Commission on Accreditation of Allied Health Educational Programs (CA.A.-HEP). The Respiratory Care Board of California, under the Department of Consumer Affairs, licenses respiratory care practitioners.

Program Prerequisites: A “C” grade or better is the minimum grade accepted in prerequisites. These courses are required to apply for admission to the Program:

1. Human Anatomy (Anatomy 1)
2. Human Physiology (Physiology 1)
3. Introductory General Chemistry (Chemistry 51 or 65)
4. Speech 101
5. Elementary Algebra (Math 115)

GENERAL EDUCATION ACADEMIC ADVISEMENT: Students must meet with a regular ELAC academic advisor to review their preparation for meeting ELAC’s Associate Degree “General Education” requirements. Students may enter the Program without having completed the degree requirements, however, they will not be eligible to graduate from the program until they meet the requirements for the Associate Degree, including General Education areas B1, C, D1 and E2. Students are exempt from taking the Health requirement.

TRANSFER STUDENTS; If any or all of the prerequisite courses or their equivalents have been taken elsewhere, transcripts should be sent to both the ELAC office of Admissions and the Respiratory Therapy program office located within the Life Sciences department. Students should initiate a “General Petition” in the Admissions Office requesting that credit be granted for those courses which the student feels they are eligible. Supporting documentation should be attached to the General Petition to support the student’s request.

APPLICATION SUBMISSION: Students must submit a complete application, including official transcripts, verifying completion of the required prerequisite coursework. Each fall semester, first-year students will be admitted to begin the two-year sequence of coursework. Applications will be considered for admission based on the date a complete application was received.

RESPIRATORY THERAPY ADVISEMENT: Once a student is formally admitted to the program, they will be assigned a Respiratory Therapy advisor. This advisor will work with the student to establish their written “Respiratory Therapy Education Plan”. This plan, once established, must be followed by the student; any changes made without the prior written approval of the student’s Respiratory Therapy Faculty advisor, will result in the student being placed on Program probation and at risk for program dismissal. Additionally, any student

who modifies their education plan by withdrawing from an Respiratory Therapy class while earning a grade less than a “C” and without formal Respiratory Therapy advisor approval, will not be permitted to progress any further in the program until said class has been successfully remediated.

FIRST YEAR (THEORY)

FALL SESSION		
SUBJECT & NO.	COURSE	UNITS
MICRO 20#	GENERAL MICROBIOLOGY	4
RESP TH 1	INTRODUCTION TO RESPIRATORY THERAPY . . .	1
RESP TH 6*	RESPIRATORY PHYSIOLOGY.	4
RESP TH 29*	NEONATAL AND PEDIATRIC RESPIRATORY THERAPY. . .	4

SPRING SESSION		
SUBJECT & NO.	COURSE	UNITS
RESP TH 2#	FUNDAMENTALS OF RESPIRATORY THERAPY . . .	4
RESP TH 7 *	APPLIED MEDICINE AND PATHOLOGY	3
RESP TH 21**	PHYSICS FOR RESPIRATORY CARE	3
RESP TH 23*	ADVANCED RESPIRATORY PATHOPHYSIOLOGY . .	1
RESP TH 30*	ADULT CRITICAL CARE MONITORING AND DIAGNOSTICS	3

SECOND YEAR (CLINICAL)

SUMMER SESSION		
SUBJECT & NO.	COURSE	UNITS
RESP TH 15*	INTRODUCTION TO CLINICAL EXPERIENCE. . . .	4

Second Year

FALL SESSION		
SUBJECT & NO.	COURSE	UNITS
RESP TH 3*	APPLICATIONS OF RESPIRATORY THERAPY AND CLINICAL EXPERIENCE I.	5
RESP TH 4*	APPLICATIONS OF RESPIRATORY THERAPY AND CLINICAL EXPERIENCE II	5
RESP TH 27*	PHYSICIAN RESPIRATORY CARE CLINICAL ROUNDS I.	1
RESP TH 31*	NEONATAL RESUSCITATION	1

SPRING SESSION		
SUBJECT & NO.	COURSE	UNITS
RESP TH 5*	APPLICATION OF RESPIRATORY THERAPY AND CLINICAL EXPERIENCE III	5
RESP TH 11*	APPLICATIONS OF RESPIRATORY THERAPY AND CLINICAL EXPERIENCE IV	5
RESP TH 28	PHYSICIAN RESPIRATORY CARE CLINICAL ROUNDS II	1
GENERAL EDUCATION REQUIREMENTS PLAN B		10

Total. 64

*This course has a prerequisite.

**A general (non-lab) Physics course may be substituted for this course.

MICROBIOLOGY 20 AND RESPIRATORY THERAPY 2 MAY BE TAKEN EITHER SEMESTER OF “THEORY YEAR”.

The following are additional criteria for entry into the “Clinical Year” of the program:

Background Check: Completion of background check will be required prior to entry into the clinical phase of the program. A 10-panel Drug screen will also be required for entry into clinical training.

Health: The student must be free from any condition that would present a health threat to the well-being of the consumer (Title 22, College Regulations, Division 5, Section (a). A complete physical examination, including laboratory test with select immunizations, will be required upon entry into clinical classes.

Special Notes:

1. Respiratory Therapy courses are scheduled sequentially in each semester and must be completed before progressing to the next semester.
2. Malpractice insurance is required for the clinical year of the Respiratory Therapy program and must be purchased PRIOR to the start of the fall semester.
3. Students transferring from another respiratory therapy program will be evaluated by the Department for respiratory course credit. A general petition form must be completed and submitted to Admissions with syllabi and college catalog course descriptions of the courses. In addition, all transfers must submit a letter from their former respiratory therapy program director stating they are clinically safe.
4. Recency Requirement: Students must have received a grade of "C" or better in Microbiology 20 and Physiology 1 (or their equivalents) within seven (7) years prior to admission to the Respiratory Therapy program.
5. Supplies, Health and Miscellaneous Requirements: All accepted students must expect to complete a criminal background check. This should be processed during the month of July or August (before entering clinical rotations). Students are also required to purchase lab coats, scrubs (optional), and other materials for their classroom and clinical training.

NON-TRADITIONAL RESPIRATORY THERAPY

ASSOCIATE IN SCIENCE DEGREE

This program is designed for the experienced licensed therapist, who may not have transfer credit in Respiratory Therapy. Graduates of this program are eligible to sit for the advanced Practitioner Examination (RRT), Perinatal/Pediatric Respiratory Care Specialty Examination, and the Certified Pulmonary Function Technologist (CPFT) examinations administered by the National Board for Respiratory Care (NBRC).

PROGRAM PREREQUISITES:

The student must satisfy the following requirements:

1. Be certified Respiratory Therapist having earned a minimum of an associate degree from an entry-level respiratory therapist educational program supported by the Committee on Accreditation for Respiratory Care (CoARC), or its predecessor the Joint Review Committee for Respiratory Therapy Education (JRCRTE), or accredited by the Commission on Accreditation of Allied Health Education Programs (CA.A.HEP)
2. Satisfy all of the same college-level prerequisites described for an applicant to the regular therapist program. In addition, they must also complete the same Microbiology 20 and Physiology 1 courses.
3. Satisfy the current General Education course requirements for an Associate Degree from East Los Angeles College; including General Education areas B1, C, D1 and E2. Students are exempt from taking the Health requirement.

4. Completion of an application for the Respiratory Therapy program, including official transcripts and course descriptions for those courses the student wishes to transfer to ELAC. Applications can be obtained from the Respiratory Therapy program office (323) 265-8813.

REQUIRED RESPIRATORY THERAPY COURSEWORK: This is evaluated on a course by course basis, depending upon the students previous documented Respiratory Therapy courses. Described below is the typical course work required for this special program:

SUBJECT & NO.	COURSE	UNITS
MATH 125*	INTERMEDIATE ALGEBRA OR HIGHER-LEVEL COURSE	3-5
RESP TH 6*	RESPIRATORY PHYSIOLOGY.	4
RESP TH 7*	APPLIED MEDICINE AND PATHOLOGY	3
RESP TH 21	PHYSICS FOR RESPIRATORY CARE	3
RESP TH 23	ADVANCED RESPIRATORY PATHOPHYSIOLOGY	1
RESP TH 27*	PHYSICIAN RESPIRATORY CARE CLINICAL ROUNDS I.	1
RESP TH 28*	PHYSICIAN RESPIRATORY CARE CLINICAL ROUNDS II	1
RESP TH 29	NEONATAL AND PEDIATRIC RESPIRATORY THERAPY	4
RESP TH 30	ADULT CRITICAL CARE MONITORING AND DIAGNOSTICS	3
GENERAL EDUCATION REQUIREMENTS PLAN B		13
PREVIOUSLY EARNED COLLEGE UNITS**		22-24
Total		60

**This course has a prerequisite.*

***Coursework must have been completed at an United States regionally accredited institution.*

In addition to above classroom work, the advanced standing student is required to enroll in "Independent Study" courses to permit the assignment of clinical practice. The clinical practice requirement will vary, according to the student's documented past clinical experience. The minimum requirements will be for the student to perform critical care practice at one of our clinical affiliates and then pass the same "clinical evaluation" process in critical care required of students pursuing our regular program track. In addition, the advanced standing student will be required to do a "Neonatal ICU" clinical rotation.

TRANSFER STUDENTS: If any or all of the prerequisite courses or their equivalents have been taken elsewhere, transcripts should be sent to both the ELAC Admissions Office and the Respiratory Therapy program office located within the Life Sciences Department. Students should initiate a "General Petition" in the Admissions Office requesting that credit be granted for those courses. Supporting documentation should be attached to the General Petition to support the student's request.

Recency Requirement: Students must have received a grade of "C" or better in Microbiology 20 and Physiology 1 (or their equivalents) within seven (7) years prior to admission to the Non-Traditional Respiratory Therapy program.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS**ANATOMY (ANATOMY)**

1 Introduction to Human Anatomy (4) UC:CSU IGETC Area 5B
(UC Credit Limit: Anatomy 1 + Physiology 1 combined is equivalent to Biology 20, maximum credit 8 units).

Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course includes a study of the gross structure and function of the human body. Dissection of the cat is made in the laboratory and comparison is made with human structures. The sheep's heart and brain and the cow's eye are used for dissection in the laboratory to supplement the study of cat tissues. The interrelationship of anatomy with other biological and other science disciplines is emphasized.

BIOLOGY (BIOLOGY)

3 Introduction to Biology (4) UC:CSU IGETC Area 5B
(UC Credit Limit: No credit for Biology 3 or 25 if taken after Biology 6).

LECTURE, 3 HOURS; LABORATORY, 4 HOURS.

Introductory organismal plant and animal biology for non-majors with an emphasis on scientific methodology and basic biological principles. Topics include basic inorganic, organic and biochemical principles, structure and function of bacteria, plant and animal cells and tissues, energy systems of photosynthesis and respiration, cellular division, genetics and inheritance including Mendelian Punnett square problem solving, its application to normal and abnormal human genetic conditions, evolution and classification of monera, viruses, protista, fungi, plants and animals, diversity, behavior, and ecology of communities. The anatomy and physiology of plant and animal systems, development, growth and reproduction, transport systems, nutrition, and immunity are emphasized. One hour per week is used as a to-be-arranged (TBA) lab supplemental hour using the biology PLATO software and/or biology videos and field trips. This course is designed to meet the content and pedagogy standard in science for the multiple-subject teaching credential.

6 General Biology I (5) UC:CSU IGETC Area 5B
(UC Credit Limit: No credit for Biology 3 if taken after Biology 6).

Prerequisite: Chemistry 65 and Mathematics 125.

LECTURE, 3 HOURS; LABORATORY, 7 HOURS.

This course is the first semester of general introduction to biological principles designed for biology majors. Lecture focuses on concepts which are common to all biological organisms. Biological molecules, cell structure and function, bio-energetics, molecular and organismal genetics, evolution and biosystematics are discussed. Laboratory includes exercises illustrating Lecture principles and procedures used in modern biotechnology. An additional hour is required which covers some of the tools necessary to becoming a professional biologist. Included is the writing of a curriculum vitae, writing of scientific papers, and readings in the history of biology.

7 General Biology II (5) UC:CSU IGETC Area 5B

Prerequisite: Biology 6.

Advisory: English 101.

LECTURE, 3 HOURS; LABORATORY, 7 HOURS.

This majors course is a continuation of Biology 6. It presents topics such as: introductions to viruses, bacteria, protists, plants and animals; phylogenetic relationship between plant structure and function; reproduction and development of plants (with emphasis on angiosperms); structure

and function of animal systems (with emphasis on the human); behavior; and physical and biological factors important in ecology.

20 Human Anatomy and Physiology (8) UC:CSU IGETC Area 5B
(UC Credit Limit: Biology 20 is equivalent to Anatomy 1 and Physiology 1 combined, maximum credit 8 units).

Prerequisite: Chemistry 51 or 65.

Advisory: A college life science course such as Biology 3 is recommended.

LECTURE, 6 HOURS; LABORATORY, 6 HOURS.

This course systematically integrates the fundamentals of human anatomy with the fundamentals of cellular as well as organ system physiology. The course is designed for majors in the paramedical, pre-professional programs such as nursing, respiratory therapy, medical records, physical therapy, as well as other programs of instruction and training requiring a solid foundation in the principles of anatomy and physiology. The relationship of anatomical concepts and principles to human physiological functions is emphasized.

46 Genetic Analysis (3) UC:CSU IGETC Area 5B

Prerequisite: Biology 6.

LECTURE, 3 HOURS.

This course is designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to genetic analysis, examining topics such as chromosome analysis, population genetics and genomics.

185 Directed Study - Biology (1) CSU RPT2

285 Directed Study - Biology (2) CSU

385 Directed Study - Biology (3) CSU

Note: Concurrent enrollment in a biological science course or demonstration of comparable skills.

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses provide an opportunity for students to gain additional experience in laboratory skills and applications of biological science concepts and principles on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

ELECTRON MICROSCOPY (ETN MCR)

2 Principles of Histochemistry (4)

Prerequisites: Biology 3 or higher and Chemistry 51 or higher.

LECTURE, 3 HOURS; LABORATORY, 5 HOURS.

The primary objective of histochemistry is to microscopically study the structural relationships of tissues in organisms including protozoa, fungi, plants, and animals to gain an insight into how these organisms function. The microscopic examination of living cells/tissues is limited by the transparency of the cellular components, and not normally differentiated and contrasted from each other. This course includes the general principles for the recessing of cells and tissues for microscopic histological study. These techniques include basic cell and tissue chemistry, selecting and obtaining tissue samples, chemical and physical fixation, dehydration, infiltration, embedding, sectioning or microtomy, staining to add contrast to tissues, and observation of prepared microscopic slides. This training involves manual and

automated processing techniques. Special staining methods of cellular components, such as the cell nucleus, cytoplasm and cellular matrices are also discussed. Students of histochemistry will be sufficiently trained to enter a competitive job market of histotechnology.

3 Biological Applications of Electron Microscopy (4)

Prerequisites: Biology 3 or higher and Chemistry 51 or higher.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course emphasizes the techniques of specimen sampling, chemistry of fixation, dehydration, embedding, ultrathin sectioning, staining, and electron microscope specimen examination. The molecular and ultrastructural aspects of cells and tissues relating to the concepts of structure and function in life events are presented. In addition, the optical principles of light microscopy and electron microscopy are discussed. The use and processing of photography for electron microscopy is also incorporated.

7 Principles of Histology (4) CSU

Prerequisites: Biology 6 or Anatomy 1 or Physiology 1, and Chemistry 65 or Chemistry 101.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course surveys human cells, tissues and organ systems. Basic histochemistry and specific stains for each cell, tissue and organ will be discussed in detail. Biochemical principles as pertaining to the structure and function of cells, tissues and organs are presented. Developmental biology and embryology are discussed whenever appropriate, as they pertain to adult structures. Cell, tissue and organ changes and development, in the dimension of time and differentiation are covered.

10 Principles and Techniques of Scanning Electron Microscopy (3)

Prerequisites: Biology 3 or Biology 111 and Chemistry 65 or Chemistry 101.

LECTURE 1 HOUR; LABORATORY, 4 HOURS.

Note: Mathematics 115 may be taken concurrently.

Theory, operational principles, and general maintenance of the scanning electron microscopy are presented. Emphasis is given to the techniques of biological and non-biological specimen preparation currently employed in modern metallurgy, integrated circuit analysis, biomedical research, clinical diagnosis, and in other industrial applications.

13 Biological Applications of Electron Microscopy (4)

Prerequisites: Biology 3 or 6 and Chemistry 101.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course emphasizes the principles and techniques of scanning and transmission electron microscopy, specimen preparation, fixation, dehydration, embedding, sectioning and microscopic examination. Photographic application is also incorporated. The molecular and ultra structure aspects of cells and tissues relating to the concepts of structure and function are emphasized.

15 Special Techniques of Electron Microscopy (4)

Prerequisite: Electron Microscopy 13.

Note: Qualifying examination is required.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course covers special techniques for scanning electron microscopy and transmission electron microscopy currently employed in biomedical research and diagnostic pathology. Immunocytochemical techniques are also included. In addition, routine service and maintenance of the scanning and transmission electron microscopes are emphasized.

16 Histotechnology (4)

Prerequisite: Biology 3 or 6 and Chemistry 101.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course provides detailed studies of immunochemical stainings for cells and tissues. Biochemical and functional correlations will be emphasized.

17 Immunochemistry (4) CSU

Prerequisites: Biology 3 or Biology 6 and Chemistry 51.

LECTURE 2 HOURS; LABORATORY 6 HOURS.

This course emphasizes immunology, histochemistry, and immunochemistry. Current concepts and application of specific immune responses, antibody production, and antibody functions are discussed. Monoclonal antibody production and cell cloning are also presented.

18 Photomicroscopy (2) CSU

LECTURE, 1 HOUR; LABORATORY 3 HOURS.

This course is designed for industrial, medical, and scientific illustrations of photomicroscopy. Attention is given to the techniques of visual aid production for Lecture materials; public demonstration and publications.

185 Directed Study - Electron Microscopy (1) RPT2

285 Directed Study - Electron Microscopy (2)

385 Directed Study - Electron Microscopy (3)

Prerequisites: Electron Microscopy 3 and 5.

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Electron Microscopy on a contract basis under the direction of a supervising instructor.

This above courses are designed to provide a review of electron microscopy technical concepts and procedures. Preparation of required examination quality materials for the Electron Microscopy Society of America (EMSA) certification also is considered.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

EMERGENCY DEPARTMENT ASSISTANT (EDA)

9 Emergency Department Assistant/First Responder (4)

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course provides a basic foundation in emergency medical life-saving procedures. The major portion of this course is directed towards the standardization of the training of emergency service personnel/first responders and those individuals requiring knowledge of effective life-saving principles and procedures. An Emergency Department Assistant course Certificate is granted only to individuals who satisfactorily complete all aspects of physical skills proficiency and written test requirements. Individuals who successfully complete the course are eligible to take the National Registry First Responder examination.

HEALTH INFORMATION TECHNOLOGY (HTHTEK)

100 Introduction to Health Information Technology (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is an introduction to the Health Information Management (HIM) profession and the record keeping practices in alternative healthcare delivery systems. Emphasis is placed on the development, maintenance, and content of patient health records, including format and documentation requirements, filing and number system, medical staff organization, regulatory and accrediting agencies.

103 Introduction to ICD-9-CM Coding (3)

Prerequisites: Health Information Technology 100, 133, 134 and Physiology 6.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the use of the International Classification of Diseases 9th Revision Clinical Modification (ICD-9-CM) and Tenth Revision (ICD-10) classification system. Topics include coding conventions and principles, and Center for Medicare and Medicaid Services (CMS) official coding guidelines (inpatient and outpatient). Student assigns ICD-9-CM codes and ICD-10 to diagnosis/procedure statements and patient records using current coding manuals and computerized encoder.

106 Hospital Ethics and Law (2)

Prerequisite: Health Information Technology 100.

LECTURE, 2 HOURS.

This course introduces students to the concepts of confidentiality, ethics, healthcare legislation at various levels, and regulations relating to maintenance, release and use of health information. Topics covering medico-legal issues and court systems, liability, Health Information Portability and Accountability Act (HIPA/AS), and guidelines relevant to electronic health records are discussed.

108 Introduction to Pharmacology (1)

LECTURE, 1 HOUR.

This course is an introduction to basic pharmacology for healthcare professionals and how drugs relate to body systems, disease, and conditions. Topics covered include the history of drug laws, routes of drug administration, drug usage, drug interactions, and drug categories. Other topics include contraindications, precautions, side effects, use of drug references and other terminology related to the study of drugs.

110 Ambulatory Care Coding (3)

Prerequisites: Health Information Technology 134 and Physiology 6.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course introduces the practice and principles of classification systems utilized in alternate healthcare facilities. Classification systems studied include Diagnostic and Statistical Manual of Mental Disorders (DSM), Systematized Nomenclature of Medicine (SNOMED), Ambulatory Payment Classification (APC), and Healthcare Common Procedural Coding System (HCPCS Level II) used for reimbursement of outpatient services rendered.

111 Patient Care Insurance Billing (4)

LECTURE 2 HOURS; LABORATORY 4 HOURS.

This course is designed to introduce medical billing techniques, and how to follow-up and collect billed claims. The internship/practicum component provides opportunities to learn how to complete and itemize statements for various types of insurance plans. Review of insurance cards, hands-on computer applications, and HCFA 1500 and UB92 forms with exposure to software and superbills also are considered.

133 Medical Terminology (3)

LECTURE, 3 HOURS.

This course emphasizes etymology of disease terms, nomenclature of word roots, prefixes, and suffixes related to body systems. Surgical procedures, laboratory tests, abbreviations and other terms related to the human body are discussed.

134 Introduction to Pathology (3)

Prerequisites: Computer Applications and Office Technologies 82, Health Information Technology 133, and Physiology 6.

LECTURE, 3 HOURS.

This course focuses on disease processes affecting human body systems including major signs and symptoms. Emphasis is placed on pathogenic causes and effects on normal physiologic functions in relation to degenerative, genetic, and pathogenic causes. Other topics covered include treatment modalities, pharmacology, and various clinical, Laboratory, and diagnostic assessments.

202 Directed Practice for Coding Specialists (1)

Prerequisites: Health Information Technology 103 and 106.

LABORATORY, 4 HOURS.

This is a supervised professional practical experience (PPE) in coding and abstracting of current inpatient and outpatient medical records in a healthcare facility. The PPE is designed to enable students to obtain actual non-paid work experience for 72 hours, which can be scheduled on full-time or part-time basis during the semester.

207 Introduction to Health Statistics (3)

Prerequisites: Health Information Technology 100 and Mathematics 125.

LECTURE, 3 HOURS.

This course is an introduction to basic concepts of health statistics using both manual and computer compilations. A review of vital statistics include preparation of data from births, deaths, autopsies, post-operative surgeries, daily census, discharges and bed occupancy. An overview of research methodology and terminology will be included.

215 Advanced Inpatient Coding and Abstracting (3) CSU

Prerequisites: Health Information Technology 103 and 110, and Physiology 6.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This is a Lecture and lab-based course that includes intermediate and advanced study of the International Classification of Diseases 9th Revision (ICD-9-CM) and 10th Revision (ICD-10-CM/PCS) and Diagnostic Related Group (DRGs) classification systems. Students demonstrate mastery of coding using conventions, coding principles, and official inpatient and outpatient coding guidelines using case studies and patient records.

221 Quality Management and Leadership (3)

Prerequisite: Health Information Technology 106.

Corequisite: Health Information Technology 222.

LECTURE, 3 HOURS.

This course covers concepts on effective communication, supervision and employment relations, development of policies and procedures, job descriptions, organizational and leadership skills, quality control and planning in a Health Information Management department.

222 Health Information Services Organization and Management (3)

Prerequisite: Health Information Technology 106.

Corequisite: Health Information Technology 221.

LECTURE, 3 HOURS.

This course covers organizational management concepts as applied to supervision of health information services. Topics include roles functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources.

230 Electronic Health Records in the Healthcare System (3)*Prerequisite: Health Information Technology 106 and CAOT 82.**Corequisite: Physiology 222.*

LECTURE, 3 HOURS.

This course is designed to provide health information students with the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. The importance of national, regional, and state initiatives will be discussed in addition to practical experience using software.

241 Directed Practice in Health Information Procedures II (4)*Prerequisite: Health Information Technology 215.*

LABORATORY, 8 HOURS.

This is a supervised professional practical experience (PPE) in the health information management department of a hospital designed to enable students to obtain actual work experience in theoretical and application-based procedures previously studied. Students complete non-paid work experience for 144 hours, which can be scheduled on a full-time or part-time basis.

MICROBIOLOGY (MICRO)**1 Introductory Microbiology** (5) UC:CSU IGETC Area 5B*(UC Credit Limit: Maximum credit 1 course from Microbiology 1 and 20).**Prerequisites: Chemistry 51 and Biology 3.*

LECTURE, 3 HOURS; LABORATORY, 6 HOURS.

This is an introductory microbiology course developed to prepare students for careers in the biological sciences, medicine, dentistry, and allied health professions. This course explores the early history of microbiology, microbial classification, morphology, physiology and genetics. Emphasis is given to host and pathogenic microbe interactions, immunology, virology, and the effects of physical and chemical agents on microorganisms. Attention is also given to the microbiology of the air, water, soil, milk and dairy products. The laboratory emphasizes fundamental microbiological techniques, concepts, and applications as well as current molecular diagnostic methods in microbial genetics and immunology.

10 Environmental Microbiology (4) UC:CSU IGETC Area 5B*Advisory: Biology 3*

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

The purpose of this course is to introduce the student to environmental microbiology. The course emphasizes microbial interactions, the role of microorganisms in biogeochemical cycling, the distributions, functions, and effects of microorganisms in marine, freshwater, and terrestrial environments. The course presents physical and chemical methods used to control bacterial growth for medical, sanitary, industrial, and environmental (bioremediation) purposes. The laboratory component introduces the student to routine techniques used in the isolation, analysis, and study of soil, freshwater, and marine microorganisms. Molecular techniques are employed for analyzing freshwater contamination. In addition, the laboratory explores applications of microbiology in the food, water, and dairy industries. This course is designed to meet the content standards in environmental microbiology for public and healthcare professionals, microbiologists, environmental engineers, environmental technicians, environmental scientists and biodefense specialists.

20 General Microbiology (4) UC:CSU IGETC Area 5B*(UC Credit Limit: Maximum credit 1 course from Microbiology 1 and 20).**Advisory: Chemistry 51.*

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course deals with the major fundamentals, principles and techniques of microbiology and its scope in today's world. Attention is also given to the scientific method, the nature of microorganisms and selected aspects of molecular biology, microbial metabolism and genetics. Common infectious diseases, the nature of disease processes, immunology and the control of communicable diseases are covered. Procedures for disinfections and sterilization techniques are emphasized. The industrial uses of microorganisms and current topics in genetic engineering, microbial interferon and hormone production are discussed. Microorganisms are compared to the processes of other forms of life throughout the course.

PHYSIOLOGY (PHYSIOL)**1 Introduction to Human Physiology** (4) IGETC Area 5B*(UC Credit Limit: Physiology 1 and Anatomy 1 combined is equivalent to Biology 20, maximum credit 8 units).**Prerequisites: Anatomy 1 and Chemistry 51 or higher.*

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

Human physiology is the study of the functions of the body. It covers all major systems of the body including the nervous, musculo-skeletal, circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Emphasis is given to the interactions and integration of multi-systems which are required to maintain homeostasis which is essential for life. Microscopic examination of selected organs and tissues, as well as laboratory measurements of physiological functions, are covered during the laboratory sessions.

6 Anatomy and Physiology (6) CSU

LECTURE 4 HOURS; LABORATORY 6 HOURS.

This course is designed for majors in the paramedical, pre-professional programs such as nursing, respiratory therapy, medical records, physical therapy, as well as other programs of instruction and training requiring a solid foundation in the principles of anatomy and physiology. The relationship of anatomical concepts and principles to human activities is emphasized by systematically integrating the fundamentals of human anatomy with the fundamentals of cellular and organ system physiology.

385 Directed Study - Physiology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

This course allows students to pursue Directed Study in Physiology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN.

RESPIRATORY THERAPY (RESP TH)**1 Introduction to Respiratory Therapy** (1)

LECTURE, 1 HOUR.

This course provides an introduction to profession of respiratory therapy with emphasis on the duties, responsibilities, and qualifications of a respiratory therapist. Elementary lung disease processes and basic blood gas interpretation are also described.

2 Fundamentals of Respiratory Therapy (4)

Prerequisites: Anatomy 1 and Chemistry 51 or higher.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This is a course dealing with the structure and functions of respiratory therapy equipment. It also acquaints the student with the maintenance and minor repair of most of the equipment used in the profession of respiratory care. Students are expected to be able to select, assemble, and correct malfunctions on most equipment used to provide respiratory care.

3 Applications of Respiratory Therapy & Clinical Experience I (5)

Prerequisites: Satisfactory completion of Anatomy 1, Physiology 1 and Respiratory Therapy 15.

Corequisite: Respiratory Therapy 4.

LECTURE, 3 HOURS; LABORATORY, 12 HOURS.

Students receive instruction in the clinical application of gas therapy, aerosol and humidity therapy, and hyperinflation therapy and clinical experience. Clinical applications of respiratory drugs also are presented. Students interpret all data to determine the appropriateness of the prescribed respiratory care, and participate in the development of the respiratory care plan.

4 Applications of Respiratory Therapy & Clinical Experience II (5)

Prerequisites: Satisfactory completion of Anatomy 1, Physiology 1 and Respiratory Therapy 15.

Corequisite: Respiratory Therapy 3.

LECTURE, 3 HOURS; LABORATORY, 12 HOURS.

All aspects of mechanical ventilation and adult intensive respiratory care are presented. Clinical experience is acquired. Respiratory care students are expected to be able to initiate, conduct and modify prescribed therapeutic procedures. In addition, students maintain patient records and communicate relevant information to the healthcare team.

5 Applications of Respiratory Therapy & Clinical Experience III (5)

Prerequisites: Satisfactory completion of Respiratory Therapy 3, 4 and 15.

Corequisite: Respiratory Therapy 11.

LECTURE, 3 HOURS; LABORATORY, 12 HOURS.

Pulmonary function testing, blood gas analysis, and advanced ventilator care are presented. Students evaluate all data to determine the appropriateness of the prescribed respiratory care plan, and participate in the development of the respiratory care plan.

6 Respiratory Physiology (4)

Prerequisites: Anatomy 1 and Chemistry 51 or higher.

LECTURE, 4 HOURS.

This course presents the physiology of the cardiopulmonary system from a clinical perspective including basic anatomy, pulmonary ventilation, diffusion of gases, pulmonary circulation, ventilation/perfusion balance, blood gas transport, mechanics of breathing and neural control of breathing. Emphasis is placed on bedside calculations that are used in the management of respiratory patients.

7 Applied Medicine and Pathology (3)

Prerequisites: Anatomy 1, Respiratory Therapy 6 and Chemistry 51 or higher.

Corequisite: Respiratory Therapy 23.

LECTURE, 3 HOURS.

The pathology, diagnosis, and treatment of the common diseases and disorders of the cardiovascular, respiratory and neuromuscular systems are covered in detail. Techniques of laboratory evaluation and specific monitoring methods are discussed. The biochemistry of anti-asthmatic drugs are covered in detail.

11 Applications of Respiratory Therapy & Clinical Experience IV (5)

Prerequisites: Satisfactory completion of Respiratory Therapy 3, 4 and 15.

LABORATORY, 15 HOURS.

The student receives instruction in IPPB Therapy, Chest Physical Therapy, and Airway Management. Respiratory care students are expected to initiate, conduct, and modify prescribed therapeutic procedures, and to assist the physician performing special procedures. Pulmonary rehabilitation and home care are also among the responsibilities expected of the student.

15 Introduction to Clinical Experience (4)

Prerequisites: Satisfactory completion of Respiratory Therapy 1 and 2, Chemistry 51 or higher, Anatomy 1, Physiology 1 and Microbiology 20.

LABORATORY, 11 HOURS.

This course provides clinical insight in the duties of a respiratory therapist and an introduction to patient relationships. Sterilization methods, medical gas therapy and aerosol therapy are introduced. This course is offered only in the summer.

21 Physics for Respiratory Care (3)

LECTURE, 3 HOURS.

This course presents an overview of the principles of physics that apply to respiratory care equipment, technology, and patient care including the behavior of gases, electricity and electrical safety. Internal heat, temperature scales, and measurement are covered in detail. Molecular phenomena such as osmosis and dialysis, and the mechanics of the cardiovascular and respiratory systems are applied to bedside patient care. Principles of electricity and hospital electrical safety from both a patient and practitioner perspective are emphasized.

23 Advanced Respiratory Pathophysiology (1) CSU

Prerequisites: Anatomy 1, Respiratory Therapy 6 and Chemistry 51 or higher.

Corequisite: Respiratory Therapy 7.

LECTURE, 1 HOUR.

The pathology, diagnosis, and treatment of the common diseases and disorders of the cardiovascular and neuromuscular systems are covered in detail. Techniques of laboratory evaluation, and specific monitoring methods are discussed. Pharmacology of cardiac anti-arrhythmia drugs are covered in detail.

27 Physician Respiratory Care Clinical Rounds I (1) CSU

Prerequisites: Anatomy 1 and Chemistry 51 or higher.

LABORATORY, 4 HOURS.

This course provides a hospital setting in which the Respiratory Care student accompanies a Physician on clinical rounds to determine the appropriateness of the prescribed respiratory care plan. The student also participates in the development of the respiratory care plan.

28 Physician Respiratory Care Clinical Rounds II (1)*Prerequisites: Anatomy 1 and Chemistry 51 or higher.*

LABORATORY, 4 HOURS.

This course provides additional hospital settings in which the Respiratory Therapy student accompanies a Physician on clinical rounds to determine the appropriateness of the prescribed respiratory care plan for individual patients. The student also participates in the development and applications of the respiratory care plan.

29 Neonatal and Pediatric Respiratory Therapy (4) CSU*Prerequisites: Anatomy 1 and Chemistry 51 or higher.*

LECTURE, 4 HOURS.

This course presents a detailed treatment of prenatal development, high risk pregnancy and normal labor and delivery. Neonatal and pediatric diseases and disorders are described with an emphasis on the respiratory care interventions, techniques and equipment used in neonatal and pediatric patient care.

30 Adult Critical Care Monitoring and Diagnostics (3)*Prerequisites: Anatomy 1 and Chemistry 51 or higher.*

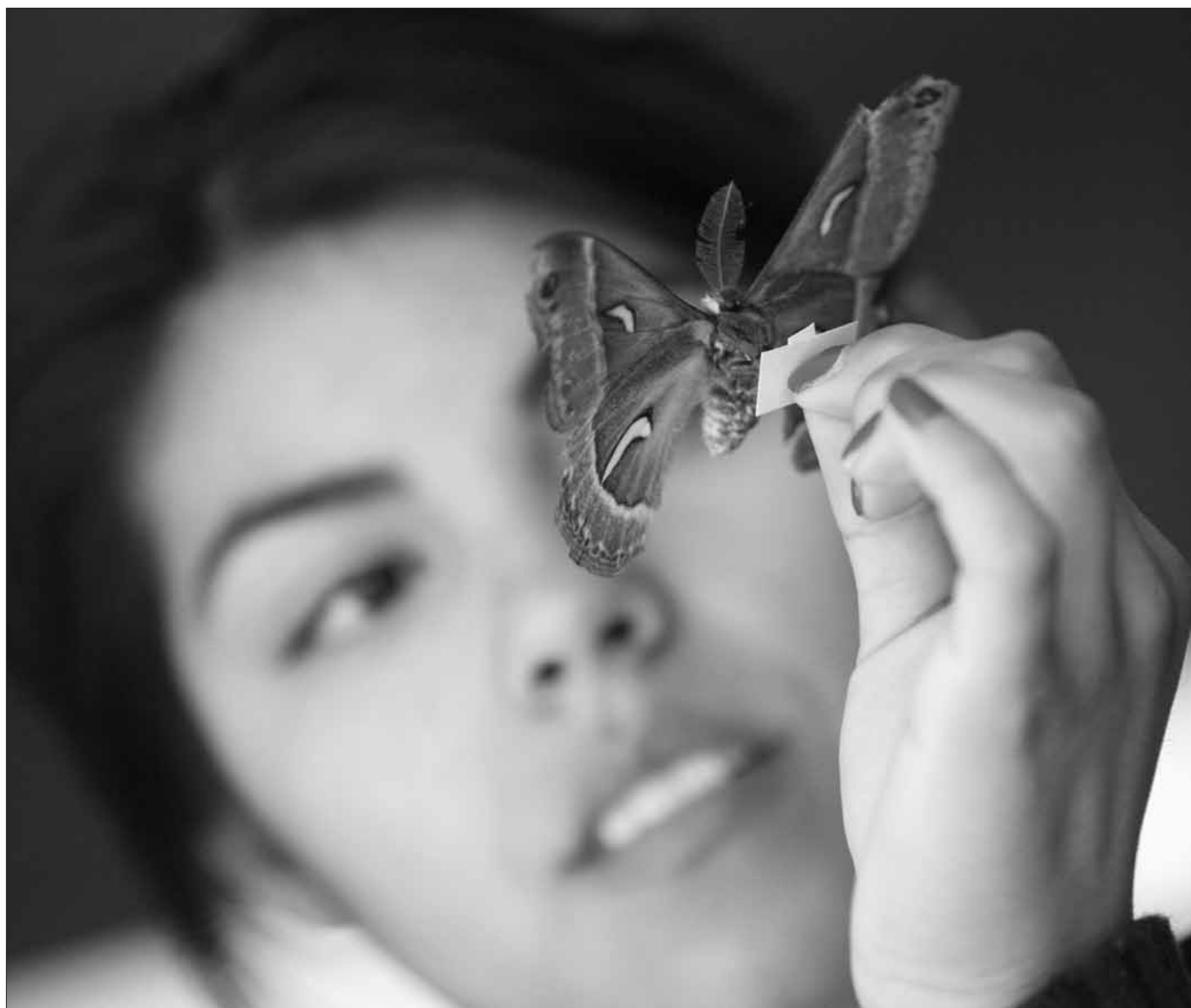
LECTURE, 3 HOURS.

This course presents current techniques of monitoring the critically ill patient, including electrocardiography, cardiac output, hemodynamic monitoring, nutritional assessment, oximetry, capnography and pulmonary function testing. Cardiovascular pharmacology is introduced together with advanced cardiac life support (ACLS) treatment algorithms.

31 Neonatal Resuscitation (1) CSU*Prerequisites: Respiratory Therapy 15, 16 and 29.*

LECTURE, 1 HOUR.

This course covers neonatal resuscitation techniques. The topics presented include the knowledge and skills required to earn neonatal resuscitation program (NRP) certification by the American Academy of Pediatrics.



Mathematics Department

C2-8

(323) 265-8886

The Mathematics curriculum provides the lower division classes necessary for a major in mathematics. It also provides the mathematical support for majors in the physical and social sciences, engineering, computer technology, business, economics, electronics, architecture, etc. This includes the calculus sequence, differential equations, statistics, finite math and linear algebra.

In a broader sense, the curriculum introduces problem solving using analytic methods, both inductive and deductive. A sense of the abstract beauty and power of mathematics could place it within the realm of the arts where some mathematicians feel it belongs.

FACULTY

Kazimir, Dr. Joseph - Chair

Professor

Alemu, Dawit

Professor

Arenas, Ruben

Assistant Professor

Castellon, Dr. Viviana C.

Professor

Castro, Gabriel

Assistant Professor

Deutsch, Lisa K.

Professor

Faradineh, Rahim

Professor

Fernandez, Fernando

Professor

Gordon, Mitchell

Professor

Judge, Daniel D.

Professor

Ko, Wing L.

Professor

Lam, Albert

Professor

Lee, Michael, - Vice Chair

Professor

Liao, Jao G.

Professor

Nielsen, Nilupa

Assistant Professor

Nolan, Dr. Jeanine

Professor

Panchal, Mona

Associate Professor

Powell, Dr. Lawrence C.

Professor

Ruyle, Jonathan C.

Assistant Professor

Senensieb, David H.

Professor

Siswanto, Anne S.

Professor

Smith, Regis A.

Assistant Professor

Toutonghi, John

Assistant Professor

Xie, Melanie

Associate Professor

Yun, Dr. Myung

Assistant Professor

ADJUNCT ASSOCIATE PROFESSORS

Alacron, Alex B.

Allen, Randall

Alvarado, Noel

Arakyan, Vage

Avanesian, Michael

Brudos, Richard E.

Bureloff, Morris S.

Chammas, Marvyan A.

Chang, Hsiao Ying

Chang, Yun Jen

Chen, Ching Chin

Chen, Jen

Chien, Gwendoline

Cho, Michael

Cordova, Ernesto

Dakdouk, Roula

Daraci, Khosrow

El-Abyad, Abdelwahab

Ellias, Deyanira

Flores, Wilfredo

Foley, Terry

Foster, Mark C.

Gasparian, Rouben

Gonzalez, Juan J.

Halverstadt, Richard E.

Harjuno, Thomas

Harirchi, Madjid

Hashemi, Zia A.

Hidalgo, Eduardo

Hsu, Theodore H.

Huang, Stephen

Jahani, Fereidoun

Jiang, Jian

Jimenez, Benjamin S.

Kalinik, Bella

Lam, Kee

Lee, Elisa

Lee, Stephen C.

London, Jamar

Lung, Jia Ling F.

Ly, Hoa

Malakar, Subhash R.

Martirossian, Martin

McQuilken, Anthony

Mirfattah, Mehdi

Moradi-Bidhen, Reza

Morse, Michael

Ng, Sun S.
 Ngo, Huygen
 Oh, Sora
 Ong, Hai
 Ornelas, Miguel
 Phan, Henry
 Ramos, Guadalupe A.
 Romero, Sandra
 Shubin, David
 Tangalos, George D.
 Tseng, Kelly
 Villavicencio, Angelo A.
 Wang, Karen
 Wong, Rich
 Wong, Su Lan
 Yabuki, Shinichi
 Yang, Christie
 Zheng, Adam
 Zhou, Zhiming
 Zhuang, Eagle Y.

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAMS:

- **Mathematics - A.A., A.S.**

ASSOCIATE DEGREE PROGRAMS

MATHEMATICS

ASSOCIATE IN ARTS DEGREE

The program is designed to award the Associate in Arts degree to those students who have completed a specialization in mathematics. This degree program is intended to meet the needs of mathematics students who do not require a science component for their degree. The requirements were chosen to optimize student preparation for upper division coursework at a four-year institution leading to a minor in mathematics or a Bachelor's degree in a field related to mathematics. The degree program offers training in both pure and applied mathematics leading to careers in research, business, industry, and government. In addition, many areas, such as accounting, actuarial science, management, and operations research depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
MATH 173	INTRODUCTION TO MATHEMATICAL PROGRAMMING	3
MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
ONE COURSE FROM THE FOLLOWING:		3
MATH 270	LINEAR ALGEBRA	3
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
MATH 280	INTRODUCTION TO NUMERICAL ANALYSIS	3
MATH 282	INTRODUCTION TO ABSTRACT ALGEBRA	3
MATH 284	INTRODUCTION TO NUMBER THEORY	3

General Education Courses (Plan A):

Area A	NATURAL SCIENCES	3
Area B	SOCIAL AND BEHAVIORAL SCIENCES	9
Area C	HUMANITIES	3

Area D	LANGUAGE AND RATIONALITY	12
Area E	HEALTH AND PHYSICAL EDUCATION	3
NINE UNITS FROM THE FOLLOWING:		9
MATH 192	TI GRAPHING CALCULATOR	1
MATH 227	STATISTICS	4
MATH 241	TRIGONOMETRY WITH VECTORS	4
MATH 260	PRE-CALCULUS	5
MATH 270	LINEAR ALGEBRA	3
MATH 273	INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING	3
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	3
MATH 280	INTRODUCTION TO NUMERICAL ANALYSIS	3
MATH 282	INTRODUCTION TO ABSTRACT ALGEBRA	3
MATH 284	INTRODUCTION TO NUMBER THEORY	3
MATH 286	PARTIAL DIFFERENTIAL EQUATIONS IN THE NATURAL SCIENCES	5
Total		60

MATHEMATICS

ASSOCIATE IN SCIENCE DEGREE

The program is designed to award the Associate in Science degree to those students who have completed a specialization in mathematics. The requirements were chosen to optimize student preparation for upper division coursework for a Bachelor's degree in mathematics at a four-year institution. The degree program offers training in both pure and applied mathematics leading to career in research, education, business, industry, and government. In addition, many areas, such as the physical and biological sciences, engineering, business, and economics depend upon the use of mathematics in developing solutions to practical problems.

SUBJECT & NO.	COURSE	UNITS
MATH 173	INTRODUCTION TO MATHEMATICAL PROGRAMMING	3
MATH 261	CALCULUS I	5
MATH 262	CALCULUS II	5
MATH 263	CALCULUS III	5
PHYSICS 1	MECHANICS OF SOLIDS	4
MATH 270	LINEAR ALGEBRA	3
MATH 275	ORDINARY DIFFERENTIAL EQUATIONS	
OR		
MATH 280	INTRODUCTION TO NUMERICAL ANALYSIS	
OR		
MATH 282	INTRODUCTION TO ABSTRACT ALGEBRA	
OR		
MATH 284	INTRODUCTION TO NUMBER THEORY	3

General Education Courses (Plan B):

Area A	NATURAL SCIENCES	3
Area B	SOCIAL AND BEHAVIORAL SCIENCES	3
Area C	HUMANITIES	3
Area D	LANGUAGE AND RATIONALITY	6
Area E	HEALTH AND PHYSICAL EDUCATION	3
FOURTEEN UNITS FROM THE FOLLOWING:		14
BIOLOGY 6	GENERAL BIOLOGY I	5
BIOLOGY 7	GENERAL BIOLOGY II	5
CHEM 101	GENERAL CHEMISTRY I	5
CHEM 102	GENERAL CHEMISTRY II	5

MATH 192	TI GRAPHING CALCULATOR	1
MATH 227	STATISTICS	4
MATH 273	INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING	3
MATH 286	PARTIAL DIFFERENTIAL EQUATIONS IN THE NATURAL SCIENCES	5
PHYSICS 2	MECHANICS OF FLUIDS, HEAT, AND SOUND . . .	4
PHYSICS 3	ELECTRICITY AND MAGNETISM	4
PHYSICS 4	OPTICS AND MODERN PHYSICS	4
	Total	60

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

MATHEMATICS

Note: There is no credit by examination for any math class.

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

102 Developmental Mathematics 1 (6) NDA

LABORATORY, 12 HOURS.

This self-paced, individualized course is designed to give the student an understanding of, and competency in, basic mathematics, including operations on whole numbers, fractions, mixed numbers, decimals; geometry; measurement; ratio, proportion, percent; statistics, probability; pre-algebra; problem solving; estimation; and functions. It replaces Mathematics 105 and Mathematics 112.

103 How to Succeed at Math (1) NDA

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course covers basic study skills necessary to successfully complete mathematics courses. Topics include preparing for class, solving math problems, where to go for help, minimizing test anxiety, and memory techniques for recalling information, with a special emphasis on having a positive experience in math.

105 Arithmetic (3) NDA

LECTURE, 3 HOURS.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to give students understanding and competency concerning the arithmetic of positive numbers. Topics include the standard operations of addition, subtraction, multiplication and division on whole numbers, fractions, and decimals with applications. Ratios, proportions, and percents are also covered. Additional topics may be chosen from geometric figures and introductory algebra.

107 How to Do Word Problems (1)

LECTURE, 1 HOUR.

This course is designed to assist students in elementary algebra to master the basic concepts of solving word problems which includes recognizing relevant data in the problem, choosing an appropriate method of solution, and checking the answer.

110 Introduction to Algebraic Concepts (5) NDA

Prerequisite: Mathematics 105 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS; LABORATORY, 1 HOUR.

This course reviews topics in arithmetic relevant to algebra and introduces ideas necessary for understanding algebra. Students discuss fundamental notions of algebra including the arithmetic of signed numbers, solving first degree equations, mathematical modeling, and basic graphing techniques. This course includes computer laboratory instruction.

112 Pre-Algebra (3) NDA

Prerequisite: Satisfactory completion of Mathematics 105 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 3 HOURS; LABORATORY, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course bridges the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry.

115 Elementary Algebra (5)

Prerequisite: Satisfactory completion of Mathematics 110 or 112 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

This course covers the fundamentals of beginning algebra. The topics presented include signed numbers, evaluation of algebraic expressions, exponents, solving equations, polynomials, factoring, rational expressions, graphs, systems of equations, inequalities, topics in geometry, and applications.

120 Plane Geometry (5)

Prerequisite: Satisfactory completion of Mathematics 115 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

This is a basic course in the fundamentals of Euclidean plane geometry which includes geometric properties and relationships with practice in accurate thinking and developing logical proofs.

125 Intermediate Algebra (5)

Prerequisite: Satisfactory completion of Mathematics 115 or acceptable level of skill as demonstrated in the Mathematics placement process.

LECTURE, 5 HOURS.

Note: A scientific or business calculator is required for this class.

This course strengthens and further develops manipulative skills in elementary algebra. Topics include the fundamental operations on algebraic expressions, solutions of equations and inequalities, exponentiation, graphs of algebraic, exponential and logarithmic functions, systems of equations and inequalities, and an introduction to the conic sections. Applications are included in a wide variety of word problems.

173 Introduction to Mathematical Programming (3) UC:CSU

Prerequisite: Satisfactory completion of Mathematics 260.

LECTURE, 3 HOURS.

This course is an introduction to object-oriented programming. Topics include program variables, assignment statements, program control structures, input and output, and functions. The course also covers recursion, arrays, strings, and pointers.

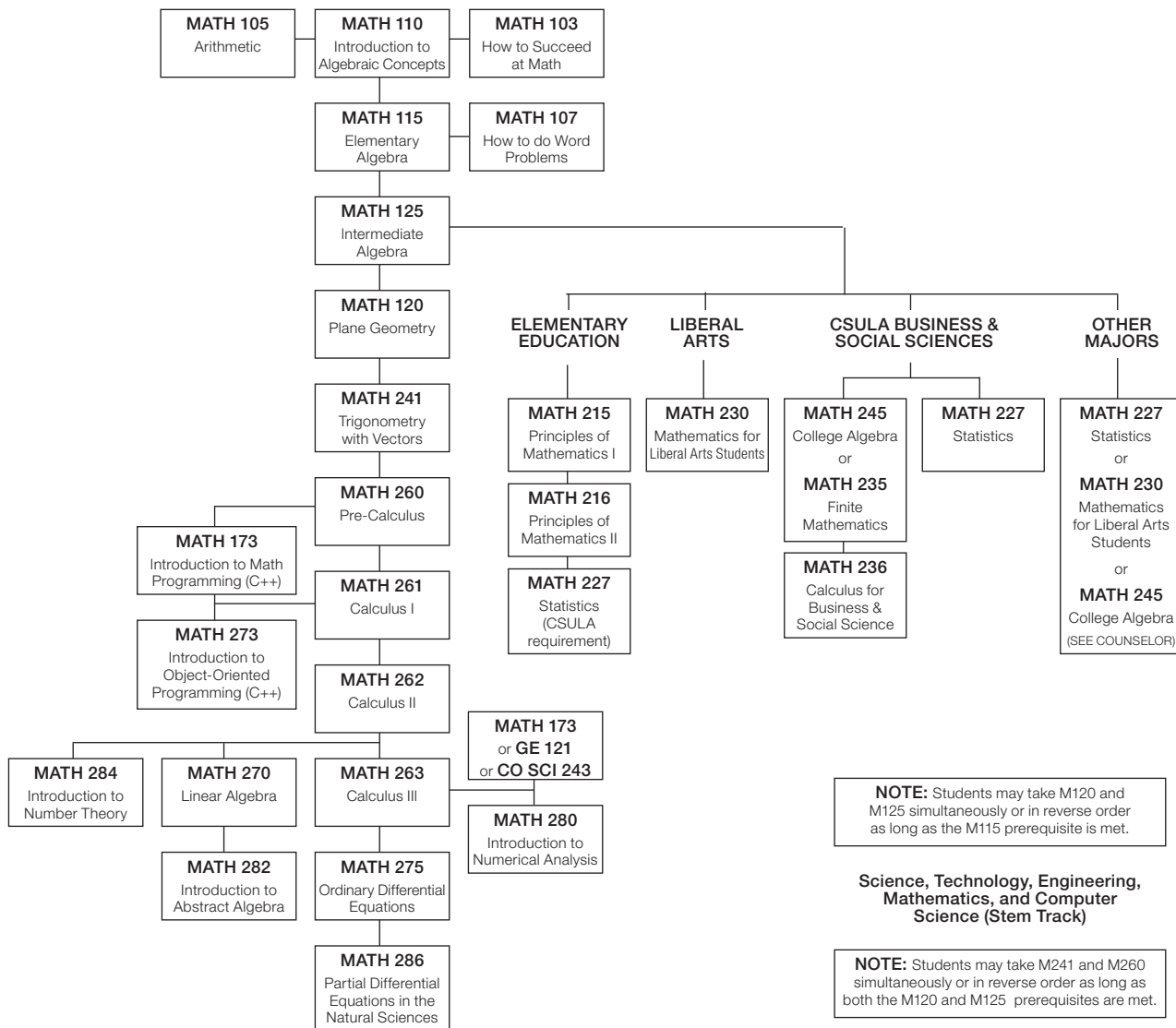


mathematics

Lisa Watanabe's introduction to higher education took an early detour when she elected to attend a private culinary school after graduating from Mark Keppel High School in Alhambra. She worked as a line cook for three years, but longed to return to college. She chose ELAC because the counselors were friendly and responsive—linking her to financial aid and fee waivers so she could afford college. After a very successful two years, Lisa was awarded a Jack Kent Cooke Foundation scholarship that will pay full expenses for her next three years of college. She hopes to transfer to University of California, Berkeley.

"I started out as an Engineering major but fell in love with Mathematics," Lisa remembers. "I credit my two Math professors, David Senesieb and Dr. Larry Powell, for introducing me to the beauty of mathematics. They encouraged me every step of the way, in fact that is what is so unique about ELAC. The teachers, counselors and staff really care about their students. They love their subjects and their students, and remember details about our lives and interests. This made me feel special."

MATHEMATICS SKILLS RECOMMENDED COURSE SEQUENCE



192 TI Graphing Calculator (1) CSU

Prerequisite: Satisfactory completion of *Mathematics 115*.

Corequisite: *Mathematics 125*.

LECTURE, 1 HOUR.

This course introduces the use of the TI graphing calculator. It includes topics such as graphing functions in two or three dimensions, writing programs, engineering and calculus applications, solving systems of equations using matrices, and analyzing data using statistics.

215 Principles of Mathematics I (3) UC:CSU

Prerequisite: Satisfactory completion of *Mathematics 125*.

LECTURE, 3 HOURS.

This course is intended for those who plan to teach arithmetic in elementary schools. The course covers the language of sets, elementary logic, systems of numeration, numbers, fundamental operations, functions, integers, rational numbers, real numbers, and algorithms used in calculations.

216 Principles of Mathematics II (3) UC:CSU

Prerequisite: Satisfactory completion of *Mathematics 215*.

LECTURE, 3 HOURS.

This course is the second in the sequence intended for those who plan to teach elementary school mathematics. The topics presented include basic probability, introductory statistics, and introductory geometry including constructions, congruence and similarity, measurement, motion geometry, and tessellations.

227 Statistics (4) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 227 combined with ENG GEN 221, maximum credit, one course).

Prerequisite: Satisfactory completion of *Mathematics 125* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

LECTURE, 4 HOURS; LABORATORY, 1 HOUR.

Note: A calculator is required. See the instructor about the specific kind needed.

This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, hypothesis testing. Analysis of variance, chi-square and student t-distributions; linear correlation, and regression analysis are also presented as topics.

230 Mathematics for Liberal Arts Students (3) UC:CSU

Prerequisite: Satisfactory completion of *Mathematics 125* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

LECTURE, 3 HOURS.

An introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics are chosen from a variety of mathematical fields including logic, set theory, probability, statistics, algebra, geometry and groups which are intended to illustrate the nature of mathematical discovery, the method of proof, and the beauty of geometric design and thought.

235 Finite Mathematics (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of *Mathematics 125* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This is a course in finite mathematics. Topics include linear equations and inequalities, linear programming, mathematics of finance, matrices and matrix operations and optional topics such as introduction to probability and statistics, game theory, and trees.

236 Calculus for Business and Social Science (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 236 combined Math 261 + Math 262, maximum credit, two courses).

Prerequisite: Satisfactory completion of *Mathematics 235* or *Mathematics 245*.

LECTURE, 5 HOURS.

Note: Student should consult a counselor to determine which prerequisite is required by the university targeted for transfer.

Note: A calculator is required. See instructor about the specific kind needed.

This course consists of differential and integral calculus of algebraic, exponential, and logarithmic functions with applications to business.

241 Trigonometry with Vectors (4) CSU

Prerequisites: Satisfactory completion of *Mathematics 120* and *Mathematics 125* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

LECTURE, 4 HOURS.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians and solution of triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves.

245 College Algebra (3) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 245 and 260 combined - maximum credit four units).

Prerequisite: Satisfactory completion of *Mathematics 125* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

LECTURE, 3 HOURS.

Note: A scientific calculator is required for this class. See the instructor about the specific kind needed.

This course covers algebraic, exponential, and logarithmic functions, theory of equations, linear systems, functions of real numbers, probability and mathematical induction.

260 Pre-Calculus (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 245 and 260 combined - maximum credit four units).

Prerequisite: Satisfactory completion of *Mathematics 125* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

Corequisite: *Mathematics 241*.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

Topics in college algebra including mathematical induction, the binomial theorem, theory of equations, sequences and series, determinants and matrices, and functional analysis are covered. Analytic geometry, including the conics, is studied.

261 Calculus I (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 236 combined Math 261 + Math 262, maximum credit, two courses).

Prerequisite: Satisfactory completion of *Mathematics 260* and *Mathematics 241* or acceptable level of skill as demonstrated in the *Mathematics placement process*.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This is the first of a three course sequence in calculus. Topics included are: limits and continuity, derivatives of algebraic functions of one variable, applications of derivatives, the Fundamental Theorem of the Integral Calculus, and applications of the definite integral.

262 Calculus II (5) UC:CSU IGETC Area 2A

(UC Credit Limit: Math 236 combined Math 261 + Math 262, maximum credit, two courses).

Prerequisite: Satisfactory completion of Mathematics 261.

LECTURE, 5 HOURS.

Note: A calculator is required. See the instructor about the specific kind needed.

This is the second of a three course sequence in calculus which covers differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, standard techniques of integration, indeterminate forms, improper integrals, curves in polar coordinates, l'Hopital's rule, and infinite series.

263 Calculus III (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 262.

LECTURE, 5 HOURS.

Note: A calculator is required, see instructor about the specific kind needed.

This is the third semester course in calculus, dealing with topics of space geometry, vector valued functions, functions of several variables, partial derivatives, multiple integration, and vector analysis.

270 Linear Algebra (3) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 262.

LECTURE, 3 HOURS.

This course includes the study of systems of linear equations and their solutions, matrices, vector spaces, linear transformations, determinants and characteristic value problems.

273 Introduction to Object-Oriented Programming (3) UC:CSU

Prerequisites: Satisfactory completion of Mathematics 173 and 261.

LECTURE, 3 HOURS.

This course introduces algorithm development for object oriented programming and computer programming. The topics presented include designing, coding, debugging and documenting programs.

275 Ordinary Differential Equations (3) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 263.

LECTURE, 3 HOURS.

Note: A scientific calculator is required for this class.

This course provides the student with a basic understanding of the theory and content of ordinary differential equations. Various methods of solving these equations, especially first and second order, are emphasized as are solutions to physical application problems. Other topics covered include existence and uniqueness theorems, systems of linear differential equations, numerical and graphical methods using calculators/computers, and solutions using the Laplace transform.

280 Introduction to Numerical Analysis (3) UC:CSU IGETC Area 2A

Prerequisites: Satisfactory completion of Mathematics 263 and EITHER Mathematics 173 or General Engineering 121 OR Computer Science Information Technology 243.

LECTURE, 3 HOURS.

This course is designed to provide an introduction to numerical methods. Topics presented include error analysis, finding roots of non-linear equations, numerical methods for matrix operations, interpolation and curve fitting. Numerical methods in differentiation and integration also are considered.



282 Introduction to Abstract Algebra (3) UC:CSU

Prerequisites: Satisfactory completion of Mathematics 262 and Mathematics 270.

LECTURE, 3 HOURS.

This course is an introduction to numbers, number systems, and the basic algebraic structures of groups, rings, and fields.

284 Introduction to Number Theory (3) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 262.

LECTURE, 3 HOURS.

This course covers topics in elementary number theory including the study of primes, composites, the euclidean algorithm, diophantine equations, congruences, divisibility, multiplicative functions, quadratic residues, and continued fractions.

286 Partial Differential Equations in the Natural Sciences (5) UC:CSU IGETC Area 2A

Prerequisite: Satisfactory completion of Mathematics 275.

LECTURE, 5 HOURS.

This course introduces linear partial differential equations and boundary and initial value problems with particular emphasis on the wave equation, the heat equation, and the Laplace equation. The techniques of separation of variables, eigenfunction expansions, and the method of characteristics for nonlinear equations are also studied.

185 Directed Study - Mathematics (1) CSU

285 Directed Study - Mathematics (2) CSU

385 Directed Study - Mathematics (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Mathematics on a contract basis under the direction of a supervising instructor. The courses will grant credit for one, two or three semester units, respectively. The complexity of the topic of study will determine which course the student should take.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Music Department

S2-107M

(323) 265-8894

FACULTY

Dawson II, Robert B. - Chair

Professor

Lupica, Dr. Anthony J.

Associate Professor

Martinez, Jesus E.

Professor

Nagatani, Dr. Chie

Professor

ADJUNCT ASSOCIATE PROFESSORS

Balian, Muriel

Chilingarian, Samuel

Coulter, Chrisian

Curinga, Nicolas P.

Foley, Megan J.

Hasty, Barbara P.

Hasty, Robert G.

Jin, Jungwon

Julian, Michael J.

Julian, Suzanne

Laronga, Barbara

Nargizyan, Lucy

Osuna, Thomas

Savage, Marilyn

Smith, Glenda

Sobrino, Laura

Vega, Juan J.

Youngstrom, Kenton

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM:

- **Music**

ASSOCIATE DEGREE PROGRAM

MUSIC

ASSOCIATE IN ARTS DEGREE

This program provides the student a comprehensive study in music. This program is designed to award the Associate in Arts degree to those students who have completed a specialization in Music. The requirements were chosen to optimize student preparation for upper-division coursework at a four-year institution leading to the major of Music or a field related to the discipline of Music. The degree program can lead to careers in research, performance, or education.

SUBJECT & NO.	COURSE	UNITS
MUSIC 121	MUSIC HISTORY AND LITERATURE I	3
MUSIC 122	MUSIC HISTORY AND LITERATURE II	3
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 211	MUSICIANSHIP I	2
MUSIC 212	MUSICIANSHIP II	2
MUSIC 250	MUSIC PERFORMANCE WORKSHOP (four semesters)	2
MUSIC 323	ELEMENTARY PIANO III	2

GENERAL EDUCATION REQUIREMENTS PLAN A	30
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FOUR UNITS FROM THE FOLLOWING:	4
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MUSIC 501	COLLEGE CHOIR
MUSIC 561	CHAMBER CHORALE
MUSIC 712	MARCHING BAND
MUSIC 713	MARCHING BAND SUMMER CAMP
MUSIC 733	LATIN JAZZ ENSEMBLE
MUSIC 734	LATIN JAZZ ENSEMBLE WORKSHOP
MUSIC 745	SYMPHONIC BAND
MUSIC 775	JAZZ ENSEMBLE

SEVEN UNITS FROM THE FOLLOWING:	7
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MUSIC 111	MUSIC APPRECIATION I
MUSIC 200	INTRODUCTION TO MUSIC THEORY
MUSIC 321	ELEMENTARY PIANO I
MUSIC 322	ELEMENTARY PIANO II
MUSIC 323	ELEMENTARY PIANO III
MUSIC 324	ELEMENTARY PIANO IV
MUSIC 341	INTERMEDIATE PIANO
MUSIC 411	ELEMENTARY VOICE I

Total. 63

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

MUSIC (MUSIC)

101 Fundamentals of Music (3) UC:CSU

Note: For the general student.

LECTURE, 3 HOURS.

This course is designed for the general student and is a study of the fundamentals of music, including notation, time signatures and rhythms, major and minor scales and key signatures, intervals, triads, and musical symbols and terminology. Students are introduced to the piano keyboard layout.

111 Music Appreciation I (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course provides basic materials, aesthetics, and structure of music through a broad historical survey of musical styles and masterpieces from the Middle Ages up to and including the 21st century, with emphasis on perceptive listening.

121 Music History and Literature I (3) UC:CSU IGETC Area 3A*Advisory: Music 111.*

LECTURE, 3 HOURS.

This course traces the evolution of music as a reflection of changing culture in the Western world from ancient Greece to 1750. Topics covered include Gregorian chant and the development of polyphony in the Middle Ages, sacred and secular music of the Renaissance, and the vocal and instrumental music of the Baroque era. Although this course is designed for music majors who are fluent in score reading, it is open to the general student population.

122 Music History and Literature II (3) UC:CSU IGETC Area 3A*Advisory: Music 111.*

LECTURE, 3 HOURS.

This course traces the evolution of music as a reflection of changing culture in the Western world from the middle of the 18th century to the present. Topics covered include the style and techniques of music composition from the vocal and instrumental music of the Pre-Classical era, to the development of the sonata idea in the Classical era, the concept of interrelationship of the arts of the Romantic era, to the multifaceted musical culture of the 20th and 21st centuries. This course is designed for music majors who are fluent in score reading, but is open to the general student population.

132 Music of Mexico (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course introduces students to the predominant regional musical styles of Mexico, from Pre-Columbian to contemporary times. Students examine a cross section of styles including folk, classical, sacred, secular, border, dance and pop. The students are exposed to the effect that Latin American, African and European cultures have had on Mexico and understand what effect the indigenous music of Mexico has had on the rest of the world.

134 Mexican Folk Ensemble (2) UC:CSU RPT3

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Folk ensemble playing and folk singing are coordinated according to the regional styles of Mexico with special emphasis on mariachi music. Indigenous instruments are employed in the ensemble such as the guitarrón, vihuela, guitar and jaraha as well as the violin, flute and trumpet.

141 Jazz Appreciation (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This course presents a study of the elements of jazz as well as tracing the development and evolution of styles and structure. Listening skills are developed to enable the student to recognize the many differences in individual solo as well as jazz ensemble interpretations.

161 Introduction to Electronic Music (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course surveys the electronic equipment used in the making of music in today's commercial music industry. Technical, compositional and performance skills utilizing synthesizers, computer sequencing software and recording techniques are introduced and developed.

165 Introduction to Recording Arts (3) CSU

LECTURE, 3 HOURS.

This course is an 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, and multi-track recording procedures.

181 Applied Music I (0.5) UC:CSU*Corequisite: Music 250.*

LABORATORY, 1 HOUR.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the lower-intermediate level. Performance for a faculty jury is required at the end of the semester. All students must successfully audition to enroll.

182 Applied Music II (0.5) UC:CSU*Prerequisite: Music 181.**Corequisite: Music 250.*

LABORATORY, 1 HOUR.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the intermediate level. Performance for a faculty jury is required at the end of the semester.

183 Applied Music III (0.5) UC:CSU*Prerequisite: Music 182**Corequisite: Music 250.*

LABORATORY, 1 HOUR.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the upper-intermediate level. Performance for a faculty jury is required at the end of the semester.

184 Applied Music IV (0.5) UC:CSU*Prerequisite: Music 183.**Corequisite: Music 250.*

LABORATORY, 1 HOUR.

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the upper-intermediate/advanced level. Performance for a faculty jury is required at the end of the semester.

200 Introduction to Music Theory (4) UC:CSU*Advisory: Music 101.*

LECTURE, 4 HOURS.

Designed for the Music major, this is an intensive review of all music fundamentals in preparation for Music 201 and 211. This course also includes an early introduction to the basic principles of harmonic analysis as well as a strong focus on ear training, singing solfège, and keyboard skills. It is strongly recommended that students entering Music 200 have prior basic knowledge of the fundamentals of music.

201 Harmony I (3) UC:CSU RPT1 IGETC area 3A*Prerequisite: Music 200.**Corequisite: Music 211.*

LECTURE, 3 HOURS.

Note: Required of Music majors.

This course provides a study of diatonic harmony, including primary and secondary triads and the dominant seventh chord. Topics considered include the fundamental principles of part-writing in root position and inversions, the harmonization of simple melodies and figured bass lines, as well as harmonic analysis.

202 Harmony II (3) UC:CSU RPT1

Prerequisite: Music 201.

Corequisite: Music 212.

LECTURE, 3 HOURS.

The study of all secondary dominant chords, non-dominant sevenths, and chromatic harmony will be emphasized in keeping with correct part-writing and voice leading procedures. The use of non-harmonic tones in written exercises will be included. Students will also be assigned to harmonize original melodies.

205 Commercial Harmony I (3) CSU

Prerequisite: Music 200.

LECTURE, 3 HOURS.

This course makes the transition from traditional harmony to commercial harmony. Terminology, notation, chord structure and usage are covered with an emphasis on part writing using open and closed 4th, Major 6th & 7th chords, minor 7th chords, major, minor, pentatonic and blues scales, modes, blues and commercial chord progressions.

211 Musicianship I (2) UC:CSU RPT1

(UC Credit Limit: No credit for UC - Has only 2 units).

Prerequisite: Music 200.

Corequisite: Music 201.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: Required of all Music majors.

This course is correlated to Music 201 or Harmony I. It includes singing diatonic intervals and melodies, two part play-and-sing drills, and simple rhythmic, melodic and harmonic dictation.

212 Musicianship II (2) UC:CSU RPT1

Prerequisite: Music 211.

Corequisite: Music 202.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Note: Required of Music majors.

Music 212 is a continuation of Music 211, with emphasis on singing and ear training through the study of chromaticism in both melodic and harmonica context. Rhythmic, melodic and harmonic dictation of a more advanced level is covered.

241 Music Notation and Copying I (1) CSU

LECTURE, 1 HOUR.

This course provides instruction and practical experience in the basic techniques of music notation such as the drawing of notes, rests, lettering, and symbols and characters used in music manuscript. A knowledge of music fundamentals is recommended, but not required.

242 Music Notation and Copying II (1) CSU

Prerequisite: Music 241.

LECTURE, 1 HOURS.

Advanced training in computer notation with emphasis on orchestral score, layout, tablature, and desktop music publishing. Students will also learn instrument transportation and part extraction.

250 Music Performance Workshop (0.5) CSU RPT3

Corequisite: Music 181, 182, 183 or 184.

LABORATORY, 1.5 HOURS.

This course provides students the opportunity to perform in a master class environment. This includes concert preparation, memorization, stage deportment, and critical analysis of performances.

251 Jazz Improvisation Workshop (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course includes the study of scale and chord structures involved in jazz improvisation. Practical application occurs in small group performances of standard jazz literature.

280 The Business of Commercial Music (3) CSU

LECTURE, 3 HOURS.

This course offers the opportunity to examine economic opportunities and responsibilities for the performer, arranger, sales, manager, studio engineer, and other related positions. Students have the opportunities to research areas of interest and to discuss the music industry with guest speakers.

281 Commercial Music Techniques I (3) CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course surveys various areas and opportunities in commercial music including technical training in the skills of notation, part writing, song writing and music demo production with emphasis on current popular music trends.

282 Commercial Music Techniques II (3) CSU

Advisory: Music 281.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches students how to compose and synchronize music for films, video and television. Title themes, underscoring, and action support are emphasized for both live and synthesized scores.

295 Computer Music Sequencing (1) CSU

LECTURE, 1 HOUR.

This introductory course presents basics of computer sequencing including topics MIDI (Music Instrument Digital Interface), SMPTE (Society of Motion Picture and Television Engineers), basic synthesizer programming and operation, software interfaces with notation programs, and multi-track recording. Students are given hands-on experience sequencing and recording individual projects.

301 Keyboard Harmony I (1) UC:CSU

Corequisite: Music 201.

LECTURE, 1 HOUR.

This course applies to the study of diatonic harmony to the piano keyboard and teaches the student basic piano technique. Concepts of harmony are used in the analysis and performance of musical exercises and literature.

302 Keyboard Harmony II (1) UC:CSU

Prerequisite: Music 301.

Corequisite: Music 202.

LECTURE, 1 HOUR.

This course is a study of diatonic and simple chromatic harmony applied to the piano.

321 Elementary Piano I (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course provides instruction in basic piano skills, with emphasis on proper technique, note-reading, playing five-finger patterns, scales, chord progressions, transposition, and beginning pieces. Music theory and terminology are also covered.

322 Elementary Piano II (2) UC:CSU*Prerequisite:* Music 321.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course provides continuing instruction in basic piano skills, emphasizing all major and selected minor scales, primary chord progressions, triads, transposition, harmonization, repertoire and memorization.

323 Elementary Piano III (2) UC:CSU*Prerequisite:* Music 322.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is continued instruction in developing and refining piano skills with emphasis on major and minor scale techniques, chord progressions, triads, arpeggios, harmonization, transposition, repertoire from the major historical periods and memorization.

324 Elementary Piano IV (2) UC:CSU*Prerequisite:* Music 323.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course continues instruction in developing and refining piano skills with emphasis on piano technique, harmonization, transposition, stylistic consideration, and more advanced repertoire from the major historical periods. Open score reading and ensemble skills may also be introduced.

341 Intermediate Piano (2) UC:CSU RPT3*Prerequisite:* Music 324.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is for those having studied two or more years of private or class piano. Piano technique, stylistic consideration, and interpretation are further explored through the study and performance of intermediate to advanced level concert piano literature from the four stylistic periods. Exercises for further technical development are also studied.

411 Elementary Voice I (2) UC:CSU*Advisories:* Music 101, 501 and 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

The course is the first level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop its range and power, interpret songs suited to their ability and develop their appreciation of music.

412 Elementary Voice II (2) UC:CSU*Prerequisite:* Music 411.*Advisories:* Music 501 and 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the second level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability and develop their appreciation of vocal repertoire.

413 Elementary Voice III (2) UC:CSU*Prerequisite:* Music 412.*Advisories:* Music 501 and 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This is the third level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability, and develop their appreciation of vocal repertoire.

414 Elementary Voice IV (2) UC:CSU*Prerequisite:* Music 413.*Advisories:* Music 501 and Music 561.

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course is the fourth level of beginning voice instruction. The purpose of this course is to train the singing voice. Students use their voice to the maximum advantage and develop range and power, interpret songs suited to their ability and develop their appreciation of vocal repertoire.

501 College Choir (1) UC:CSU RPT3*Advisories:* Music 101 and 411.

LABORATORY, 3 HOURS.

Note: Students audition at the beginning of the semester.

This course is an 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 group ability and represents historical and current styles of music. Students are required to perform in a public performance at the end of the semester.

561 Chamber Chorale (1) UC:CSU RPT3*Advisory:* Music 412, 413 or 414.

LABORATORY, 3 HOURS.

Note: Confirmation of enrollment is subject to audition.

This course is designed for the intermediate choral singer. The students analyze, rehearse and perform choral music suited to a small group of singers, with and without accompaniment. Choral literature from the Renaissance through the 21st century is explored. Emphasis is on increased skill in reading music and sight singing, score interpretation, vocal technique, diction, ear training, and preparation for public performances.

611 String Instrument Instruction I (2) UC:CSU RPT3

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Music 611 offers instruction in violin, viola, cello and bass. Recommended for students interested in learning to play, write and arrange for string instruments.

651 Classical Guitar I (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY-PERFORMANCE, 2 HOURS.

This course consists of basic instruction in classical guitar playing at beginning level. It includes fundamental music reading, right and left hand playing techniques, and exercises to develop technical facility, basic chords sight-reading, and performance of elementary solo guitar repertoire.

652 Classical Guitar II (2) UC:CSU*Prerequisite:* Music 651.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course consists of the continued study of basic instruction in classical guitar playing. It includes appropriate exercises to develop technical facility, material for sight-reading, study of basic chords and repertoire of intermediate level.

653 Classical Guitar III (2) UC:CSU*Prerequisite:* Music 652.

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course consists of basic instruction in classical guitar playing at beginning and intermediate levels. It includes exercises to develop technical facility, basic chords and classical guitar repertoire. This course is a continuation of Music 652.

654 Classical Guitar IV (2) UC:CSU*Prerequisite: Music 653.*

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course consists of intermediate instruction in classical guitar playing at beginning and intermediate levels. It includes exercises to develop technical facility, basic chords and classical guitar repertoire. This course is a continuation of Music 653.

712 Marching Band (2) UC:CSU

LABORATORY-PERFORMANCE, 6 HOURS.

This course provides training and experience in rehearsal and performance of music suitable for marching band. Technique and practice in marching, drill patterns, and rhythmic movements are covered. Marching skills are emphasized. Students are required to perform at community and athletic events both on and off campus. Open to all students by audition.

713 Marching Band Summer Camp (1) UC:CSU

LABORATORY-PERFORMANCE, 2 HOURS.

This course provides training and experience in rehearsal and performance of music suitable for marching band. Techniques and practice in marching, drill patterns, and rhythmic movements. Marching skills are emphasized. Open to all students by audition.

721 Orchestra (1) CSU

LABORATORY, 3 HOURS.

This course provides an opportunity for musicians who play string, woodwind, brass and percussion instruments to be a part of a performing ensemble that will rehearse orchestral literature until it reaches performance level. The orchestra performs during the semester. Students must already play an instrument and are auditioned at the beginning of the semester.

731 Rehearsal Band (1) UC:CSU RPT3

LABORATORY-PERFORMANCE, 3 HOURS.

Note: Ability to play an instrument.

Experience is given in performance of varied types of music, and appearances at College functions are made. Some recording is also included.

733 Latin Jazz Ensemble (1) UC:CSU RPT3

LABORATORY-PERFORMANCE, 3 HOURS.

Note: Proficiency on a band instrument.

This course consists of the study of standard Latin Jazz ensemble literature with the intent to develop an individual's technical and artistic abilities through experience with a wide range of Latin Jazz ensemble literature. Public performances are presented. Theory, history, rehearsal and performance of music in the Latin Jazz idiom is included. A conjunto (smaller ensemble) typically consists of 3-5 hours, a rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist. Instructional trips are required. The course is an overview of various techniques and interpretation as applied to Latin Jazz ensemble and performance. (Enrollment subject to audition)

734 Latin Jazz Ensemble Workshop (1) UC:CSU

LABORATORY-PERFORMANCE, 2 HOURS.

This course consists of the study of standard latin jazz ensemble literature with the intent to develop an individual's technical and artistic abilities through experience with a wide range of Latin Jazz ensemble literature. Public performances may be presented. Theory, history, rehearsal and performance of music in the Latin Jazz idiom is included. A conjunto (smaller ensemble) typically consists of 3-5 hours, a rhythm section, timbales, congas, bongos, hand percussionists, and an optional vocalist. Instructional trips are required. This course is an overview of various techniques and interpretation as applied to Latin Jazz ensemble and performance.

741 Band (1) UC:CSU RPT3

LABORATORY-PERFORMANCE, 4 HOURS.

Note: Proficiency on an instrument.

The study and performance of band literature.

745 Symphonic Band (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

Note: Confirmation of enrollment is subject to audition.

This course provides training and experience in rehearsal and performance of music suitable for symphonic band, discussion of various aspects of ensemble musical performances and technique and practice in symphonic band literature. Students are required to perform at community and college events both on and off campus.

775 Jazz Ensemble (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

Note: Proficiency on a band instrument.

This course consists of the study of standard Jazz Ensemble literature with the intent to develop an individual's technical and artistic abilities through experiences with a wide range of Jazz Ensemble literature. Public performances are presented. Theory, history, rehearsal and performance of music in Jazz idiom are covered. Students participate in a large ensemble typically consisting of 15 hours, rhythm section, bass, drum set, piano, guitar and optional vocalist. Instructional trips are required. This course is an overview of various techniques and interpretation as applied to Jazz Ensemble and performance. (Enrollment subject to audition).

185 Directed Study - Music (1) CSU RPT2**285 Directed Study - Music** (2) CSU**385 Directed Study - Music** (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Music on a contract basis under the direction of a supervising instructor. The courses will grant credit for one, two or three semester units, respectively. The complexity of the topic of study will determine which course the student should take.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Nursing Department

G9-115 (323) 265-8896

FACULTY

- Gaines, Lurelean B. - Chair
Professor
- Chan, Brenda M.
Professor
- Chuksorji, Jean
Professor
- Garcia, Martha
Assistant Professor
- Plotkin, Rachel
Assistant Professor
- Ramos, Leticia N.
Professor
- Sunda, Pauline
Professor
- Wider, Elizabeth
Associate Professor

ADJUNCT ASSOCIATE PROFESSORS

- Aguirre, Sergio
- Castelan, David
- Du, Carolyn
- Duncan, Jack
- Ku, Evelyn
- Lutz, Kathleen
- Millan, Angelica M.
- Moore, Dorothy L.
- Okundolor, Sunday
- Pitt, Thelma
- Rangel, Rosa A.
- Romero, Laura G.
- Thornton, Renee
- Velasco, Adriana
- Vu, Linh

EDUCATIONAL PROGRAMS

The Nursing Department offers three state-approved programs for both generic students and licensed vocational nurses to become registered nurses. At the conclusion of our programs, the student is eligible to take the registered nurse licensure examination, NCLEX-RN.

CERTIFICATE PROGRAM:

- **Registered Nurse (R.N). Curriculum for Licensed Vocational Nurse, 30 unit option**

ASSOCIATE DEGREE PROGRAMS:

- **Nursing, Registered (R.N).**
- **Licensed Vocational Nurse to Registered Nurse**

CERTIFICATE OF ACHIEVEMENT

(30 UNIT OPTION/NON-GRADUATE)

Prerequisites include a current California VN license. (High school graduate or equivalent required prior to BRN licensure examination NCLEX - RN.

STUDENTS MUST COMPLETE PHYSIOLOGY I AND MICROBIOLOGY I OR 20 BEFORE ENROLLING IN CORE REQUIREMENTS. 8 -9

First Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 267*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT II	4
NURSING 268*	NURSING PROCESS AND PRACTICE IN THE CARE OF CLIENTS WITH ALTERATIONS IN MENTAL HEALTH . 4	
NURSING 276**	INTRODUCTION TO THE NURSING PROCESS . . .1.5	
NURSING 277**	HEALTH ASSESSMENT	1.5

Second Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 269	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT III	4
NURSING 272*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT IV	4
NURSING 274*	ROLE TRANSITION II/PRECEPTORSHIP	3
Total		30-31

*This course has a prerequisite.

**This course has a corequisite.

ASSOCIATE DEGREE PROGRAMS

NURSING, REGISTERED (R.N).

ASSOCIATE IN SCIENCE DEGREE

PREREQUISITES FOR FALL 2011

- High School graduate, or equivalent (GED or California High School Proficiency Test or United States College Degree).
- GPA demonstrating satisfactory academic progress. GPA of 2.5 overall in Anatomy/Physiology and Microbiology.
- Satisfactory completion of each of the following college courses before entering the program (all required course must be completed with a grade of "C" or better):
 - Anatomy 1/Physiology 1: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) or Biology 20 (a combined course of Anatomy/Physiology).
**Has Chemistry prerequisite (1 year high school chemistry with a Laboratory, acceptable provided a minimum satisfactory grade "C" was achieved in both semesters).*
 - Microbiology 1 or 20: Microbiology with laboratory (minimum 4 semester units).
 - Psychology 1: General Psychology (minimum 3 semester units).
 - Psychology 41: Life-Span Psychology (minimum 3 semester units).
 - Math 125: Intermediate Algebra.

6. English 101: College Reading and Composition I (minimum 3 semester units).

D. Health: The student must be free from any condition that would present a threat to the well-being of the consumer (Title 22, California Code of Regulations, Division, Section 70723 (a). A complete physical examination with select immunizations will be required upon acceptance.

In addition to the prerequisites listed above, the following General Education courses should be completed before submitting an application to the LVN to RN degree program.

1. Speech 101 (3 units)
2. Sociology 1 or 11 or Anthropology 102 (3 units)
3. Humanities (any course from the graduation requirements list in the area of Humanities) (3 units)
4. American Institutions or U.S. History (recommended courses are African American Studies 4, 5, and Chicano Studies 7, 8) (3 units)
5. Physical Education (1 unit)

In order for an application to be considered, a completed packet must be received in the Nursing Office.

Note: DO NOT SUBMIT APPLICATIONS OR TRANSCRIPTS TO THE ADMISSIONS OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

All eligible applicants will be selected by lottery and names will be placed in the semester according to their lottery number, beginning with the Fall 2011 semester. The Nursing Department will inform applicants of the results by e-mail approximately six (6) weeks after the application deadline.

To expedite receipt of your transcripts, request that all transcripts be mailed to your home, then bring them to nursing unopened.

Note: Anticipate completion of a background check before entering the Nursing Program; if unsuccessful, you will not be admitted.

The following courses are required in order to receive an Associate in Science (A.S.) degree in Nursing:

Nursing Core Courses: Nursing 276 and 277	1.5 UNITS EACH
Nursing 265, 266, 267, 268, 269, 270, 271	4 UNITS EACH
Nursing 272	4
Nursing 273/274	0.5/3
Nursing 275A/B1 UNIT EACH

*NURSING CORE COURSES ARE SHORT-TERM, 5, 6, AND 8 WEEKS EACH.

The 4 unit and 2.5 unit courses have a clinical component.

Nursing clinical or laboratory classes are scheduled in select health-care facilities during the day and/or evening shifts, Monday - Sunday.

The program of integrated general education and nursing core courses is as follows:

Note: The Nursing courses listed below are eight weeks in length. See Prerequisites for acceptance into program.

First Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 265**	FUNDAMENTALS OF NURSING	4
NURSING 276**	INTRODUCTION TO THE NURSING PROCESS . . .	1.5
NURSING 275A	PHARMACOLOGY PART I	1

NURSING 266**	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT I.	4
NURSING 277**	HEALTH ASSESSMENT	1.5
PHYS ED	ANY PHYSICAL EDUCATION COURSE	1

Second Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 267*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT II.	4
NURSING 268*	NURSING PROCESS AND PRACTICE IN THE CARE OF CLIENTS WITH ALTERATIONS IN MENTAL HEALTH .4	
NURSING 273*	ROLE TRANSITION	0.5
NURSING 275B*	PHARMACOLOGY PART II.	1
GENERAL EDUCATION REQUIREMENTS AREA C		3

Third Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 269*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT III	4
NURSING 271*	NURSING PROCESS AND PRACTICE IN THE CARE OF WOMEN AND THE NEWBORN	4
SPEECH 101	ORAL COMMUNICATION I	3
SOC 1	INTRODUCTION TO SOCIOLOGY	
OR		
SOC 11	RACE AND ETHNIC RELATIONS	
OR		
ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY.. . . .	3

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 270*	NURSING PROCESS AND PRACTICE IN THE CARE OF CHILDREN	4
NURSING 272*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT IV	4
NURSING 274*	ROLE TRANSITION II/PRECEPTORSHIP	3
GENERAL EDUCATION REQUIREMENTS AREA B1		3
Total		79.5

*This course has a prerequisite.

**This course has a corequisite.

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE

ASSOCIATE IN SCIENCE DEGREE

Includes current California VN LICENSE. NURSING 276 and 277 must be taken the semester prior to the start of the regular semester. The curriculum for the L.V.N. who chooses Option 1 is the same as that of a generic R.N. student. Credit will be given for Nursing 265, 266, and Nursing 275 A/B.

PREREQUISITES FOR FALL 2011

- A. High School graduate, or equivalent (GED or California High School Proficiency Test or United States College Degree).
- B. GPA demonstrating satisfactory academic progress, however, a 2.5 GPA must be attained in Anatomy/Physiology and Microbiology.
- C. Satisfactory completion of each of the following college courses before entering the program: (all required recourses must be completed with a grade of "C" or better).

NURSING



nursing

Erinn Carusetta, a single mother with two daughters, is on a fast track to a nursing career. She has attended five local community colleges—moving to wherever she could find the science courses needed to complete the prerequisites for the R.N. program. She is poised to graduate and has applied to Mt. St. Mary's, as well as California State Universities at Los Angeles and Long Beach, where she intends to pursue a B.S.N. (Bachelor's of Science in Nursing) preparatory to continue her education to be a family nurse practitioner.

"ELAC doesn't deserve its reputation for being an easy college," Erin observes. "My science and general education teachers are extremely demanding—the difference at ELAC is the excellent student support available from the professors, tutoring services and EOPS. A side benefit of attending college is inspiring my daughters to use education to better their lives. We all do homework together and my eldest daughter is a straight-A student. They are already thinking of careers in science or medicine."

1. Anatomy 1/Physiology 1: College courses in Anatomy/Physiology* with laboratory (minimum 8 semester units) or Biology 20 (a combined course of Anatomy/Physiology).

*Has Chemistry prerequisite (1 year high school chemistry with a Laboratory, acceptable provided a minimum satisfactory grade "C" was achieved in both semesters).

2. Microbiology 1 or 20: Microbiology with laboratory (minimum 4 semester units).

3. Psychology 1: General Psychology (minimum 3 semester units).

4. Psychology 41: Life-Span Psychology (minimum 3 semester units).

5. Math 125: Intermediate Algebra.

6. English 101: College Reading and Composition I (minimum 3 semester units).

D. Health: The student must be free from any condition that would present a threat to the well-being of the consumer (Title 22, California Code of Regulations, Division, Section 70723 (a). A complete physical examination with select immunizations will be required upon acceptance.

The following General Education courses should be completed before applying to the LVN degree program.

1. Speech 101 (3 units)

2. Sociology 1 or 11 or Anthropology 102 (3 units)

3. Humanities (any course from the graduation requirements list in the area of Humanities) (3 units)

4. American Institutions or U.S. History (recommended courses are African American Studies 4, 5, and Chicano Studies 7, 8) (3 units)

5. Physical Education (1 unit)

In order for an application to be considered, a completed packet must be received in the Nursing Office.

Note: The student is not considered a graduate of this nursing program and does not qualify for the A.S. degree. Students selecting this option must be counseled by the Nursing Chairperson.

The program of integrated general education and nursing core courses is as follows:

Note: The Nursing courses listed below are eight weeks in length. See Prerequisites for acceptance into program.

First Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 267*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT II	4
NURSING 268*	NURSING PROCESS AND PRACTICE IN THE CARE OF CLIENTS WITH ALTERATIONS IN MENTAL HEALTH.	4
NURSING 269*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT III	4
NURSING 273*	ROLE TRANSITION	0.5

Summer or Winter Session

SUBJECT & NO.	COURSE	UNITS
NURSING 276**	INTRODUCTION TO THE NURSING PROCESS	1.5
NURSING 277**	HEALTH ASSESSMENT	1.5

Second Semester

SUBJECT & NO.	COURSE	UNITS
NURSING 271*	NURSING PROCESS AND PRACTICE IN THE CARE OF WOMEN AND THE NEWBORN	4
NURSING 270*	NURSING PROCESS AND PRACTICE IN THE CARE OF CHILDREN	4
NURSING 272*	NURSING PROCESS AND PRACTICE IN THE CARE OF THE ADULT CLIENT IV	4
NURSING 274*	ROLE TRANSITION II/PRECEPTORSHIP	3
PHYS ED	ANY PHYSICAL EDUCATION COURSE	1
SPEECH 101	ORAL COMMUNICATION I	3
SOC 1	INTRODUCTION TO SOCIOLOGY	

OR

SOC 11	RACE AND ETHNIC RELATIONS	
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OR

ANTHRO 102	HUMAN WAYS OF LIFE: CULTURAL ANTHROPOLOGY.. . . .	3
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GENERAL EDUCATION REQUIREMENTS AREA B1		3
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Total 65.5

*This course has a prerequisite.

**This course has a corequisite.

SPECIAL NOTES: Applied to All Curricula

1. Nursing courses are scheduled sequentially in each quarter/semester and must be completed before progressing to the next semester.
2. No substitutions are allowed for the general education courses as all subjects must meet with the board of registered nursing approval.
3. Please check the catalog for the transfer status of the General Education courses under Graduation Plan "B". Completion of ELAC's Nursing Degree Program is transferable to CSU and UC systems.
4. **SCHOLASTIC REQUIREMENT:** Satisfactory completion required in all General Education and Nursing courses.
5. See Nursing Student Handbook for Challenge/Transfer information.
6. Students who have a break in enrollment from a core nursing course will be subject to the new prerequisites, corequisites, and policies in effect when they return.
7. Malpractice Insurance is required for the nursing program.
8. Background checks must be done and successfully completed by all students accepted into the program.
9. Students transferring from another school of nursing will be evaluated by a Nursing Department Committee for nursing course transfer credit. Syllabi and college catalog must accompany application. In addition, all transfers must submit a letter from their former nursing chairperson stating they are clinically safe.
10. LVNs doing 30-unit option may not transfer from the certificate program to the degree program.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS**NURSING (NURSING)****250 Orientation to Nursing** (1) CSU

LECTURE, 1 HOUR.

Note: This course is offered on a PASS/NO-PASS basis only.

This course is designed to help the beginning student majoring in nursing to prepare for the nursing curriculum. A review of basic mathematics, how to study effectively, and how to qualify for the examinations for nursing program readiness are among the topics considered.

252 Mathematics of Drugs and Solutions (2) CSU

LECTURE, 2 HOURS

This elective course involves the computation of drug dosages and the conversion of the three major systems (metric, apothecary, and household) of measurement necessary for the administration of medications.

265 Fundamentals of Nursing (4) CSU

Corequisite: Nursing 277.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course introduces fundamental concepts of the nursing profession, including its history, theory, ethical, and legal considerations as well as program's conceptual framework utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

266 Nursing Process and Practice in the Care of the Adult Client I (4) CSU

Corequisites: Nursing 276 and 277.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This beginning medical-surgical nursing course integrates critical thinking skills as it introduces the student to concepts and principles of basic nursing care for clients with alterations in hematological, immunological, oncological and integumentary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

267 Nursing Process and Practice in the Care of the Adult Client II (4) CSU

Prerequisites: Satisfactory completion of Nursing 265, 275A and 276.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in oxygenation, ventilation, tissue perfusion, metabolic, hormonal regulation utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

268 Nursing Process and Practice in the Care of Clients with Alterations in Mental Health (4) CSU

Prerequisites: Nursing 265 and 275A.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course provides theoretical and clinical experience in the care of clients with alterations in mental health utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

269 Nursing Process and Practice in the Care of the Adult Client III (4) CSU

Prerequisites: Satisfactory completion of Nursing 273 and 275B.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of the adult client with alterations in genitourinary, fluid/electrolyte, musculoskeletal, gastrointestinal and hepatobiliary systems utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

270 Nursing Process and Practice in the Care of Children (4) CSU

Prerequisites: Satisfactory completion of Nursing 269 and 271.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This course is designed to prepare the student to provide safe and effective nursing care to the pediatric client utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Theoretical/clinical concepts include health maintenance and complications emphasizing emotional, psychosocial, cultural and legal aspects.

271 Nursing Process and Practice in the Care of Women and the Newborn (4) CSU

Prerequisites: Satisfactory completion of Nursing 267, 268, 273 and 275B.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

The course is designed to prepare the student to undertake his/her role in providing safe and effective care to women and the newborn. Emphasis is made on the physiological care and complications, including the emotional, psychological, cultural and legal aspects, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory. Clinical experience is provided in a variety of community settings.



nursing

Chloe Wang prepared herself to study abroad by taking English and Spanish classes at her high school in Tianjin, China. She chose East Los Angeles College based on recommendations from a friend who lives in Los Angeles. She traveled to the U.S. by herself, urged on by her father who felt going to an American college would help her get a good job. She loves math and science classes and chose to study Nursing. A U.S. education and the ability to pass a test in China will allow her to be a nurse when she returns home.

"I really enjoy the hospital practice classes taught by Ms. Gaines because she not only teaches us medical theory but also how to learn on our own. Wearing a uniform makes me feel responsible for helping my patients. I took two Spanish classes at ELAC as well as English, so I can communicate with my patients in three languages. That is really important at Garfield Medical Center because we have many Chinese and Spanish-speaking patients."

272 Nursing Process and Practice in the Care of the Adult Client IV (4) CSU

Prerequisite: Satisfactory completion of Nursing 269 and 271.

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

This medical-surgical nursing course provides theoretical and clinical experiences in the care of adult clients with complex medical and/or surgical alterations and emergency situations utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

273 Role Transition (.5) CSU

Prerequisite: Satisfactory completion of Nursing 266.

Corequisite: Nursing 267 or 268.

LECTURE, 0.5 HOUR.

This course introduces the role of professional nursing from past to present, addressing legal/ethical issues and delivery of care in a multicultural society. Emphasis is placed on professional accountability and the ability to demonstrate critical thinking when solving complex client care issues.

274 Role Transition II/Preceptorship (3) CSU

Prerequisite: Nursing 272.

LECTURE, 0.5 HOUR; LABORATORY, 7.5 HOURS.

This theory course is taught concurrently with Preceptorship. It offers students the opportunity to explore major factors involved in the transition from the student role to that of the professional registered nurse, focusing on effective leadership and management, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory in managing client care. The clinical component is taught concurrently with Role Transition Part II. It is designed to facilitate/ease the transition from generic student and LVN to Registered Nurse. Focus is on allowing the student to perform nursing duties/responsibilities under the supervision of an RN preceptor, utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

275A Pharmacology Part I (1) CSU

LECTURE, 1 HOUR.

This course introduces basic pharmacological therapy and mathematical computations of drugs to first year nursing students utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

275B Pharmacology Part II (1) CSU

Prerequisite: Nursing 275A.

LECTURE, 1 HOUR.

This course focuses on the nurse's role and responsibilities in the medication administration process. Emphasis is placed on assessment of a client's health status, knowledge of various pharmacological agents, expected outcomes and health teaching utilizing the Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory.

276 Introduction to the Nursing Process (1.5) CSU

Corequisite: Nursing 266.

LECTURE, 1.5 HOURS.

This course introduces Nursing Process, critical thinking, Maslow's Hierarchy of Needs, and Erikson's Developmental Needs and how to develop a nursing care plan.

277 Health Assessment (1.5) CSU

Corequisite: Nursing 265.

LECTURE, 1.5 HOURS.

This course introduces beginning nursing students to basic physical assessment tools and skills in developing a client's health history and conducting head-to-toe physical examinations. The Nursing Process, Maslow's Hierarchy of Needs, and Erikson's Developmental Theory are discussed and utilized to integrate assessment findings.

185 Directed Study-Nursing (1) CSU RPT2

285 Directed Study-Nursing (2) CSU

385 Directed Study-Nursing (3) CSU

CONFERENCE 1 HOUR PER UNIT.

The above courses allow students to pursue Directed Study in Nursing on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Philosophy Department

F7-318

(323) 265-8774

PHILOSOPHY

Courses and seminars in philosophy offer serious reflection and analysis of the approaches and perspectives of the philosophers who shaped Western culture. Philosophy provides students with the concepts and skills necessary to understand the theories that have been developed and, more importantly, to evaluate rationally alternative approaches, including their own. Philosophical study provides an overview of influential attempts to synthesize diverse philosophical insights into fully developed world views, world views with far-reaching implications for how we live and interact.

Philosophy contributes depth and perspective to the study of law, government, psychology, history, and literature. From philosophy, students of natural science derive a heightened awareness of what is positive and what is problematical in their field of inquiry. Mastery of the techniques of philosophical analysis is relevant to the preservation of clarity of thought in every field of inquiry.

Seen as a discipline with a rich history and heritage, philosophy presents an imaginative array of perspectives on the basic questions of life. In your study of philosophy, you will join with thinkers throughout the ages, share their wonder, and reflect philosophically in thinking about yourself, your life, and the world in which you live.

FACULTY

Sigman, Michael - Chair

Professor

Posada, Ramon J.

Professor

Snead, Timothy A.

Associate Professor

ADJUNCT ASSOCIATE PROFESSORS

Allen, Brian

Bennet, Sage

Gill, Kevin

Lim, Daniel

Mather, Nicholas

McMahan, Kerrin M. (Professor)

Pallotti, Christopher

Sedgwick, Emily A.

Senestraro, Darin L.

Singer, James

Villavicencio, Angelo

Waters, Frank

EDUCATIONAL PROGRAM

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

PHILOSOPHY (PHILOS)

1 Introduction to Philosophy (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course provides students with an understanding of the major topics in philosophy—including metaphysics, epistemology and axiology. Students experience philosophy as an activity characterized by asking questions and answering them through persistent, critical analysis. The study of philosophy helps satisfy higher-level human needs, increases personal awareness, deepens tolerance, refines analytical powers, and equips us to deal with life's uncertainties.

6 Logic in Practice (3) UC:CSU

LECTURE, 3 HOURS.

This course is designed to foster critical thinking skills, without exclusively appearing to the traditional techniques of formal logic. A number of general issues connected with the rational criticism of arguments are explored. These include a discussion of the special features associated with critical thinking in different fields of argumentation and a discussion of fallacies as non-formal failures in the process of reasoning.

8 Deductive Logic (3) UC:CSU

LECTURE, 3 HOURS.

This course concerns two basic analytical skills: logical and critical analysis. Logical analysis teaches the nature of logical structure. Critical analysis teaches why arguments sometimes fail. Students acquire the skills necessary for success in upper-division college course work.

12 History of Greek Philosophy (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course surveys the general historical accomplishments in ancient Greek philosophy from the Classical to the Hellenistic periods (roughly 5th century B.C.E. to the 2nd century A.D.). Students critically examine some of the major philosophers of this period, such as Parmenides, Socrates, Plato, Aristotle, Epicurus, Epictetus, and Aurelius, with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

13 History of Medieval Philosophy (3) CSU

LECTURE, 3 HOURS.

This course surveys the general historical accomplishments in western medieval philosophy from the 1st to the 15th centuries. Students critically examine some of the major philosophers of this period, such as Philo, Plotinus, Augustine, Boethius, Erigena, Ibn Sina, Al-Ghazali, Ibn-Rushd, Maimonides, Anselm, Aquinas, Duns Scotus, and William of Ockham with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.



liberal studies

"I worked as a kindergarten teacher's assistant for Project Apple and found I loved helping students. The teacher was an inspiration and I want to follow in her footsteps and become an elementary school teacher. I learned a lot in my Child Development courses and now I look at children differently—even my brothers and sisters."

Jo Ann plans to transfer to California State University, Dominguez Hills, because they have a flexible degree program that will allow her to complete her degree in two years. She enjoyed attending ELAC's South Gate Center because it was easy to get to know her teachers, and she liked her job helping other students apply for financial aid.

14 History of Modern European Philosophy (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course surveys the general historical accomplishments in modern European philosophy from the 16th to the 19th centuries. Students critically examine some of the major philosophers of this period, such as Descartes, Spinoza, Bacon, Hobbes, Locke, Hume, Kant, Hegel, Kierkegaard, Marx and Nietzsche, with the specific aim of discovering how their ideas relate to such topics as ontology, epistemology, politics and human happiness, as well as ultimately uncovering the historical impact these ideas have on human thought.

19 Contemporary Problems in Bioethics (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course examines moral problems in biomedical ethics, examining the work of philosophers, jurists, biologists, legal theorists, health-care professionals and researchers. Major ethical theories are examined and applied to contemporary issues such as human cloning, genetic engineering, and assisted suicide.

20 Ethics (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces ethics in a balanced mix of theory and practice that is unified and coherent, engaging and compelling. As a result of this course, students should be able to: see the moral overtones in their own lives, feel the urgency of ethics, the pressing personal and social need to perceive and confront the moral dimensions of everyday experiences, and understand, analyze, and resolve moral dilemmas.

28 Environmental Ethics (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This is an introductory course on the ethics surrounding ecology. Students examine theories and perspectives, both traditional and contemporary, which have shaped and defined environmental issues, nature, and the role and nature of human beings.

31 Philosophy of Religion (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This is a survey course covering the relationship between faith, science and reason, the nature and possibility of miracles, arguments for and against the existence of God, the existence of the soul, ethics, and the problem of evil.

33 Comparative Survey of World Religions (3) CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course provides a survey of the historical development of the world's great religions including their origins, teachings, growth, contributions to culture, and intellectual history.

44 Feminist Philosophy (3) CSU

LECTURE, 3 HOURS.

This course surveys the various philosophical accomplishments in feminist philosophy. Students explore feminist philosophical methods and perspectives in such areas as human nature, epistemology, and aesthetics, while focusing specifically on gender related socio-political and ethical issues.

185 Directed Study - Philosophy (1) CSU RPT2

285 Directed Study - Philosophy (2) CSU

385 Directed Study - Philosophy (3) CSU

CONFERENCE 1 HOUR PER UNIT.

The above courses allow students to pursue Directed Study in Philosophy on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Photography Department

E7 - B41

(323) 265-8810

Consider the vast number of photographs you see in just one day in newspapers, billboards, magazines, catalogs, mailers and even on your cereal box. Creating these photographs is an exciting and rewarding career that will provide you with many years of pleasure and fulfillment.

Photographers are problem solvers who combine artistry, technique, color sense, and imagination to create compelling images that tell a story. Due to the digital revolution and increasingly sophisticated imaging software, photography is now limited only by imagination.

At ELAC we provide training in both digital and traditional photography and the laboratory processes. These classes provide our students with the skills and knowledge necessary to enter and succeed in this challenging and exciting field.

Our Photography Department offers a total of eight skills certificate and certificates of achievement that lead to the major Photography Certificate, and two Associate in Arts Degrees. Completing our program can pave the way to success, prepare you for career advancement or assist in making a career transition. Earning a certificate or a degree is gratifying, and you will have the distinction of having achieved a high level of competency.

FACULTY

Lyle, Robert A. - Chair

Assistant Professor

Tsai, Michael C.

Professor

ADJUNCT ASSOCIATE PROFESSORS

Blum, Thomas K.

Kopinski, Douglas J.

Russell, Kathryn K.

Tsai, Michael C.

Valenzuela, David L.

Valenzuela, Mei B.

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATES:

- *Black and White Darkroom Laboratory Processing*
- *Portrait Photography*

CERTIFICATES OF ACHIEVEMENT:

- *Color Printing and Processing*
- *Desktop Publishing*
- *Digital Imaging*
- *Large Format Photography*
- *Photography and Digital Imaging*
- *Studio Lighting and Techniques*

ASSOCIATE DEGREE PROGRAMS:

- *Desktop Publishing*
- *Photography*

SKILLS CERTIFICATES

BLACK AND WHITE DARKROOM LABORATORY PROCESSING

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 16*	FUNDAMENTAL COMMERCIAL PHOTOGRAPHY . . .	3
PHOTO 32*	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY .	3
Total.		9

**This course has a prerequisite.*

PORTRAIT PHOTOGRAPHY

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 15*	FUNDAMENTALS OF PORTRAITURE	3
PHOTO 31*	ADVANCED PORTRAIT TECHNIQUES	3
Total.		9

**This course has a prerequisite.*

CERTIFICATES OF ACHIEVEMENT

COLOR PRINTING AND PROCESSING PRINTING AND PROCESSING

This Certificate of Achievement exposes students to problem solving the unique technical and aesthetic issues occurring in color image making. Students will become versed in subtractive color theory, color correction, printing, processing and making artistic compositional decision with color as a variable.

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY . . .	3
PHOTO 18*	ADVANCED COLOR PHOTOGRAPHY	3
PHOTO 30*	CREATIVE COLOR TECHNIQUES	3
Total.		12

**This course has a prerequisite.*

DESKTOP PUBLISHING

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217*#	PUBLICATION LABORATORY	2
PHOTO 28*	LABORATORY PROCESSES.	1
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48#	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3

PHOTOGRAPHY

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW: 12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	DRAWING I	
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	
ART 604*	GRAPHIC DESIGN I	
ART 633	INTRODUCTION TO COMPUTER GRAPHICS	
JOURNAL 202*	ADVANCED NEWSWRITING	
JOURNAL 218*#	PRACTICAL EDITING	
JOURNAL 219*#	TECHNIQUES FOR STAFF EDITORS	
JOURNAL 228*#	COMPUTERIZED COMPOSITION	
PHOTO 10	BEGINNING PHOTOGRAPHY	
PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	
PHOTO 22*	CREATIVE PHOTO-VISION	
PHOTO 32*	INTERMEDIATE BLACK AND WHITE	
Total.		30

*This course has a prerequisite or corequisite.

#This course is repeatable.

DIGITAL IMAGING

This Certificate of Achievement is a fast track to employment in a variety of digital imaging jobs. Students will reach a professional level of skill with digital photography, image manipulation and retouching in Photoshop, as well as printing and new media applications.

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48*	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 51*	ADVANCED DIGITAL TECHNIQUES	3
Total.		12

*This course has a prerequisite.

LARGE FORMAT PHOTOGRAPHY

This Certificate of Achievement trains students to work with 4x5 and 8x10 sheet film and view cameras. Students will become versed in the high-end commercial applications commonly shot in large format, i.e. architecture, product, food and fine art.

SUBJECT & NO.	COURSE	UNITS
PHOTO 5*	PHOTOGRAPHIC SENSITOMETRY	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 12*	ADVANCED PHOTOGRAPHIC TECHNIQUES	4
PHOTO 16*	FUNDAMENTAL COMMERCIAL PHOTOGRAPHY	3
Total.		13

*This course has a prerequisite.

PHOTOGRAPHY AND DIGITAL IMAGING

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	BASIC COMMERCIAL FIELDS	6
PHOTO 5*	PHOTOGRAPHIC SENSITOMETRY	3
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 12*	ADVANCED PHOTOGRAPHIC TECHNIQUES	4
PHOTO 16*	FUNDAMENTAL COMMERCIAL PHOTOGRAPHY	3
PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	3
PHOTO 18*	ADVANCED COLOR PHOTOGRAPHY	3

PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48*	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 185*	DIRECTED STUDY - PHOTOGRAPHY	1

ONE COURSE FROM THE FOLLOWING: 3-4

PHOTO 13	PHOTOGRAPHING ART WORK	
PHOTO 15*	FUNDAMENTALS OF PORTRAITURE	
PHOTO 22*	CREATIVE PHOTO-VISION	
PHOTO 30*	CREATIVE COLOR TECHNIQUES	
PHOTO 31*	ADVANCED PORTRAIT TECHNIQUES	
PHOTO 32*	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY	
PHOTO 51*	ADVANCED DIGITAL TECHNIQUES	

Total. **35-36**

*This course has a prerequisite.

STUDIO LIGHTING AND TECHNIQUES

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	BASIC COMMERCIAL FIELDS	6
PHOTO 10	BEGINNING PHOTOGRAPHY	3
PHOTO 12*	ADVANCED PHOTOGRAPHIC TECHNIQUES	4
PHOTO 16*	FUNDAMENTAL COMMERCIAL PHOTOGRAPHY	3
Total.		16

*This course has a prerequisite.

ASSOCIATE DEGREE PROGRAMS**DESKTOP PUBLISHING****ASSOCIATE IN ARTS DEGREE**

(This program is offered through a consortium of the departments of Photography, Art, and Journalism).

This program gives the student skills in the fields of Graphic Design, Journalism, and Photography and in the use of computers to produce newspapers, newsletters, advertising, and brochures.

SUBJECT & NO.	COURSE	UNITS
ART 635	DESKTOP PUBLISHING DESIGN	3
ART 639	INTRODUCTION TO DIGITAL IMAGING	3
JOURNAL 101	COLLECTING AND WRITING NEWS	3
JOURNAL 217*#	PUBLICATION LABORATORY	2
PHOTO 28*	LABORATORY PROCESSES.	1
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 48*	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3

TWELVE ADDITIONAL UNITS SELECTED FROM THE LIST BELOW: 12

(The student may select all twelve units from one area or from a combination of areas).

ART 201	DRAWING I	
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	
ART 604*	GRAPHIC DESIGN I	
ART 633*	INTRODUCTION TO COMPUTER GRAPHICS	
JOURNAL 202*	ADVANCED NEWSWRITING	
JOURNAL 218*#	PRACTICAL EDITING	
JOURNAL 219*#	TECHNIQUES FOR STAFF EDITORS	
JOURNAL 228*#	COMPUTERIZED COMPOSITION	
PHOTO 10	BEGINNING PHOTOGRAPHY	

{ meet **elac** people > JUAN "EDDIE" RUVALCABA

photography

Eddie Ruvalcaba dropped out of college and worked as a wildfire fighter for eight years followed by a five-year stint in the U.S. Marine Corp during which he served in Okinawa and Afghanistan. When he was released from active duty in 2006, he returned to Photography and began shooting University of Southern California football games. He realized he needed to learn more about digital imaging and returned to ELAC to major in Photography. Eddie connected with a network of professional sports photographers and has been hired to shoot the Indianapolis Colts and a catalog cover for a track and field equipment company. Eddie also works as a freelance event photographer and hires his fellow students to help him cover large assignments.

"It is awesome returning to ELAC. My instructor, Mike Tsai, constantly challenges me to improve and to see things in a unique way. He is an amazing editor and I learn something in every class. I am also fascinated with history. When I took U.S. History with Professor Ramos, I was fascinated with how photographs told the story of our times. This class fit perfectly with the history of photography taught by another great instructor, Mei Valenzuela. With the help and complete support of the ELAC Photography Department and some friends I've made along the way, I've been doing things beyond my wildest dreams"



PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	
PHOTO 22*	CREATIVE PHOTO-VISION	
PHOTO 32*	INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY	
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total.		60

**This course has a prerequisite or corequisite.
#This course is repeatable.*

PHOTOGRAPHY

ASSOCIATE IN ARTS DEGREE

The program below is designed for the student who wishes to make professional photography his/her occupational field. Previous training in photography is not required. Comprehensive studies include commercial and industrial projects, laboratory processes, portraiture and color techniques classes.

Creative and advanced photographic skill classes are offered.

Camera Requirement:

A 35mm camera with adjustable light control features and a quality light meter are needed.

Not all classes are offered every semester. Check current class schedules for offerings.

First Year

First Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 10	BEGINNING PHOTOGRAPHY	3
ART 501	BEGINNING TWO-DIMENSIONAL DESIGN	3
GENERAL EDUCATION REQUIREMENTS PLAN B		9

Second Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 16*	FUNDAMENTAL COMMERCIAL PHOTOGRAPHY	3
PHOTO 17*	INTRODUCTION TO COLOR PHOTOGRAPHY	3
PHOTO 47	INTRODUCTION TO COMPUTERIZED DIGITAL PHOTOGRAPHY	3
MARKET 11	FUNDAMENTALS OF ADVERTISING	3

GENERAL EDUCATION REQUIREMENTS PLAN B 3

Second Year

Third Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 12*	ADVANCED PHOTOGRAPHIC TECHNIQUES	4
PHOTO 48*	INTERMEDIATE COMPUTERIZED DIGITAL PHOTOGRAPHY	3
PHOTO 121	HISTORY AND APPRECIATION OF PHOTOGRAPHY.	3
GENERAL EDUCATION REQUIREMENTS PLAN B		6

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
PHOTO 3*	BASIC COMMERCIAL FIELDS	6
PHOTO 185*	DIRECTED STUDY - PHOTOGRAPHY	1
MGMT 13	SMALL BUSINESS ENTREPRENEURSHIP	3
FIVE UNITS FROM THE FOLLOWING:		5

PHOTO	4*, 13, 15*, 22*, 28, 30*, 31*, 32*, 47, 51*, 185
ART	101#, 102#, 103#, 604
JOURNAL	101#
LAW	1
CAOT	1, 3I, OR 62
PHILOS	1# OR 20#

Total. 61

**This course has a prerequisite.*

#This course also fulfills one of the graduation requirements.

COURSE DESCRIPTIONS

PHOTOGRAPHY (PHOTO)

3 Basic Commercial Fields (6)

Prerequisite: Photography 12.

LECTURE, 3 HOURS; LABORATORY, 9 HOURS.

This professional course covers the application of photographic principles to commercial and illustrative photography. Emphasis is placed on commercial lighting and studio techniques, illustrative, fashion, architectural, and product photography. Pricing, self-promotion, portfolio development, and the business of photography are stressed. Projects will be in color and black and White..

5 Photographic Sensitometry (3)*Prerequisite: Photography 16.**Corequisite: Photography 12.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course includes a study of the principles of Sensitometry, densitometry, and process monitoring of black and White chemistry. The applications of the zone system method of photography are studied along with the chemical mixing of photographic chemistry from raw chemicals using established formula.

10 Beginning Photography (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an introductory course for students without prior photographic training. Basic camera and laboratory techniques are studied, including camera operation and exposure, film developing, enlarging, and composition. These techniques enable the student to communicate visual images as creative photographic statements. A 35mm camera with adjustable f-stops and shutter speeds is required.

12 Advanced Photographic Techniques (4) CSU*Prerequisite: Photography 16.*

LECTURE, 2 HOURS; LABORATORY, 6 HOURS.

A course for photography majors and students interested in a professional photography career. Students will work with many advanced techniques used in the commercial, industrial, and graphic arts fields. In-depth projects involve work in intensification, reduction, line and halftone negatives, infrared photography, and extensive copy and inter-negative work.

13 Photographing Art Work (1.5) CSU

LECTURE, 1.5 HOURS.

This course is for the artist and others, who wish to photograph flat and three-dimensional art for use in portfolios, publication, documentation, or presentations.

15 Fundamentals of Portraiture (3) CSU*Prerequisite: Photography 10.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This introductory portrait course covers modern and traditional lighting styles with professional lighting equipment. Various projects include: portraits by window light, environmental portraiture, and studio portraits. The curriculum will cover lighting ratios, lighting styles, subject posing, films, exposure, developing techniques, and print presentation.

16 Fundamental Commercial Photography (3)*Prerequisite: Photography 10.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course covers professional medium and large format camera operation, hand-held light meters, portable and studio flash photography, studio setup and lighting for small product photography in the commercial and industrial fields. Professional laboratory techniques filters for black and white and digital photography are also discussed.

17 Introduction to Color Photography (3) CSU*Prerequisite: Photography 10.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course is designed to cover the elements of color photography, including light and color theory, color balance, color corrections, the color processes (E-6, C-41 and RA-4), exposing and printing color

negatives, exposing and processing color slides, composition in color photography and the language of color.

18 Advanced Color Photography (3) CSU*Prerequisites: Photography 16 and 17.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This advanced color course provides practical experience in color photography- in both traditional and digital imaging. Color processes will be explored in greater detail – including light and color theory, color correction, color processing, composition, and proper exposure – in traditional and digital imaging. Students will study contemporary professional studio and location equipment and lighting. Alternative color processes are covered to enhance visual communication.

22 Creative Photo-Vision (3) RPT2*Prerequisite: Photography 10.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course explores the creative and artistic applications of the materials and processes of silver and non-silver photography. Emphasis is placed on the aesthetic and expressive uses to which the materials lend themselves. This course will cover toning and hand coloring, high contrast, Sabattier effect, infrared film, extreme grain and non-silver processes.

28 Laboratory Processes (1) RPT3

LABORATORY, 3 HOURS.

This laboratory course enables the student to increase his/her photography laboratory skills.

30 Creative Color Techniques (3) CSU*Prerequisite: Photography 17.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is a creative color course that explores the imaginative uses of color materials and alternative color processes.

31 Advanced Portrait Techniques (3) CSU*Prerequisite: Photography 15.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is a skills advanced course for those who have mastered the basic portraiture skills. Advanced topics such as: editorial and environmental portraits, executive portraiture, high and low key, group portraits, multiples, and synchro sunlight portraits will be covered, in addition to business methods of portraiture.

32 Intermediate Black and White Photography (3) CSU*Prerequisite: Satisfactory completion of Photography 10.*

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This is an exciting continuation of beginning photography. The course explores printing techniques, archival preparation, electronic flash, multiple exposure, matting and print presentation. A scheduled field trip to a local area of interest is also included.

47 Introduction to Computerized Digital Photography (3) CSU

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course introduces digital photographic imaging with computers and digital cameras. Mouse applications, keyboard shortcuts, and methods of creating folders are utilized. Various course projects present the techniques of opening programs, scanning, importing images, and manipulating images and saving and printing the photographic image.



48 Intermediate Computerized Digital Photography (3) CSU

Prerequisites: Photography 10 and 47.

LECTURE, 2 HOURS; LABORATORY, 3 HOURS.

This course provides continuing instruction in computerized digital photography utilizing the software and hardware of digital imaging. Emphasis is on creating digital photographic images.

51 Advanced Digital Techniques (3) CSU

Prerequisite: Photography 48

LECTURE, 2 HOURS; LABORATORY 3 HOURS.

This course presents advanced instruction in digital photographic imaging – utilizing the software and hardware of digital imaging photography. Emphasis is given to creating and manipulating digital images, enhancement, and outputting to various media.

52 Advanced Laboratory Procedures (1) RPT3

Prerequisite: Successful completion of Photography 28, four semesters.

Corequisite: Photography 3, 5, 12, 18, 30, 48 or 51.

LABORATORY, 3 HOURS.

This course concentrates on lab instruction designed to familiarize students with safety factors and the technology of film and paper processes. Laboratory instruction also covers computers and peripheral equipment.

121 History and Appreciation of Photography (3) UC:CSU IGETC 3A

LECTURE, 3 HOURS.

A survey of the history of photography from its discovery/invention in 1839 to the present. The course covers the dominant world philosophies and technologies prior to its emergence in 19th Century France; the influence of the Industrial Revolution; and the sustained effect of photography pertinent to economics, culture, art, aesthetics, communication, the sciences and medicine.

185 Directed Study - Photography (1) CSU RPT2

285 Directed Study - Photography (2) CSU

385 Directed Study - Photography (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Photography on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC does not grant credit for variable topics courses in Photography because of credit restrictions in this area.

931 Cooperative Education - Photography (3) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

941 Cooperative Education - Photography (4) CSU RPT3

Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which include Co-op Ed).

This course offers advanced supervised training in an employment area that will enhance the student's educational goals.

Physical Education Department

C1-135B MEN (323) 415-5336

E9-112 WOMEN (323) 265-8917

SUBJECTS

- **Dance Specialities**
- **Dance Studies**
- **Dance Techniques**
- **Health**
- **Physical Education**
- **Physical Fitness and Body Movement**

FACULTY: PHYSICAL EDUCATION - MEN'S

Browne, Richard - Chair

Associate Professor

Calienes, Jorge L.

Professor

Cone, Al - Athletic Director

Professor

Gamboa, Ricardo

Professor

Hines, James

Professor

Kimber, Kiff K.

Professor

McBride, Dan

Associate Professor

Omsgard, Eldin B.

Professor

Shepherd, Michael A.

Professor

ADJUNCT ASSOCIATE PROFESSORS

Adame, Alec

Antonacci, Anthony M.

Brenes, Orlando J.

Cain, Lynn D.

Dipietra, John J.

Elias, Ed

Flores, Rudolph E.

Hultz, Robert

Kaur, Dr. Manjit

Llanes, Frank X.

Meiers, John C.

Millan, Adan

Olescyski, Rosalinda

Plutchok, Keith

Scarborough, Spencer C.

Teper, Lonnie E.

Varela, Stephanie A.

Valle, Ralph

Veglia, Antony

FACULTY: PHYSICAL EDUCATION - WOMEN'S

Blanco, Erika - Chair

Associate Professor

Brown, Kimberly D.

Professor

Chew, Kristin P.

Assistant Professor

Crawford, Jr., Richard C.

Professor

Daw, Pauletta E.

Professor

Faulkner, Ellen W.

Professor

Ladd, Marilyn C.

Professor

Owen, Andrea S.

Assistant Professor

Ramirez, Louis Jr.

Professor

White, Kirsten E.

Assistant Professor

ADJUNCT ASSOCIATE PROFESSORS

Aldana, Irene

D'Luhy Deborah A.

Espinoza, Marvin

Evans, Wanda Lee

Figueroa, Marielina

Ganado, Kai

Geer, Mary

Holguin, Graciela H.

Iriye, Sharon K.

Jensen, Karin

Kaur, Manjit

Lewis, Elton

Nguy, Qui

Stankevitz, Diane

Turner, Bruce M.

Tyo, Stephanie

Wakamatsu, Jeannie

White, Keith

Wu, Chivey

Zepeda, Eva

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE PROGRAM:

- **Physical Education**

DEGREE PROGRAM

PHYSICAL EDUCATION

ASSOCIATE IN ARTS DEGREE

This program emphasizes preparation for teaching, or career opportunities in Physical Education, or a number of other fields such as physical therapy, special education, recreation, athletic training, research and for positions in private industry or in public service.

In addition to physical fitness, dance and sports activities, the program includes the study of methods of teaching and coaching; rules,

procedures and officiating of sports; history and principles of physical education and its relation to education in general.

SUBJECT & NO.	COURSE	UNITS
EITHER		
ANATOMY 1	INTRODUCTION TO HUMAN ANATOMY.	4
AND		
PHYSIOL 1	INTRODUCTION TO HUMAN PHYSIOLOGY	4
OR		
BIOLOGY 20	HUMAN ANATOMY AND PHYSIOLOGY	8
HEALTH	2, 7, 8, OR II.	3
PHYS ED or	FOUR DIFFERENT ACTIVITY COURSES TO INCLUDE:	
DANCETQ	AQUATICS, DANCE, INDIVIDUAL AND TEAM SPORTS .	4
PSYCH 1	GENERAL PSYCHOLOGY I	3
SOC 1	INTRODUCTION TO SOCIOLOGY	3
Subtotal.		21

ELECTIVE COURSES - AT LEAST 9 UNITS FROM THE FOLLOWING LIST:

HEALTH 12	SAFETY EDUCATION AND FIRST AID	3
MATH 227	STATISTICS	4
P. E. 701	ADVANCED LIFESAVING	2
P. E. 702	WATER SAFETY INSTRUCTION	3
P. E. 708	CARE AND PREVENTION OF ATHLETIC INJURIES .	3
P. E. 710	OFFICIATING COMPETITIVE SPORT I.	3
P. E. 711	OFFICIATING COMPETITIVE SPORT II	3
P. E. 712	INTRODUCTION TO PHYSICAL EDUCATION	3
P. E. 713	INTRODUCTION TO COACHING ATHLETICS	3
PHYSICS 11	INTRODUCTORY PHYSICS	4
GENERAL EDUCATION REQUIREMENTS PLAN A		30

Total. 60

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

DANCE SPECIALITIES (DNCESPC)

490 Special Topics in Dance (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course introduces students to the historical and cultural origins and basic dance techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from the particular genre are utilized to create an understanding of musical phrasing and rhythms utilized in that particular dance form. These combinations eventually span a full range of motion, and touch upon basic movements.

DANCE STUDIES (DANCEST)

452 Introduction to Choreography (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course introduces students to choreography with an emphasis on basic steps and combinations, creating dances, terminology, music, and appreciation of dance as a performing art form.

458 Latin American Dance Cultures (3) UC:CSU

LECTURE, 3 HOURS.

Note: Credit given for only one of Chicano Studies 58 or Dance Studies 458.

This class focuses on Latin American folk dance appreciation, studying dance as culture, and how each region manifests its traditions, history, and lifestyle as expressed through movement. Students explore and analyze folk dances and how they are reflected by the worldview of people who practice them. They also analyze symbolic movements from selected dances to recognize the quality of movement and the relationship between religious and secular dances.

814 Dance Production I (2) UC:CSU RPT2

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course develops knowledge and skill in organizing and handling a dance production. In addition to increasing dance technique, an opportunity to perform in a dance production is provided.

820 Dance Production II (4) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

This course provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management, scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, dance critique and assessment.

822 Dance Rehearsal and Performance (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course provides students structured rehearsal time which culminates in a performance. Students participate as dancers and production personnel and may perform on campus and/or on tour.

826 Dance Performance Company (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops knowledge and techniques to perform in a professional dance company. In addition to exploring various dance techniques, it offers an opportunity to choreograph and perform with the East Los Angeles College Dance Company, as well as touring opportunities to local schools.

DANCE TECHNIQUES (DANCETQ)

419 Mexican Folklorico Skills (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course teaches skills and dance from six or more of Mexico's dance regions. Emphasis is placed on the historical and cultural context of the development of these dances. Students learn to execute dance steps and patterns with the style appropriate to each region. Discussion of costumes and crafts pertinent to the dances is included.

460 Ballet Techniques (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course introduces students to classical ballet through basic step sequences and combinations, terminology, music, and appreciation of dance as a performing art form.

462 Modern Dance (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is an introduction to modern dance. Instruction includes basic techniques, skill performance, theory, various styles, and exposure to history and development of modern dance forms as we know them today. Emphasis is placed on individual expression and integration of creativity.

463 Modern Jazz (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course introduces students to the basic performance-based dance technique of jazz. Standardized basic steps are utilized to create an understanding of musical phrasing and rhythms by combining these steps, as well as other creative variations, into small dances. Brief historical conversations of movement ethnology are discussed.

464 Tap Dance Technique (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course provides students the opportunity to learn and develop tap dance skills. Besides learning the basic elements of this dance style, emphasis is placed in developing skills to moderate performance level. In addition, students learn step terminology and music appreciation for this dance as an art form.

472 Social Dance Activities (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course introduces to the basic social dances of waltz, fox trot, rumba, samba, cha cha, polka, salsa, country western, swing, disco, tango, novelty, and fad dances. The dance history and the cultural background of each dance are presented. Music selection, basic rhythms and cultural influences on dance and music are also covered.

482 Border to Border: Mexican Dance (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course improves dance performance skills in a variety of Mexican dance styles. The student learns to interpret mestizo dances, define male/female roles, footwork styles, and body movements. It covers the application of artistic values inherent in each dance studied. Also included is historical and cultural context of the dances' development and discussions of costumes pertinent to each dance.

483 Hip-Hop Dance Skills (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is an exploration into the basic technique of Hip Hop and Funk dance. Musicality, rhythms, and various styles of both Hip Hop and Funk are covered.

485 Ritual Dances of Mexico (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course studies the vernacular dance dramas of Mexico. Students learn to appreciate, demonstrate, and preserve the values of ritual dance and to understand the dance syncretism. Students analyze how these "danzas" play a religious and cultural role in the lives of the performers.

487 Hip-Hop Techniques (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course provides opportunities to explore the functions of the body in relationship to music, to develop and condition the body for Hip-Hop dancing, and acquire and study the technique of this type of movement.

489 Salsa Casino (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course covers an intensified dance technique to develop skills in Salsa dance style. It begins with basic steps and learning how to use the floor patterns to develop poise and character to perform elegant, sophisticated, and attractive steps.

535 Dance Team Techniques (2) UC:CSU RPT3

LABORATORY, 6 HOURS.

This course focuses on techniques, performance qualities, and routines for the Dance Team. Students are required to perform at selected dance department events and/or Dance Team competitions as part of this course requirement. This course is required for the East Los Angeles College Dance Team.

570 Conditioning for Dance (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops knowledge and provides skills to condition the body for dance. In addition to exploring various conditioning programs, it offers an opportunity to enhance dance techniques.

HEALTH (HEALTH)

Note: One Health course selected from Health 2, 7, 8, or 11 is required of all students seeking an Associate Degree.

(UC Credit Limit: Health 2, 7, 8, 11 combined maximum credit, one course).

2 Health and Fitness (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY: 2 HOURS.

This course promotes healthy physical and psychological lifestyles, with emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. The physical fitness segment emphasizes individual improvement utilizing aerobic, flexibility, and strengthening activities

4 Contemporary Major Diseases and Illnesses (3) CSU

LECTURE, 3 HOURS.

This course surveys a variety of contemporary diseases and illnesses that afflict the majority of people in America. Health issues associated with obesity are also discussed. Emphasis is placed on the prevention, origin, treatment and a healthy lifestyle as it relates to the various diseases. Physiological, anatomical, psychological, community resources and social implications are considered.

7 Physical Fitness and Nutrition (3) UC:CSU

LECTURE, 3 HOURS.

This course considers the nature and importance of physical fitness and good nutrition in one's personal and social development. Various types of physical activities will be analyzed and evaluated. Appropriate selection of nutritive foods for weight control and ergogenics are covered. Fad diets and food supplements are analyzed.

8 Women's Personal Health (3) UC:CSU

LECTURE, 3 HOURS.

This course comprehensively reviews important issues related to women of all diverse backgrounds. This course designs practical approaches to understanding the health of women in relationship to physiological and psychological aspects of nutrition, mental health, exercise, hygiene, cardiovascular disease, cancer, sexuality, reproduction, drugs, and other diseases common to women.

9 Health for the Mature Individual (3) CSU

LECTURE: 3 HOURS.

This course considers the needs and interests of mature adults. Emphasis is on the promotion and maintenance of physical and psychological health by surveying common problems. The changing nature of family and personal relationships, including grief and loss issues, are included. Use of the healthcare system and of community resources is explored.

11 Principles of Healthful Living (3) UC:CSU

LECTURE, 3 HOURS.

This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

12 Safety Education and First Aid (3) UC:CSU

LECTURE, 3 HOURS.

This course deals with the causes, care, and management of injuries sustained in the home, auto accidents, and selected cases of civilian emergencies. Special attention is given to the development of an attitude of safety consciousness. Upon successful completion of this course, students are eligible to receive American Red Cross Community and Safety First Aid, and Community CPR Certification.

15 Stress Management Strategy (3) CSU

LECTURE, 3 HOUR.

This course examines and identifies the effects of stress on our society and in particular on the individual. Several systems are explored to achieve an optimal level of health. Students learn to cope with stress as well as change potential stressors that will enrich their lives. This course covers the seven dimensions of health: mental, emotional, social, physical, occupational, spiritual, and environmental as well as examines ways to identify and control stress.

27 Focus on Health: Prenatal Care (2) CSU

LECTURE, 2 HOUR.

This course is designed for pregnant women, including teens, focuses on proper nutrition education and prenatal care. Diet, consequences of nutritional deficiencies, substance abuse, lactation, benefits of exercise and building healthy lifestyles for mothers and newborns are also covered.

28 Focus on Health: Arthritis (1) CSU

LECTURE, 1 HOUR.

This course covers osteoarthritis and rheumatoid arthritis with an emphasis on positive self-care choices. Topics include selected aspects of anatomy, physiology, exercise, medication, diet, and pain management. Problem solving of daily living challenges with arthritis is included, as well as analysis of unproven remedies.

29 Focus on Health: Breast Care (1) CSU

LECTURE, 1 HOUR.

This course focuses on breast care with an emphasis on positive self-care choices and cancer prevention strategies. Current cancer treatments are covered, as well as benign conditions. An analysis of unproven remedies and problem solving for cancer survivors are included.

30 Focus on Health: Menopause and Aging: Growing Older (1) CSU

LECTURE, 1 HOUR.

This course considers female menopause and aging with an emphasis on positive self-care choices. Presented topics include anatomy, physiology, exercise, medication, sex, diet, and symptom management. Prevention strategies for common women's health problems are included together with an analysis of unproven remedies.

31 Focus on Health: Diabetes (1) CSU

LECTURE, 1 HOUR.

This course covers diabetes mellitus, with emphasis on positive self-care choices. Aspects of current diabetes management are covered: blood glucose testing, oral hypoglycemics, insulin, exercise, and pregnancy. Also included are the prevention and recognition of diabetes complications affecting eyes, kidneys, nerves, feet, heart/blood vessels. Hypoglycemia and hyperglycemia are also covered.

32 Focus on Health: Heart and Circulation (1) CSU

LECTURE, 1 HOUR.

This course covers heart and circulatory health with emphasis on positive self-care choices. Also covered are management of common heart and blood vessel disorders and determination of personal cardiovascular disease risk. Topics include: exercise, diet, diabetes, and the control of risk factors, such as: stress, high blood pressure, and high cholesterol.

PHYSICAL EDUCATION (PHYS ED)

(UC Credit Limit: any or all Physical Education activity courses combined; maximum credit 4 units).

96 Combined Activities (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course consists of a combination of two or more physical education activity courses, each taught for one half (or less) of the scheduled time. The combination course are specified in the schedule of classes.

98 Scientific Physical Fitness Laboratory (1) CSU RPT3

LABORATORY, 2 HOURS.

This course combines instruction in the conditioning aspects of strength, flexibility, endurance and muscle tone. An understanding of cardiovascular fitness and nutritional information related to exercise is emphasized. A periodic evaluation of fitness levels is included.

PHYSICAL EDUCATION ACTIVITY SKILLS

Activity skills instruction includes progressive skills attainment in each particular sport or activity with emphasis on technique, strategy, etiquette, and rules, as well as physical health emphasis and importance of life-long physical well-being. Physical Education and dance classes present integrated information about physiological, social and psychological understanding of the self through movement. These activities may be repeated three times to achieve maximum educational objectives. Activity courses include levels of Beginning, Intermediate, and Advanced.

Note: Course descriptions start on page 229.

WATER ACTIVITIES (1) UC:CSU RPT3

Note: For co-ed water safety instruction, refer to P.E. 702.

ACTIVITY, 2 HOURS.

102 SWIMMING SKILLS

105 DIVING SKILLS

ACTIVITY, 3 HOURS.

131 AQUA AEROBICS

671 DIVING SKILLS AND THEORY

694 WATER POLO

695 SWIMMING SKILLS ACTIVITY

INDIVIDUAL AND DUAL ACTIVITIES (1) UC:CSU RPT3 (PHYS ED)**ACTIVITY, 2 HOURS.**

- 96 COMBINED ACTIVITIES
- 98 SCIENTIFIC PHYSICAL FITNESS LABORATORY
- 228 BODY CONDITIONING
- 230 WEIGHT TRAINING SKILLS
- 238 SELF-DEFENSE SKILLS
- 259 GOLF SKILLS
- 283 AEROBIC CONDITIONING
- 284 BICYCLE SPINNING CLASS
- 325 BODY SCULPTING
- 332 CARDIOKICKBOXING FITNESS
- 333 PILATES SKILLS
- 342 TAI CHI DO
- 350 CHINESE MARTIAL ARTS (*PHYS FIT*)
- 375 TAI CHI (*PHYS FIT*)

ACTIVITY, 3 HOURS.

- 331 BODY TONING
- 343 ADVANCED BADMINTON
- 627 BACKPACKING
- 628 SWIM AND RUN FOR FITNESS
- 629 BICYCLE SPINNING ACTIVITY
- 630 AEROBIC SUPER CIRCUIT LABORATORY
- 631 STRESS MANAGEMENT SKILLS (*CSU only*)
- 640 BEGINNING LIFELONG FITNESS LABORATORY
- 662 BADMINTON
- 668 BODY DYNAMICS ACTIVITY
- 672 STEP AEROBICS AND WEIGHT TRAINING
- 673 STEP AEROBICS
- 679 GOLF SKILLS ACTIVITY
- 681 TABLE TENNIS
- 690 WEIGHT TRAINING
- 691 MARATHON TRAINING COURSE FOR RUN/WALK
- 696 YOGA
- 697 TRACK AND FIELD SKILLS ACTIVITY
- 698 FITNESS THROUGH CROSS COUNTRY CONDITIONING
- 742 CARDIO KICKBOXING

ADAPTED PHYSICAL EDUCATION (1) UC:CSU RPT3 (PHYS ED)**ACTIVITY, 3 HOURS.**

- 642 ADAPTED FITNESS
- 643 ADAPTED STRENGTH TRAINING
- 644 ADAPTED SWIMMING AND HYDROEXERCISE
- 645 ADAPTED AEROBICS
- 646 ADAPTED CARDIOVASCULAR FITNESS

TEAM SPORTS (1) UC:CSU RPT3 (PHYS ED)**ACTIVITY, 2 HOURS.**

- 304 BASKETBALL SKILLS
- 310 FLAG/TOUCH FOOTBALL SKILLS
- 322 VOLLEYBALL SKILLS

ACTIVITY, 3 HOURS.

- 663 BASEBALL SKILLS ACTIVITY
- 665 BASKETBALL
- 667 FLAG FOOTBALL SKILLS ACTIVITY
- 677 SOCCER
- 678 SOFTBALL
- 684 VOLLEYBALL

DANCE TECHNIQUES (1) UC:CSU RPT3 (DANCETQ)**ACTIVITY, 2 HOURS.**

- 419 MEXICAN FOLKLORE SKILLS
- 452 INTRODUCTION TO CHOREOGRAPHY
- 485 RITUAL DANCES OF MEXICO
- 487 HIP-HOP TECHNIQUES
- 822 DANCE REHEARSALS AND PERFORMANCE (*DANCEST*)

ACTIVITY, 3 HOURS

- 460 BALLET TECHNIQUES
- 462 MODERN DANCE
- 463 MODERN JAZZ
- 464 TAP DANCE TECHNIQUE
- 472 SOCIAL DANCE ACTIVITY
- 482 BORDER TO BORDER: MEXICAN DANCE
- 483 HIP-HOP DANCE SKILLS
- 489 SALSA CASINO
- 490 SPECIAL TOPICS IN DANCE (*DNCEPC*)
- 570 CONDITIONING FOR DANCE
- 814 DANCE PRODUCTION (*DANCEST*)

INTERCOLLEGIATE SPORTS (2) UC:CSU RPT2 (PHYS ED)**ACTIVITY, 10 HOURS.**

Note: Passing grade in 12 units is required for eligibility.

Note: Passing grade in 24 units is required for second-year competition eligibility.

Courses listed below provide the opportunity to participate in intercollegiate athletics, involving varsity competition in a recognized intercollegiate Conference and in state competition when appropriate. Participation in intercollegiate sports requires concurrent enrollment in not less than 12 units of college work and a minimum of a 2.0 GPA.

- 502 BADMINTON
- 503 BASEBALL
- 504 BASKETBALL
- 506 CROSS COUNTRY
- 508 FOOTBALL
- 511 SOCCER
- 512 SOFTBALL
- 515 TRACK AND FIELD
- 516 VOLLEYBALL
- 518 WRESTLING
- 551 DRILL TEAM

RELATED ACTIVITIES (PHYS ED)**ACTIVITY, 6 HOURS.**

534 CHEERLEADING TECHNIQUES (2) UC:CSU

ACTIVITY, 3 HOURS.552 ATHLETICS PRE-SEASON CONDITIONING (1) UC:CSU RPT₃553 STRENGTH AND FITNESS TRAINING FOR FOOTBALL (1)
UC:CSU RPT₃554 STRENGTH AND FITNESS TRAINING FOR TRACK AND FIELD (1)
UC:CSU RPT₃555 STRENGTH AND FITNESS TRAINING FOR CROSS COUNTRY (1)
UC:CSU RPT₃556 STRENGTH AND FITNESS TRAINING FOR BASKETBALL (1)
UC:CSU RPT₃557 STRENGTH AND FITNESS TRAINING FOR BASEBALL (1)
UC:CSU RPT₃558 STRENGTH AND FITNESS TRAINING FOR SOCCER (1)
UC:CSU RPT₃560 STRENGTH AND FITNESS TRAINING FOR COMPETITIVE
SWIMMING (1) CSU RPT₃562 STRENGTH AND FITNESS TRAINING FOR WRESTLING (1)
UC:CSU RPT₃563 STRENGTH AND FITNESS TRAINING FOR VOLLEYBALL (1)
UC:CSU RPT₃564 STRENGTH AND FITNESS TRAINING FOR SOFTBALL (1)
UC:CSU RPT₃565 INTERCOLLEGIATE SPORTS - STRENGTH AND FITNESS TRAINING
FOR BADMINTON (1) UC:CSU RPT₃571 CONDITIONING FOR CHEERLEADING (1) UC:CSU RPT₃**COURSE DESCRIPTIONS****102 Swimming Skills** (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

Introduction to the fundamentals of swimming and water safety. Development of basic swimming skills and endurance. Students will be assessed and grouped according to ability level. Level 1: water exploration, adjustment Level 2: primary skills, beginning stroke development Level 3: stroke readiness Level 4: stroke development Level 5: stroke refinement Level 6: skill proficiency Level 7: advanced skills.

131 Aqua Aerobics (1) UC:CSU RPT₃

LABORATORY, 3 HOURS.

This fitness conditioning class consists of a series of exercises and aerobic dance steps in conjunction with stretching and body dynamics to help promote cardiovascular and muscular fitness.

228 Body Conditioning (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course offers low impact "aerobics" and stretch exercises for the entire body. A fitness test is given with emphases placed on individual improvement. Other components of conditioning such as weight training, nutrition, weight control, and methods of relaxation are included.

230 Weight Training Skills (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the student. Attention is given to

terminology and use of equipment. Safety precautions, nutrition, weight control, and basic factors of anatomy and physiology are also covered.

238 Self-Defense Skills (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This basic course in self defense is designed to help students become aware of danger and prepare themselves to live comfortably and securely in our society.

259 Golf Skills (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course consists of instruction in the primary skills of golf, rules, etiquette, terminology and mock game experience. This course ranges from basic to advanced skills practice. Pitch/Putt course games are played.

283 Aerobic Conditioning (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course focuses on improving cardiovascular efficiency and muscular endurance while improving body composition. This class encompasses a variety of low impact, high intensity aerobic activities as well as a basic, interactive nutrition component.

284 Bicycle Spinning Class (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course develops cardiovascular endurance and leg strength through stationary bicycle workouts. These workouts vary in intensity and demand, utilizing simulated hill climbing, downhill riding, and level-ground riding.

304 Basketball Skills (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course introduces students to the rules, skills, and strategies of basketball. Both offensive and defensive drills and the games make up the class activity.

310 Flag/Touch Football Skills (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules, and regulations.

322 Volleyball Skills (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course acquaints the individual with the rules, skills, and strategy of playing volleyball. Special emphasis is placed on passing, setting, hitting, blocking, and defensive skills. Competitive offensive and defensive strategies are introduced.

325 Body Sculpting (1) UC:CSU RPT₃

LABORATORY, 2 HOURS.

This course utilizes body sculpting techniques to achieve cardiovascular fitness, muscle toning and endurance. Spri bands, free exercise on mats, weights, and other activities are used for a total body workout.

331 Body Toning (1) UC:CSU RPT₃

LABORATORY, 3 HOURS.

This course enables students to gain awareness of the importance of exercise, including progressive resistance training and conditioning for the purpose of body shaping and toning muscles. Nutrition and concepts of fitness are also covered.

332 Cardiokickboxing Fitness (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course is designed to provide cardiovascular fitness, muscular strength and endurance, and flexibility by using kickboxing and a variety of strength training and stretching techniques. Basic blocks, kicks, and punches are utilized to obtain cardiovascular efficiency and strength. Basic anatomy and physiology along with nutrition and fitness are discussed. No prior experience is necessary. All fitness levels welcomed.

333 Pilates Skills (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This course focuses on alignment, articulation and range of movement through a series of floor exercises, optimizing a postural alignment and muscular balance to enable maximum range of movement for body strength and flexibility. Appropriate modifications for specific fitness levels are considered. This class is easy to follow and includes instruction and understanding of pilates methods and exercises utilizing safe (and popular) pilates exercises.

343 Advanced Badminton (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course consists of advanced skills, drills, and strategies of the game of badminton consistent with advanced team or tournament play.

500 Basketball Theory (3) UC:CSU RPT1

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

The course will help the advanced basketball student to acquire more depth and breath of the various offensive and defensive theories in the sport of basketball. Analysis of strategies and outcomes are emphasized.

INTERCOLLEGIATE SPORTS**502 Badminton** (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of badminton. The opportunity to learn strategies and the finer points of doubles and singles play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is part of the course activities.

503 Baseball (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs.

504 Basketball (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course is designed to develop individual and team skills in basketball, so that the student can compete on the intercollegiate level. Basketball theory, strategies, offense, defense, ball-handling skills and playing experience are emphasized.

506 Cross Country (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course concentrates on the theory, technique and practice of intercollegiate competition associated with running Cross Country.

Conditioning and preparing for competition in regularly scheduled meets are integral parts of the daily class meetings. This course is designed to develop an understanding of advanced theory and technique of intercollegiate Cross Country competition.

508 Football (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of football. The opportunity to learn strategies and the finer points of offensive and defensive play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

511 Soccer (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course concentrates on the theory, techniques, and practice of intercollegiate soccer. Conditioning and preparing for intercollegiate competition will assist in the development of advanced play skills and knowledge of soccer.

512 Softball (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of softball. The opportunity to learn strategies and the finer points of offensive and defensive play is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

515 Track and Field (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course includes the theory, technique, and practice of intercollegiate track and field competition. Conditioning, event techniques, and preparing for competition in regularly scheduled track meets are emphasized.

516 Volleyball (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course is designed to develop individual and team skills in volleyball so that the student can compete at the intercollegiate level. Theory, offensive and defensive strategies, physical conditioning, and intercollegiate competition are part of the course activities.

518 Wrestling (3) UC:CSU RPT2

LABORATORY, 10 HOURS.

This course offers instruction in the intermediate and advanced techniques of wrestling. The opportunity to learn strategies and the finer points of wrestling is provided. Rigorous physical conditioning skills, practice and intercollegiate competition is a part of the course activities.

534 Cheerleading Techniques (2) UC:CSU RPT3

LABORATORY, 6 HOURS.

This course focuses on cheerleading motion techniques, cheers, chants, jumps, stunt techniques, and performance routines. Students are required to attend/perform at athletic events as part of the course requirement. This is the official class of the East Los Angeles College Cheerleading squad.

551 Drill Team (2) UC:CSU RPT3

LABORATORY, 6 HOURS.

This course develops techniques and provides practice in drill patterns, drill team dance patterns, and drill team routines. Students are

required to perform at selected athletic events and/or drill team competitions as part of the course requirement.

552 Athletics Pre-Season Conditioning (1) UC:CSU RPT2

LABORATORY, 3 HOURS.

This course is designed for the student athlete to cover the following areas: (1) The analysis and training of athletic skills; (2) Analysis of offensive and defensive systems; (3) Physical conditioning, strength training and aerobic conditioning.

553 Strength and Fitness Training for Football (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for football.

554 Strength and Fitness for Track and Field (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and running or field event techniques.

555 Strength and Fitness Training for Cross Country (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and distance running techniques for Cross Country.

556 Strength and Fitness Training for Basketball (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

557 Strength and Fitness Training for Baseball (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for baseball.

558 Strength and Fitness Training for Soccer (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

560 Strength and Fitness Training for Competitive Swimming (1)

UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed for the student athlete to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and stroke techniques for competitive swimming.

562 Strength and Fitness Training for Wrestling (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and movement for wrestling.

563 Strength and Fitness Training for Volleyball (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide focused strength and conditioning exercises, with an emphasis on safety and injury prevention, and new rules and movement for volleyball.

564 Intercollegiate Sports-Strength and Fitness Training for Softball (1)

UC:CSU RPT3

LABORATORY, 3 HOURS.

This course provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The student also learns intense strategic plays necessary for competition at advanced levels.

565 Intercollegiate Sports - Strength and Fitness Training for Badminton (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course provides an advanced strength and conditioning program specific to badminton, emphasizing injury prevention and safety. The student also learns intense strategic plays necessary for completion at advanced levels.

571 Conditioning for Cheerleading (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops knowledge and provides skills to condition the body for dance. In addition to exploring various conditioning programs, it offers an opportunity to enhance cheerleading techniques.

627 Backpacking (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course introduces the student to the fundamental techniques of backpacking. Conditioning, a survey of equipment, orienteering, hiking safety, first aid and campsite preparation will be covered. Field trips will be planned.

628 Swim and Run for Fitness (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops cardiovascular conditioning and fitness through running and swimming laps. It enables students to gain awareness of the importance of proper running techniques/postural alignment, including progressive resistance training and conditioning for the purpose of training for a triathlon. Nutrition and concepts of fitness are also covered.

629 Bicycle Spinning Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course will develop and improve both cardiovascular endurance and leg strength. Intensity of workouts will vary. Heart rate monitors will be used.

630 Aerobic Super Circuit Laboratory (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

Using fundamentals of exercise physiology, each student assesses his/her level of fitness, develops a fitness profile, and designs and implements a personalized exercise program.

631 Stress Management Skills (1) CSU RPT3

LABORATORY, 3 HOURS.

This course examines and identifies the effects of stress on our society and in particular on the individual. Several different systems of knowledge such as: yoga, breathing techniques, visual imagery and tension-relieving exercises are taught to help the student manage stress in her/his daily life.

athletics: women's soccer



"My first year at ELAC was a challenge and I am looking forward to next season because some of our strong players are returning. The team was very 'coachable'. They are passionate about improving and are very enthusiastic and eager to learn and grow. My goal is to help them graduate within two years and move on to a university so they are eligible to play for another two years."

Tessa began playing soccer when she was five and now it is her career as well as her passion. She plays as a defensive center for L.A. Futbol Club, the local premier women's soccer league. A year ago she began coaching the ELAC Women's Soccer team and is intent on building their skills and confidence on the playing field. High school girls are invited to play at the college and Tessa recruits new players by emphasizing ELAC's great facilities, coaching staff and connections to university recruiters—and the quality education players receive at ELAC.

640 Beginning Lifelong Fitness Laboratory (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This physical fitness laboratory course assesses the areas of cardiovascular efficiency, body composition, muscular strength, endurance and flexibility.

642 Adapted Fitness (1) UC:CSU RPT3

LABORATORY, 3 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 instruction emphasizing the basic elements of physical fitness and training principles.

643 Adapted Strength Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs are performed by students with instructional emphasis placed on strength training principles and techniques.

644 Adapted Swimming and Hydroexercise (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course meets the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs focus on basic swimming and water safety skills. Hydroexercise programs emphasize physical fitness, buoyancy, and hydrodynamic resistance principles.

645 Adapted Aerobics (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course enables students with disabilities requiring restricted or modified activities to participate in individualized aerobic exercise programs.

646 Adapted Cardiovascular Fitness (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course meets the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers is the major focus of the course.

662 Badminton (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is an introduction to the basic skills of the indoor racket sport of badminton. Rules, etiquette, basic strokes, and strategies are covered for singles and doubles. Badminton is an anaerobic/aerobic activity which increases endurance and physical fitness.

663 Baseball Skills Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide instruction in skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

665 Basketball (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course acquaints the student with the rules, skills, and strategy of basketball. Both offensive and defensive basketball are emphasized. Drills and games make up the class activity.

667 Flag Football Skills Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide weekly participation in vigorous physical activity involving group work in Flag Football techniques, terminology, rules, and regulations.

668 Body Dynamics Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to provide challenging fitness activity, by combining strength exercises with endurance steps (rhythmical movements). Emphasis is placed on aerobics to significantly increase the efficiency with which oxygen is processed and delivered throughout the body.

672 Step Aerobics and Weight Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course consists of a combination of strength training, the use of weight training machines, step aerobics, and low impact aerobics. These activities are utilized to gain fitness, emphasizing flexibility, muscular strength, and cardiovascular endurance.

673 Step Aerobics (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This is a low impact aerobic course designed to protect the body from the overstress of bouncing impact during exercise. Instruction is designed to improve cardiovascular fitness, and also strengthen select muscle groups.

677 Soccer (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This soccer course emphasizes patterns of team play rules and regulations, plus game strategy. Basic ball handling skills along with vigorous physical conditioning are developed by individual and group drills and by playing the game of soccer.

678 Softball (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course provides instruction in softball techniques, rules and skills.

679 Golf Skills Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course provides instruction in the theory, technique, etiquette and practice of golf.

681 Table Tennis (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course offers instruction and practice in fundamental table tennis skills, basic techniques, and rules.

684 Volleyball (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is designed to acquaint the individual with rules, skills, and strategy of playing volleyball. Special emphasis is placed on passing, setting, hitting, blocking, and defensive skills. Competitive offensive and defensive strategies are introduced.

690 Weight Training (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance experience with adoption and implication for the student. Attention is given to terminology, and use of equipment. Safety precautions, nutrition, weight control, and basic factors of anatomy and physiology are also covered.

691 Marathon Training Course for Run/Walk (1.5) UC:CSU RPT3

LECTURE, 0.5 HOUR; LABORATORY, 4 HOURS.

This course develops cardiovascular endurance for a student training for a marathon using a variety of tempo runs. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained.

695 Swimming Skills Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course incorporates the development, practice and theory of the basic swimming strokes, emphasizing the development of basic water safety techniques and evaluation of physical fitness.

696 Yoga (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This introductory Yoga skills class focuses on the development of the body/mind through the use of specific Yoga postures, breathing techniques, stretches, mental exercises and relaxation exercises. Greater concentration, self-discipline and improved physical, mental and emotional health on the part of the individual are gained from this class.

697 Track and Field Skills Activity (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course presents various track and field activities. Special emphasis is placed on running skills and various field events.

698 Fitness Through Cross Country Conditioning (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course develops fitness skills and cardiovascular conditioning through cross country activities. The emphasis on stretching activities, running bio-mechanics, and a variety of pacing skills will enable the student to learn, experience and gain cross country running fitness.

726 Steps to Success (3) CSU

LECTURE, 3 HOURS.

This course introduces the Physical Education major and student athlete to techniques and skills necessary to succeed in the college setting. Emphasis is placed on eligibility rules, career planning, transfer information, and social issues involved in athletics.

742 Cardio Kickboxing (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

A laboratory physical education fitness course designed to improve the areas of cardiovascular efficiency and muscular strength using kickboxing techniques.

185 Directed Study - Physical Education (1) CSU RPT2

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above course allows students to pursue Directed Study in Physical Education on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

PHYSICAL EDUCATION MAJORS (P.E.)

CLASSES OPEN TO ALL STUDENTS AS WELL AS PHYSICAL EDUCATION MAJORS.

701 Advanced Lifesaving (2) UC:CSU RPT3

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course encompasses the knowledge and skills essential for personal safety in and on the water and includes training to assist or rescue a person in danger of drowning. Students satisfactorily completing this course receive lifeguard training cards from the American National Red Cross. Written and practical exams are given.

702 Water Safety Instruction (3) UC:CSU*(UC Credit Limit: Maximum credit 8 units).*

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This American Red Cross water safety instructor certification course teaches individuals how to instruct students in all levels of swimming and water safety skills. A qualifying swim test is required, and an ARC-WSI certificate is granted upon successful course completion.



athletics

"I can't say enough about Al Cone, the ELAC Athletic Director. He pushes us to succeed in our classes and doesn't just forget us after the season is done. He wants us to use our college education to get ahead and actively works with university scouts to get players scholarships so we can have financial help when we transfer."

Dachell McBride was a guard on the varsity women's basketball team at Crenshaw High School. She was recruited to play on the ELAC team and is hopeful that a university athletic scout will offer her a scholarship to Oregon State University—her dream transfer school because they have an excellent women's athletic program.

707 Sports Medicine Clinic Practicum (2) CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

This course provides experience in the administration of management, prevention, and treatment of athletic injuries. The content of this course includes dramatizing the procedures for the evaluation of sports-related injuries. This hands-on course enables students to practice and be evaluated on their ability, skill, and knowledge of sports-related injuries.

708 Care and Prevention of Athletic Injuries (3) UC:CSU

(UC Credit Limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725).

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course teaches the principles, techniques, and ethics used by the athletic trainer in the care and prevention of athletic injuries. The scope of this class includes identification of common athletic injuries, their causes and preventative measures, first aid treatment, and associated follow-up care.

709 Advanced Care and Prevention of Athletic Injuries (3) UC:CSU

(UC Credit Limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725).

Prerequisite: Physical Education 708.

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course is an advanced coverage of prevention and care of athletic injuries, using the principles of athletic training. Advanced aspects of identifying sports-related injuries are emphasized along with advanced rehabilitation techniques.

710 Officiating Competitive Sports I (2) UC:CSU

(UC Credit Limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725).

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Topics presented in this course include theory, practice and techniques of officiating in various activities in the sports of football, basketball, soccer, cross country, track and field, and other Fall sports.

711 Officiating Competitive Sports II (2) UC:CSU

(UC Credit Limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725).

LECTURE, 1 HOUR; LABORATORY 2 HOURS.

Topics presented in this course include theory, practice and techniques of officiating various activities in the sports of baseball, softball, swimming, tennis, and other Spring sports.

712 Introduction to Physical Education (3) UC:CSU

(UC Credit Limit: Maximum credit 8 units).

LECTURE, 3 HOURS.

This course surveys the significance of Physical Education in school programs, analyzes established standards of professional ethics, and reviews personal interests and qualifications necessary for successful leadership in this field. Emphasis is placed on career opportunities, history, philosophy, current trends, and curriculum development.

713 Introduction to Coaching Athletics (3) UC:CSU

(UC Credit Limit: Maximum credit 8 units).

LECTURE, 3 HOURS.

This course presents a comprehensive study of the organization and techniques of coaching athletic activities. Topics include facilities, management, budget, coaching techniques, philosophies and administration.

725 Aspects of Substance Abuse in Athletics (2) UC:CSU

(UC Credit Limit: 8 units from Physical Education 708, 709, 710, 711, 712, 713, 725).

LECTURE, 2 HOURS.

An in-depth analysis of the aspects of substance use, abuse and treatment in our society related to athletes. The course identifies and illustrates how drugs are utilized and abused, their physical and psychological effects, and their addictive potential.

PHYSICAL FITNESS AND BODY MOVEMENT (PHYSFIT)**350 Chinese Martial Arts** (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

This class introduces the principles, training and self-defense techniques of Chinese Martial Arts (more popularly known as "Kung fu"). The social, historical and philosophical aspects of this traditional sport are also covered.

375 Tai Chi (1) UC:CSU RPT3

LABORATORY, 2 HOURS.

Students learn to apply Tai Chi concepts in their daily activities for a harmonious lifestyle. Students are coached according to their abilities and experiences.

Physics Department

A-11

(323) 265-8924

PHYSICS

Physics is regarded as one of the most fundamental of the sciences. Using the scientific method, a student of physics tries to understand the properties of physical reality, such as space, time, motion, matter, energy, force, etc. The objective is to gain a working knowledge and be able to make practical applications of the laws that govern the universe.

Physics is a required subject for most majors in scientific and technical fields such as Physics, Chemistry, Engineering, Biology, Medicine, Astronomy, Geology, Earth Sciences, etc.

SUBJECTS

- **Astronomy**
- **Physics**

FACULTY

Kiledjian, Viken P. - Chair
Professor, Astronomy, Physics
Ramirez, Jose, V.
Professor, Astronomy, Physics

ADJUNCT ASSOCIATE PROFESSORS

Bosco, Piermario
Physics
Ishimura, Michiaki
Astronomy, Physics
Lewis, Roy R.
Astronomy
Shirvanian, Razmic
Physics
Vasquez, Carlos
Astronomy, Physics
Wang, Hsi-Ching
Astronomy, Physics
Xie, Yi
Astronomy, Physics

EDUCATIONAL PROGRAMS

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

ASTRONOMY (ASTRON)

1 Elementary Astronomy (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course is a general introduction and overview of Astronomy and covers many topics including constellations, seasons, history of Astronomy, the electromagnetic spectrum, telescopes, the Earth and other planets of our solar system, the Sun, binary stars, the Milky Way

Galaxy, properties of galaxies and the Big Bang Theory. Students are kept abreast of current developments in the field.

5 Fundamentals of Astronomy Laboratory (1)

Corequisite: Astronomy 1.

LABORATORY, 3 HOURS.

Various astronomical phenomena are investigated using a variety of modes such as in-class laboratory exercises and experiments, Internet-based investigations, and out-of-class sky observations. Through these different means, students gain a thorough knowledge and experience of discovering the properties of moons, planets, stars, constellations and galaxies.

15 Astrobiology (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This course explores the origins of life in the universe and the conditions for a planet to be habitable. It also examines the evidence of life on Mars and other bodies in the solar system such as Europa and Titan. It further investigates the methods of detecting exoplanets and ascertaining their properties and whether life could exist on them. Finally, it examines the methods of searching and communicating with extraterrestrial intelligence.

16 Cosmology (3) UC:CSU IGETC Area 5A

LECTURE, 3 HOURS.

This is a survey course in the history and development of modern Cosmology. Students examine the Theory of Relativity, Quantum Physics and String Theory at a conceptual level and their impact on the development of Cosmology. Then they study about the Big Bang Theory, Inflationary Theory, Black Holes, Wormholes, Time Travel and Parallel Universes. Students are kept abreast of new developments in the field.

PHYSICS (PHYSICS)

1 Mechanics of Solids (4) UC:CSU IGETC Area 5A

(UC Credit Limit: 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22).

Prerequisites: Physics 11 and Mathematics 261.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They also study the physics of linear and rotational dynamics and statics using Newton's laws, work and energy, momentum, torque, and moment of inertia. The course ends with a study of oscillatory motion. Students use the tools of algebra, trigonometry, and calculus to solve a wide variety of problems.

2 Mechanics of Fluids, Heat and Sound (4) UC:CSU IGETC Area 5A

Prerequisite: Physics 1.

Corequisite: Mathematics 262.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn Newton's Law of Gravity and Kepler's Three laws of planetary motion. They study the field of fluid statics and dynamics which include Archimedes' Principle and Bernoulli's Equation. They delve into the field of Wave Dynamics and study such things as wave propagation, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of

Thermodynamics. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. The laboratory program includes qualitative and quantitative analysis applied to environmentally related topics.

3 Electricity and Magnetism (4) UC:CSU IGETC Area 5A

Prerequisites: Physics 1 and Mathematics 262.

Advisory: Mathematics 263.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn about electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque, solenoids, Faraday's Law, AC circuits involving resistors, capacitors and inductors. Students use the tools of algebra, trigonometry and calculus and the knowledge acquired in Physics 1 to solve a wide variety of problems. This course provides students with the tools to quantitatively understand energy efficiency and conservation.

4 Optics and Modern Physics (4) UC:CSU IGETC Area 5A

Prerequisites: Physics 1 and Mathematics 262.

Advisory: Mathematics 263.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the essentials of Wave Optics such as the diffraction, interference and polarization of light as well as the nature of light such as its wavelength, frequency, momentum and pressure. Then they delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra, trigonometry and calculus to solve a wide variety of problems.

6 General Physics I (4) UC:CSU IGETC Area 5A

(UC Credit Limit: 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22).

Prerequisites: Physics 11 and Mathematics 241.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They study the physics of linear and rotational dynamics using Newton's laws, work and energy, momentum and torque. The course also delves into the field of fluid statics and dynamics, wave dynamics, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Students use the tools of algebra and trigonometry to solve a wide variety of problems.

7 General Physics II (4) UC:CSU IGETC Area 5A

Prerequisite: Physics 6.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the essentials of electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. They delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra and trigonometry and the knowledge acquired in Physics 6 to solve a wide variety of problems.

11 Introductory Physics (4) UC:CSU IGETC Area 5A

(UC Credit Limit: No credit is given if taken after 1, 6, or 21).

Prerequisite: Mathematics 115.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this an introductory course that covers the wide range of topics included in a basic Physics course such as kinematics of one- and two-dimensional motion, circular motion, Newton's laws, work and energy, thermodynamics, wave motion, oscillation, optics, electricity and magnetism, and nuclear and atomic Physics. Students analyze conceptual questions as well as solve quantitative problems using Algebra.

17 Energy and the Environment (4) UC:CSU IGETC Area 5A

Advisory: Mathematics 125.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

This course teaches about the many different sources of energy such as fossil fuels, wind, water, solar, biomass, nuclear and geothermal. It examines the advantages and disadvantages of each source and investigates the past and present examples of their use and future plans for new technology to utilize these sources.

20 Physics Bootcamp (2)

Prerequisite: Mathematics 241.

LECTURE, 1.5 HOURS; LABORATORY, 2.5 HOURS.

The purpose of this course is to prepare students to take the Physics 11 prerequisite challenge test to get into either Physics 1, 6 or 21. The course also prepares students for the higher level physics sequence and provides students with some basic laboratory experience; as such, it is intended to bridge the gap between Physics 11 and the higher level courses and is therefore more rigorous than Physics 11. Students are introduced to Kinematics, Dynamics, Fluid Statics and Dynamics, wave resonance and the Doppler Effect as well as the fields of Thermodynamics, Electricity and Optics. Students use the tools of algebra and trigonometry to analyze a wide variety of content and gain a firm foundation in physics concepts as well as problem solving. Some time is afforded to work out problems in class and ask questions from the homework. On the last day of class, students are given the opportunity of taking the Physics 11 prerequisite challenge test.

21 General Physics I with Calculus (4) UC:CSU IGETC Area 5A

(UC Credit Limit: 1 series from Physics 1, 2, 3, and 4, or Physics 6 and 7, or Physics 21 and 22).

Prerequisites: Physics 11 and Mathematics 261.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the kinematics of one- and two-dimensional motion, including linear, projectile, and circular motion. They study the physics of linear and rotational dynamics using Newton's laws, work and energy, momentum and torque. The course also delves into the field of fluid statics and dynamics, wave dynamics, wave resonance and the Doppler Effect. They explore the field of Thermodynamics including properties of substances such as specific heat and the Three Laws of Thermodynamics. Students use the tools of algebra, trigonometry, and calculus to solve a wide variety of problems.

22 General Physics II with Calculus (4) UC:CSU IGETC Area 5A

Prerequisite: Physics 21.

LECTURE, 3 HOURS; LABORATORY, 3 HOURS.

In this course, students learn the essentials of electricity and magnetism, including topics such as electric field, electric potential, capacitors, resistors, RC circuits, magnetic force and torque. They examine the field of Optics such as the properties of mirrors and lenses and how images are formed. They delve into the topics of Modern Physics such as Relativity, Quantum Physics, Atomic and Nuclear Physics and Particle Physics. Students use the tools of algebra, trigonometry and calculus and the knowledge acquired in Physics 21 to solve a wide variety of problems.

Psychology Department

F7-316 (323) 265-8955

Psychology is the scientific study of humans and animals. Psychology is a natural and social science that includes research, practical and creative applications. Psychology covers a wide range of topics ranging from the way the social environment influences the individual to the inner workings of the body with particular attention to brain function. Psychologists teach, conduct research, and provide clinical treatment for people of all ages and various cultural groups who are experiencing psychological difficulties. In addition, psychologists might work with business and governmental agencies to improve productivity in the workplace environment, or study how attitudes and prejudices develop, and influence human behavior.

FACULTY

- Davey, Sherrie - Chair
Associate Professor
- Cleveland, Cathy S.
Assistant Professor
- Festekjian, Arpi
Assistant Professor
- Ludwig, Randy
Associate Professor
- Mayoryk, Maria
Professor
- Rice, Tiffany
Associate Professor
- Taback, Dr. Karen
Professor
- Vartanian, Lisa M.
Assistant Professor

ADJUNCT ASSOCIATE PROFESSORS

- Aguirre, Alba J.
- Appel, Lynne R.
- Blanton, Carlton W.
- Godfrey, Ryan
- Heredia, Ronald
- Holub, Alexander S.
- Johnson, Amy
- Lewis, Larry M.
- Logan, Robert J.
- Martin, Yvonne
- Milam, Geoffrey
- Moore, Barbara B.
- Parra, Georgia
- Sapir, Jason
- Sneed, Robert
- Stepanyan, Karen K.
- Valeriano, Oscar
- Vallas, Valerie

EDUCATIONAL PROGRAMS

SKILLS CERTIFICATE:

- *Recovery Specialist*

CERTIFICATES OF ACHIEVEMENT:

- *Chemical Dependency Counselor*
- *Chemical Dependency Specialist in Criminal Justice*

SKILLS CERTIFICATE

RECOVERY SPECIALIST

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	GENERAL PSYCHOLOGY	3
PSYCH 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCH 64	INTRODUCTION TO DRUG AND ALCOHOL ABUSE.	3
PSYCH 65	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
PSYCH 67	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED.	3
Total.		15

CERTIFICATE OF ACHIEVEMENT

CHEMICAL DEPENDENCY COUNSELOR

The Psychology Department offers a Certificate of Achievement in Chemical Dependency Counselor. This certificate provides academic preparation and fieldwork experience for individuals employed, or preparing for employment, in public and private agencies that serve clients with alcohol and drug problems.

SUBJECT & NO.	COURSE	UNITS
PSYCH 1	GENERAL PSYCHOLOGY I	3
PSYCH 14	ABNORMAL PSYCHOLOGY	3
PSYCH 37	PSYCHOLOGY OF CODEPENDENCY AND FAMILY SYSTEMS.	3
PSYCH 43	PRINCIPLES OF GROUP DYNAMICS I	3
PSYCH 63	ALCOHOL/DRUG STUDIES: PREVENTION AND EDUCATION	3
PSYCH 64	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3
PSYCH 65	CHEMICAL DEPENDENCY: INTERVENTION, TREATMENT AND RECOVERY	3
PSYCH 67	COUNSELING TECHNIQUES FOR THE CHEMICALLY ADDICTED.	3
PSYCH 68	BIOPSYCHOLOGY OF CHEMICAL DEPENDENCY: DRUGS, BEHAVIOR AND HEALTH	3
PSYCH 81	FIELD WORK I.	3
PSYCH 82	FIELD WORK II	3
Total.		33

CHEMICAL DEPENDENCY SPECIALIST IN CRIMINAL JUSTICE (WITH ADMINISTRATION OF JUSTICE DEPARTMENT)

SUBJECT & NO.	COURSE	UNITS
ADM JUN 1	INTRODUCTION TO ADMINISTRATION OF JUSTICE	3
ADM JUN 75	INTRODUCTION TO CORRECTIONS	3
PSYCH 63	ALCOHOL/DRUG STUDIES, PREVENTION AND EDUCATION	3
PSYCH 64	INTRODUCTION TO ALCOHOL AND DRUG ABUSE	3

PSYCHOLOGY

PSYCH 65	CHEMICAL DEPENDENCY INTERVENTION, TREATMENT AND RECOVERY	3
	Total.	15

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at *www.assist.org*. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

PSYCHOLOGY (PSYCH)

1 General Psychology I (3) UC:CSU IGETC Area 4I
(UC Credit Limit: Psychology 1 and 6 combined, maximum credit one course).

LECTURE, 3 HOURS.

This course introduces the scientific study of behavior and mental processes, including research methods in psychology, the physiological basis of behavior, learning and memory, theories of personality, and psychological disorders and their treatments.

2 Biological Psychology (3) UC:CSU IGETC Area 5B

Prerequisite: Psychology 1.

LECTURE, 3 HOURS.

An analysis of the physiological, evolutionary, and developmental mechanisms of behavior and experience. Human and other animal models are examined with an emphasis on structure-function relationships of neurons and glial cells, and the nervous system as a whole. Topics include the neurochemistry underlying behavior, sensation and perception, movement, regulatory processes, reproductive behaviors, emotion, the biology of learning and memory, language and cognition, as well as disorders resulting from nervous system injury or malfunction. Methodology and ethical considerations of human and animal research are discussed and evaluated throughout the course.

11 Child Psychology (3) UC:CSU IGETC Area 4I

Prerequisites: Psychology 1.

LECTURE, 3 HOURS.

This course explores biological, cognitive, emotional, psychological and social development from conception through adolescence with an emphasis on differing theories specific to the field. The course is geared toward practical application of child psychology.

13 Social Psychology (3) UC:CSU

Prerequisite: Psychology 1.

LECTURE, 3 HOURS.

The study of social relations, group membership and leadership, role and status, conformity, attitudes, public opinion, propaganda, conflict and prejudice. Application of psychological principles to social problems is emphasized.

14 Abnormal Psychology (3) UC:CSU

Advisory: Psychology 1.

LECTURE, 3 HOURS.

This course examines the definition, possible causes, signs and symptoms and treatment of psychological disorders. Topics such as anxiety, mood disorders, schizophrenia, substance related disorders, and personality disorders are emphasized.

34 Co-Occurring Disorders (3) CSU

LECTURE, 3 HOURS.

This course addresses the coexistence of chemical dependency and mental health disorders. The course focuses on identification and assessment, current treatment approaches, understanding medications, making appropriate referrals, and how chemical dependency counselors may interface with the mental health community. Attention will be given to special populations, including the culturally diverse, HIV/AIDS population, and the physically disabled.

37 Psychology of Codependency and Family Systems (3) CSU

LECTURE, 3 HOURS.

This course explores the etiology of codependence from a developmental, trauma and family systems perspective. The course provides students with an introduction to the assessment process and treatment strategies which are most effective for clients with codependence.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU IGETC Area 4I

LECTURE, 3 HOURS.

An introduction to the psychological development from infancy through old age, including the genetic, physical, and social influences on perception, learning and memory, intelligence, personality, self-concept, and social roles; tasks, changes, and adjustments related to each phase of the life cycle.

43 Principles of Group Dynamics I (3) CSU

LECTURE, 3 HOURS.

Within a warm and supportive group, members are taught interpersonal and communication skills. These skills are applied to the group member's life situations including male-female, family, college and vocational relationships.

52 Psychological Aspects of Human Sexuality (3) UC:CSU IGETC Area 4I

LECTURE, 3 HOURS.

This course explores the psychological aspects of human sexuality from the perspective of the individual as well as romantic couples. Topics include male and female sexual anatomy, sexual arousal and response, gender identity, sexual orientation, love and attraction, effective relationship communication, pregnancy, methods of contraception, sexually transmitted infections, normal versus abnormal sexual behavior and sexual coercion.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU

LECTURE, 3 HOURS.

This course presents strategies for the prevention of alcohol and drug abuse. Use of such strategies in industry, schools, families, local communities, and rehabilitation centers is also considered.

64 Introduction to Alcohol and Drug Abuse (3) CSU

LECTURE, 3 HOURS.

This is a survey course dealing with the nature of alcoholism/chemical dependency and its treatment. The topics covered, survey a wide range of issues including history of public policy, societal impact, economics, and models of treatment, recovery, and community responses.

65 Chemical Dependency: Intervention, Treatment and Recovery (3) CSU

LECTURE, 3 HOURS.

This course explores the various ways in which people recover from alcohol/drug abuse. Coverage includes an in-depth look at the social, medical and behavioral modes of intervention and treatment.



67 Counseling Techniques for the Chemically Addicted (3) CSU

LECTURE, 3 HOURS.

This course explains and demonstrates counseling techniques designed to foster recognition and change in chemically addicted individuals. Family members and others affected by the addiction also are considered.

68 Biopsychology of Chemical Dependency: Drugs, Behavior and Health (3) CSU

Prerequisite: Psychology 1.

LECTURE, 3 HOURS.

This course focuses on the science of drug action and its effects on the nervous system, behavior, mood, and health. Both legal and illegal chemical substances are considered, including various “street” drugs, common prescription drugs, over-the-counter medications, tobacco, and alcohol. Special importance is placed on the synaptic effects of these substances and their impact on specific neurotransmitter systems. Historical trends, routes of administration, absorption, metabolism and elimination, addiction, and tolerance and withdrawal are also considered.

77 Sport Psychology (3) CSU

LECTURE, 3 HOURS.

This course explores the psychological factors that influence peak performance, human behavior, and human development both in and out of sport settings. In particular, scientific psychological principles are applied to topics including peak performance, goal setting, motivation, confidence, visualization, relaxation, leadership, burnout, character building, drug abuse, and race and gender issues as they relate to stereotyping, participation and opportunity.

81 Field Work I (3) CSU RPT1

Prerequisites: Psychology 1, 14, 37, 43, 63, 64, 65, 67 and 68.

LECTURE, 1 HOUR; FIELDWORK, 5 HOURS.

This course provides opportunities for the student to observe and practice the assessment and treatment of clients receiving substance abuse treatment in an inpatient setting.

82 Field Work II (3) CSU RPT1

LECTURE, 1 HOUR; FIELDWORK, 5 HOURS.

The student continues the studies begun in Psychology 81 and participate in field experiences in agencies providing chemical dependency treatment services. The student will have the opportunity to strengthen his or her skills in the above specialization areas.

185 Directed Study - Psychology (1) CSU RPT2

285 Directed Study - Psychology (2) CSU

385 Directed Study - Psychology (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allows students to pursue Directed Study in Psychology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Social Sciences Department

F7-307

(323) 265-8829

Social Sciences are concerned with almost every aspect of human interrelationships, including relationships to the environment. In this connection, students in Social Sciences must be aware of the contributions which the various subjects such as Anthropology, Economics, Geography, History, Political Science, Sociology, and Social Psychology make in giving us a better understanding of the world we live in. It is used for students with a broad interest in the humanities.

Students taking this curriculum should seek to acquire a broader education and be better equipped to consider the problems of the world in which they live. Opportunities for employment are in areas which do not require a highly specialized background such as one gets in a particular discipline.

SUBJECTS

- **African-American Studies**
- **Asian-American Studies**
- **Economics**
- **History**
- **Political Science**
- **Sociology**

FACULTY

Castro, Consuelo, Ed.D., M.P.A. - Chair,
Professor, Political Science

Arias, Robert John
Professor, History

Caballes, Aida Z., Ph.D.
Professor, Economics

Calanche, Maria L., M.P.A.
Assistant Professor, Political Science

Colling, Michael L.
Professor, History

Dieter, Ralph O.
Associate Professor, Economics

Dunsheath, Barbara, Ed.D.
Professor, History

Hernandez, Jeffrey, M.P.A.
Professor, Political Science

Ie, Eileen F.
Assistant Professor, Sociology

Kahla, Rin, Ph.D., MSW
Professor, Sociology

Monteiro, Natalina T., Ph.D.
Assistant Professor, Political Science

Morales, Marcellino, Ed.D.
Associate Professor, Sociology

Ong, Wooi-Chin
Assistant Professor, Asian-American Studies

Ornelas, Armida O., Ph.D.
Professor, Political Science

Ramos, Claudio R.
Professor, History

Rodriguez, Christine, J.D.
Professor, Sociology

Samad, Anthony Asadullah, Ph.D., M.A.P.E., M.P.A.
Professor, African-American Studies, Political Science

Urrutia, Lilliana
Associate Professor, History

Wardinski, Steve
Associate Professor, History

ADJUNCT ASSOCIATE PROFESSORS

Avila, Richard
History

Brawer, Harry L.
Economics

Castro, Daniel, Ph.D.
Sociology

Chang, Jeffrey T.
History

Cheung, Chevvy C.
Sociology

Chima, William N.
Political Science

Chin, Darian W.
Economics

De Lumen, Liberato O.
Economics

Flores, Juan
Economics

Fraga, Mike A.
History

Griffen, Frank
Sociology

Harris, John P.
Sociology

Holland, Carmen
Political Science

Hussain, Syed K.
Political Science

Kettenring, Ernest
History

Latson, Jack W.
History

Lancaster, Donald A.
Political Science

Maehara, Gary A.
History

Mbaye, Mohamed
History

Melchor, Leonard
History

Mora, Juana M.
Political Science

Mueller, Tanya
Political Science

Parra, Fernando
Sociology

Person-Lynn, Kwaku
African-American Studies

Quintero, Maria
Political Science

Ramos, Gloria L.
Sociology

Rios, Al
Political Science

Roleder, Gary R.
History

Romero, David
Political Science

Ruebensaal, Jack D.
Asian-American Studies

Sanchez, Salvador
Political Science

Shelor, Carroll F.
Economics

Torres, Ybonne
Political Science

Wagner, Darwin K.
Sociology

Wallace, Christopher E.
History

Zhang, Ray R.
Economics

EDUCATIONAL PROGRAMS

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

AFRICAN-AMERICAN STUDIES (AFRO AM)

4 The African-American in the History of the United States I (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

A survey of the social, economic and political construction of the United States from its colonial origins through the formation of the United States constitutional government and its Civil War period. This course provides a background in the political and social development of the United States for Students majoring in the Social Sciences, with a supplement of focused study on the evolution of the institution of slavery, to gain a better understanding of 17th, 18th and 19th Century race construction in America.

5 The African-American in the History of the United States II (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

The course covers post-Civil War United States history, identifies significant figures and events of the second half of the 19th Century, the entire 20th Century and the early decades of the 21st Century. This course examines the cultural shifts of the 19th Century Reconstruction and Redemption Periods, analyzes the 20th Century social change movements in the context of race, equality and social justice in contemporary black history. This course documents the laws,

policies and culture that sought to deconstruct America's race caste system over 150 years and will help students understand the theories and motivations behind racial behaviors, race based social patterns and attitudes that forged U.S. political, social and economic inter-race relations from 1865 to the Present.

ASIAN-AMERICAN STUDIES (ASIAN)

1 The Asian in America (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course examines the historical backgrounds and political, economic and social issues affecting Asians in America. The representative groups and communities include Chinese, Japanese, Filipino, Korean, Laotian, Kampuchean and Vietnamese.

3 The Peoples and Cultures of Asia (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course introduces geographical and historical backgrounds, traditional customs, family and social structures, religions and philosophies, and educational systems of Asia.

7 Comparative Culture of Asia and America (3) UC:CSU IGETC Area 4C

LECTURE, 3 HOURS.

This course provides an opportunity for understanding the diversities of American and Asian cultures through comparison. Various concepts, manners, values, political systems, social and family relations, occupational and educational conditions etc, will be discussed and compared on general or specific terms.

11 Chinese Civilization (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course provides an introduction to the geography, history, government and institutions of China; the life and customs of her people; her literature and arts; and her contributions to civilization.

ECONOMICS (ECON)

1 Principles of Economics I (3) UC:CSU IGETC Area 4B

Prerequisite: Mathematics 125.

LECTURE, 3 HOURS.

Microeconomics studies how markets allocate resources, goods and services, and incomes throughout the economy. It analyzes the implications of government's involvement in particular markets and in the economy as a whole via policies to improve economic performance or distributional equity. The course is designed to develop a core set of skills useful in analysis of economic issues while maintaining a commitment to a liberal arts education. Topics include fundamentals of economic thinking, economic systems, particularly the market system, how markets operate and how the concept of elasticity relates to them, production costs, various market structures, including pure competition, pure monopoly, monopolistic competition, oligopoly, and resource markets.

2 Principles of Economics II (3) UC:CSU IGETC Area 4B

Prerequisite: Mathematics 125.

LECTURE, 3 HOURS.

This course is a survey and integrative introduction to the discipline of economics stressing the following topics: fundamentals of economic thinking, how markets operate, economic systems, national income accounting, basic Keynesian concepts, macroeconomic equilibrium analysis, fiscal policy, money, banking, and monetary policy, and international trade and finance from a macroeconomic perspective.

185 Directed Study - Economics (1) CSU**285 Directed Study - Economics** (2) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

HISTORY (HISTORY)**1 Introduction to Western Civilization I** (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course is a historical survey of western civilization from its origins (ca. 8000 B.C.E.) that progresses both chronologically and geographically, starting in Mesopotamia, Egypt, and adjacent areas to the Mediterranean Sea. The course then examines the developments of Medieval Civilizations in the Middle East and Western Europe. Finally, the course examines Early Modern European societies and their interactions with the Americas, concluding in 1660 C.E. Moreover, throughout the course, connections are made between Western and Non-Western civilizations (i.e. Chinese, Indian, and Mongolian) to show cultural continuity in the history of the World.

2 Introduction to Western Civilization II (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course is a historical survey of Western Civilization from 1660 C.E. to the Present. The course progresses both chronologically and geographically, focusing primarily on Western Europe, while including Eastern Europe, the Americas, and the colonies and territories established by Western nations in Africa and Asia. The goal of this course is to demonstrate the political, social, and cultural influences that the West imparted on world civilization since 1660.

5 History of the Americas I (3) UC:CSU IGETC Area 4F

LECTURE, 3 HOURS.

This course covers the History of the Americas--North, Central and South America -- from the arrival of the first humans to the liberation of the Americas from the European powers - England, France, Spain and Portugal, 1783-1824. As the course covers a long time span and a huge geographic area, the emphasis is on Native American civilizations, European colonization and American Democracy. The course analyzes the American Declaration of Independence and the United States Constitution, as well as the new Latin American nations and the United States to 1830.

6 History of the Americas II (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

Note: History 6 may be taken before History 5.

This course is a comparative survey of the political, social, economic, and cultural development of the Americans from the era of independence to the present, with special emphasis on the relationship between the United States and the Latin American nations. It will cover issues including class, race, gender, social change and revolution, in addition to examining the evolving history and impact of the U.S. Constitution.

7 The World's Great Religions (3) UC:CSU IGETC Area 3B

LECTURE, 3 HOURS.

This course is an introduction to the world's great religions, including their origins, doctrines, ethical systems, philosophies, leaders and organizations. It provides a comparison and contrast of these religions. It develops the history of peoples' responses to religious needs and the expression of them in peoples' cultures.

11 Political and Social History of the United States I (3) UC:CSU

IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course is the first half of the standard survey of United States history from its beginnings through the Civil War and Reconstruction. It focuses on political and social developments in the formation of the United States, but it also includes economic and cultural trends.

12 Political and Social History of the United States II (3) UC:CSU

IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course covers the second half of the standard survey of United States history, providing an analytical study of the history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, how various Amendments to the Constitution have influenced American society, and analyzes the United States' ongoing and changing role in international affairs.

52 The Role of Women in the History of the United States (3) UC:CSU

IGETC Area 4D and 4F

LECTURE, 3 HOURS.

This course considers the political, economic, social, and intellectual history of women in the United States. Problems as well as contributions are explored from colonial days to the present with a special emphasis on contemporary concerns.

81 A History of Working People in the United States I (3) UC:CSU IGETC Area 4F

LECTURE, 3 HOURS.

This course is a history of the early United States from the perspective of its multicultural working people. Colonial life, revolution, the early republic, the ante-bellum period, the Civil War and its aftermath are viewed through the eyes of farmers, skilled and unskilled laborers, indentured servants and slaves.

82 A History of Working People in the United States II (3) UC:CSU

IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course is a history of the United States since Reconstruction from the perspective of its multicultural working people. Beginning with the Gilded Age and proceeding through the contemporary era of "globalism", the course examines a wide variety of issues including class, gender, and race, work conditions, living standards, and the impact of collective action. Special attention will be paid to Constitutional amendments, legislation, and court interpretations affecting the lives of working people.

86 Introduction to World Civilization I (3) UC:CSU IGETC Area 3B, 4F

LECTURE, 3 HOURS.

This course surveys the historical origins, development, and interactions among world civilizations from circa 8000 B.C.E. to the early modern era (1500 C.E.). The course shall provide comparative analyses of cultural, economic, geographic, political, religious, and social

forces that affected world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

87 Introduction to World Civilization II (3) UC:CSU IGETC Area 4F

LECTURE, 3 HOURS.

Interactions of world civilizations from the early modern era (ca. 1500 C.E.) to the present. A comparative analysis of cultural, economic, geographic, political, religious, and social forces of world civilizations. Includes topics related to Asia, the Americas, Africa, and Europe.

185 Directed Study - History (1) CSU RPT2

285 Directed Study - History (2) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

POLITICAL SCIENCE (POL SCI)

1 The Government of the United States (3) UC:CSU IGETC Area 4H

LECTURE, 3 HOURS.

This course is an introduction to government and politics in the United States. Students study the theoretical foundations of American political institutions, the U.S. Constitution, the Constitution of California and Federal System including relations between state and federal governments. The structure, function, powers and politics of the legislative, executive and judicial branches of the Federal government and California state government are also examined. Special topics include: civil liberties, civil rights, political parties, interest groups, media, public opinion, campaigns, the electoral process and the domestic and foreign policymaking processes. This course fulfills graduation requirements for the U.S. Constitution and California state and local government.

2 Modern World Governments (3) UC:CSU IGETC Area 4H

LECTURE, 3 HOURS.

This course introduces students to the major governments of the modern world in terms of their ideologies, political institutions and processes, political cultures, and foreign policies, and informs debates about creating or designing new political orders. The course addresses the varying degrees of democracy and authoritarianism, varying levels of political and social conflicts, varying levels of wealth, and the influence of each of these factors on various modern world governments. Emphasis is placed on the governments of ten countries: Brazil, China, France, Germany, India, Iran, Japan, Nigeria, the Russian Federation, the United Kingdom, and the United States.

7 Contemporary World Affairs (3) UC:CSU IGETC Area 4H

LECTURE, 3 HOURS.

This course presents the major issues and problems in contemporary world affairs, primarily, but not exclusively, from the United States perspective involving American policies and the government agencies which carry them out. Goals of other nations and the role of the United Nations are also discussed.

185 Directed Study - Political Science (1) CSU RPT2

285 Directed Study - Political Science (2) CSU

385 Directed Study - Political Science (3) CSU

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Political Science on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

SOCIOLOGY (SOC)

1 Introduction to Sociology (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This is a general introduction to the subject matter, basic concepts and techniques of sociology as a behavioral science. Patterns and origins of social behavior in a diverse society are analyzed.

2 American Social Problems (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This course examines some of the major contemporary problems of American society, such as human relations, poverty, crime, drugs and global issues that affect American society. Social problems are analyzed in terms of their relation to the values and institutions of American society.

3 Crime and Delinquency (3) CSU

LECTURE, 3 HOURS.

This course examines the nature, extent and patterns of crime, delinquency and criminality, theories of causation, and efforts by society to cope with law violations. Emphasis is placed upon programs regarding prevention, correction, and rehabilitation within justice systems with attention to methodology as well as methodological issues encountered in research in criminology.

4 Sociological Analysis (3) CSU

LECTURE, 3 HOURS.

This class is an introduction to the scientific study of social phenomena. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students analyze specific data collected in the field.

7 Juvenile Delinquency (3) CSU

LECTURE, 3 HOURS.

This non-technical course is especially for students preparing to be social workers or police officers; it deals with problems of maladjusted juveniles, from the potential delinquent to the institutionalized offender. The relationship between delinquency and other areas of social disorganization, such as family problems, gangs, alcoholism and drug addiction is explored.

11 Race and Ethnic Relations (3) UC:CSU IGETC Area 4C, 4J

LECTURE, 3 HOURS.

This course emphasizes cultures of the major ethnic and racial groups in the United States, the social processes affecting and influencing their adjustment and acculturation into the dominant society, and the influence of legal decisions and social policy on these groups.



NATALIE HERNANDEZ < meet **elac** people >

sociology

"I am lucky to have found South Gate. It is so close to home that I can balance attending classes with taking care of my kids—plus I am a student worker and that helps me financially. Everyone is so friendly and that made going back to college less scary. Mr. Rios has been especially inspiring and continues to encourage me to complete my education. I even bring my three-year old to campus now and then so he can begin to understand that education is very important."

Natalie worked for several months in an office but lost her job. This was devastating because she is a single mother of two and wants to make a better life for her children. Inspired by her sister who graduated from ELAC with a degree in nursing, Natalie enrolled at the South Gate Educational Center. She researched career options and was inspired by her Administration of Justice courses to pursue a career in sociology. Her mother helps her with child care and supports her return to college.

12 Marriage and Family Life (3) UC:CSU IGETC Area 4G, 4J

LECTURE, 3 HOURS.

This course considers social and cultural patterns of domestic life in human society, past and present. It also analyzes the common and unique features of marriage and family systems especially in American society, including subcultural variations within that society.

13 Society and Personality (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This course is designed as an introduction to the sociological perspective of society and personality. Central to social psychology from the sociological perspective is the recognition that behavior is not simply the product of our individual personalities, but is influenced strongly by social situations. Students investigate the relationship between the social environment and the individual. Topics include main theoretical components, research approaches and concepts ranging from socialization, self, identity, social perception, symbolic communication, self, identity, social perception, symbolic communication, social influence, altruism, aggression, deviant behavior to group structure and processes.

19 Introduction to the Social Services (3) UC:CSU

LECTURE, 3 HOURS.

This course covers the history and development of social services. A particular emphasis is placed on social work, case work, and urban generalists. Institutions such as the welfare system, community organizations, healthcare and Medicare are explored. Social service work as a career, including social work, urban generalists, counseling, addiction specialists, and their qualifications are also covered.

21 Human Sexuality (3) UC:CSU IGETC Area 4J

LECTURE, 3 HOURS.

This course provides a comprehensive introduction to the cultural, behavioral, biological, and psychosocial aspects of human sexuality. Topics presented include acquired immune deficiency syndrome and other sexually transmitted diseases, as well as sexual variance and dysfunction, and sexuality throughout the human life cycle.

22 Sociology of Women (3) UC:CSU IGETC Area 4D, 4J

LECTURE, 3 HOURS.

This course is a sociological analysis of women, gender and sexuality in American society. A particular emphasis is placed on the political, social and economic status of women as well as the relationships between women and men. Topics include social forces that shape the experience of women such as race, ethnicity, social class and the social construction of gender.

84 SIMSOC: Simulated Society (1)

LECTURE, 1 HOUR.

Students simulate a society, actively learning sociological concepts such as status, role, primary group, power, inequality and stratification. The activity takes approximately 14 hours to play and students learn about the workings of society and how societal structure emerges from group dynamics and the exchange of resources.

185 Directed Study - Sociology (1) CSU RPT2

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above course allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Speech and Theater Arts Department

P2-121 (323) 265-8639

The East Los Angeles College Speech and Theater Arts Department offers a comprehensive program of communications and entertainment industry courses. These courses prepare students for work in business, theater, television, motion pictures and for transfer into a four-year degree program. The department emphasizes critical thinking and decision making in the academic setting and in practical performance situations. Theater Arts also offers a unique technical program in stage management which includes internship opportunities with professional theater companies. Join our award-winning program as a Communications or Theater Arts specialist.

SUBJECTS

- **Broadcasting**
- **Speech Communication**
- **Technical Stage Production**
- **Theater Arts**

FACULTY

- Kasnetsis, Michael E. - Chair
Professor, Speech Communication, Theater Arts
- Anderson, My Hanh V.
Assistant Professor, Speech Communication
- Atha, Tom
Professor, Speech Communication, Theater Arts
- Haddad, Nader
Assistant Professor, Speech Communication
- Hogan, Kelley M.
Associate Professor, Theater Arts
- Smith, Ryan L.
Assistant Professor, Speech Communication
- Stone, Lisa H.
Assistant Professor, Theater Arts

ADJUNCT ASSOCIATE PROFESSORS

- Anderson, Richard S.
Speech Communication
- Augusztiny, Eric C.
Theater Arts
- Beaton Jason
Broadcasting
- Buglewicz, James V.
Theater Arts
- Couture, Francois-Pierre
Theater Arts
- Demas, Harry
Theater Arts
- Ferniany, J. Michael
Speech Communication
- GrayBallard, Robin
Speech Communication
- Guin, David
Speech Communication
- Johnson, Robert S.
Speech Communication

- Keleher, Daniel
Theater Arts
- Marotta, Albert J.
Speech Communication
- McKay, W. Colin
Speech Communication, Theater Arts
- Michel, Linda B.
Speech Communication
- Miller, Thomas
Speech Communication
- Mizzone, Vanessa
Theater Arts
- Plumb, Kenneth O.
Theater Arts
- Quiroz, Laura
Theater Arts
- Radford, Leslie J.
Speech Communication
- Scott, David L.
Theater Arts
- Scott, Rodney Lloyd
Theater Arts
- Wallace, Juliet E.
Speech Communication

EDUCATIONAL PROGRAMS

CERTIFICATE OF ACHIEVEMENT:

- **Stage Management and Production**

ASSOCIATE DEGREE PROGRAM:

- **Theater**

CERTIFICATE OF ACHIEVEMENT

STAGE MANAGEMENT

Our Certificate of Achievement in Stage Management and Production is designed to teach students how to work as stage managers or production managers in theater, television or motion pictures. These courses provide an aspiring stage manager, producer or director with real production experience in addition to Lecture classes. We also provide our top management students with intern opportunities with professional companies including the Philadelphia Theater Company. Candidates for the Certificate must be successful in productions and successfully complete the following courses:

SUBJECT & NO.	COURSE	UNITS
CAOT 82	MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE	3
THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 200	INTRODUCTION TO ACTING	3
THEATER 232	PLAY PRODUCTION	2
THEATER 323	STAGE MANAGEMENT AND PRODUCTION (<i>should be taken in the first semester</i>)	3
THEATER 342	TECHNICAL STAGE PRODUCTION.	2
Total.		16

SPEECH AND THEATER ARTS

ASSOCIATE DEGREE PROGRAM

THEATER

ASSOCIATE IN ARTS DEGREE

This two-year program is designed for the student who recognizes the social and occupational values of training in the theater arts.

FIRST YEAR

First Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 100	INTRODUCTION TO THE THEATER	3
THEATER 270	BEGINNING ACTING	3
THEATER 272	INTERMEDIATE APPLIED ACTING	3
THEATER 300	INTRODUCTION TO STAGE CRAFT	3
THEATER 232	PLAY PRODUCTION	

OR

THEATER 293	REHEARSALS AND PERFORMANCES	
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OR

THEATER 342	TECHNICAL STAGE PRODUCTION.	2-3
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Second Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 200	INTRODUCTION TO ACTING	3
THEATER 240	VOICE ARTICULATION FOR THE THEATER.	3
THEATER 323	STATE MANAGEMENT AND PRODUCTION.	3
THEATER 450	BEGINNING STAGE MAKE-UP	2
THEATER 232	PLAY PRODUCTION	

OR

THEATER 293	REHEARSALS AND PERFORMANCES	
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OR

THEATER 342	TECHNICAL STAGE PRODUCTION.	2-3
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SECOND YEAR

Third Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 130	PLAYWRITING	3
THEATER 278	FILM AND TELEVISION ACTING	3
THEATER 185	DIRECTED STUDY	1
THEATER 411	COSTUMES FOR THE THEATER	3
THEATER 232	PLAY PRODUCTION	

OR

THEATER 293	REHEARSALS AND PERFORMANCES	
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OR

THEATER 342	TECHNICAL STAGE PRODUCTION.	2-3
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Fourth Semester

SUBJECT & NO.	COURSE	UNITS
THEATER 225	BEGINNING DIRECTION	3
THEATER 273	ADVANCED ACTING	2
ENGLISH 215*	SHAKESPEARE	3
THEATER 232	PLAY PRODUCTION	

OR

THEATER 293	REHEARSALS AND PERFORMANCES	
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OR

THEATER 342	TECHNICAL STAGE PRODUCTION.	2-3
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GENERAL EDUCATION REQUIREMENTS PLAN B

SUGGESTED ELECTIVES:

Students majoring in Theater Arts with an acting emphasis should consider taking the following courses in addition to the above requirements:

ANTHRO	102
ENGLISH	205*, 206*
MUSIC	III, 4II
PSYCH	I
THEATER	201, 205, 265, 275* 45I

Students majoring in Theater Arts with a technical theater emphasis should consider taking the following courses in addition to the above requirements:

ART	101, 102, 501, 503* 633* 635, 638* 639
THEATER	291, 301, 325, 45I

(To graduate in two years and meet general education requirements for the A.A. degree, students are required to attend summer sessions).

Total. 64-70

*This course has a prerequisite or corequisite.

TRANSFER CURRICULUM

Information regarding lower division major preparation requirements required to transfer to a University of California (UC) or California State University (CSU) campus may be obtained at www.assist.org. For information about independent or out-of-state colleges/universities, please consult with a counselor.

COURSE DESCRIPTIONS

BROADCASTING (BRDCSTG)

1 Fundamentals of Radio and Television Broadcasting (3) CSU

LECTURE, 3 HOURS.

Survey of the history of radio and television broadcasting in America emphasizing principles and practices, legal aspects, and their relationship to public and future trends. The electronic mass media is studied as a cultural phenomenon. Broadcasting is looked at as a sociological entity. Radio and television broadcasting is related to the artistic development of society in general and to enrolled students in particular.

15 Radio and Television Production (3) CSU

LECTURE, 1 HOUR; LABORATORY, 5 HOURS.

This course teaches students to produce shows for radio and television broadcast. Emphasis will be on network or cable style programming. Students learn to operate essential production technology and to record broadcast presentations. Students learn how to create the content for broadcast presentations including structure, scripts and performance skills. Completed projects will broadcast via over-the-air or over- the-Internet.

185 Directed Study - Broadcasting (1) CSU RPT2

CONFERENCE, 1 HOUR PER WEEK PER UNIT.

The above course allow students to pursue Directed Study in Broadcasting on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

SPEECH COMMUNICATION (SPEECH)**61 Speech Laboratory** (1) NDA RPT3

Note: NDA after a course indicates that this course will not meet the Associate degree requirement, and is non-degree applicable.

LABORATORY, 3 HOURS.

The Speech Laboratory is designed to help students who are handicapped by speech impediments such as lisping, stuttering, or hearing deficiencies. Articulation is also considered as a problem. Instruction is generally given in small groups.

62 Speech Laboratory Techniques (1) NDA RPT3

LABORATORY, 3 HOURS.

This course introduces students in the use and operation of speech equipment such as tape recordings, so as to assist those with articulatory difficulties (e.g., a foreign accent). It is designed for speech majors who are considering the field of speech correction.

101 Oral Communication I (3) UC:CSU IGETC Area 1C

LECTURE, 3 HOURS.

Training is offered in effective speech composition and delivery. The course assists in building confidence in the delivery of original presentations, acquaints students with the sources of speech materials, and develops discriminating listening through speech analysis.

102 Oral Communication II (3) UC:CSU IGETC Area 1C

Prerequisite: Speech 101.

LECTURE, 3 HOURS.

In this advanced course, emphasis is placed on research, style, and speech analysis. Research acquaints the student with the academic tools of the scholar; style enables the student to study the various uses of language in oral communication; and speech analysis allows the student to gain insight into the total rhetorical process. The emphasis is placed upon scholarship rather than skill.

104 Argumentation (3) UC:CSU IGETC Area 1C

LECTURE, 3 HOURS.

This course is designed to fulfill general education requirements for critical thinking and speech communication. It offers training in the structure of argument, types of logic and methods of proof. Emphasis is placed on research techniques, classification of evidence and the evaluation of arguments. Students obtain practical training in constructing, delivering and refuting arguments.

106 Forensics (2) CSU RPT3

LABORATORY, 6 HOURS.

This laboratory course is for students preparing speeches, oral interpretation/acting performances, and debate/arguments to participate in competitive intercollegiate forensics (speech and debate) tournaments. Special emphasis is given to creating persuasive arguments through acting performances, competitive debates, or speeches. Participation may include any of the following: observing, competing in, or judging competitive forensics tournaments.

113 English Speech as a Second Language (3) CSU RPT1

LECTURE, 3 HOURS.

The course is designed for students with non-English language backgrounds. The subject matter stresses speaking general American English, pronunciation, idiomatic expressions, phraseology, rhythmic inflections, grammar, vocabulary building, and oral composition.

135 Storytelling (3) CSU

LECTURE, 3 HOURS.

This course emphasizes the history, selection, analysis, preparation and presentation of narrative prose and verse for all ages. It expands creativity, critical ability, appreciation and taste in children and adult literature. This class is especially useful for all oral communicators, teachers, librarians, nurses, recreation and business leaders, and parents.

185 Directed Study - Speech Communication (1) CSU RPT2**285 Directed Study - Speech Communication** (2) CSU**385 Directed Study - Speech Communication** (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

During the first two weeks of the semester, the student will select an option as his/her semester project. Through regular meetings with the instructor, the student will develop the project to its final form. Research techniques and sources as well as the full requirements of each project will be discussed at these meetings. Students are expected to meet with the instructor at least weekly to discuss progress and to determine if resources available to the student are being fully utilized.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

TECHNICAL STAGE PRODUCTION (TECHTR)**333 Applied Lighting for Theatre, Dance, Music, and Events** (2) RPT3

LECTURE, 0.5 HOUR; LABORATORY, 5.5 HOURS.

This applied lighting course for theatre, dance, music and events, trains students to work as lighting technicians for actual performance events. Students learn the safety procedures for stage, rigging, lights and electrics. They learn the technical methods of lighting events, participate as team members on lighting crews, and apply the methods and technology of lighting to the events.

THEATER ARTS (THEATER)**100 Introduction to the Theater** (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

Note: Open to all students. Required of all Theater Arts majors and other students desiring to participate in the production of plays.

This survey course orients beginning students with respect to the modern theater and its inheritance, and through lectures and assigned readings; acquaints them with its various forms, activities, and opportunities. The course is designed to develop aesthetic understanding of the theater and the ability to make value judgments.

130 Playwriting (3) CSU RPT1

LECTURE, 3 HOURS.

Leads students from the basics through all the elements necessary to create compelling dramatic material; interpretation of published works, character, theme, plot, action, dialogue, and style. Provides firm guidance for beginning playwrights in all aspects of play creation from conception to realization.

200 Introduction to Acting (3) UC:CSU*(UC Credit Limit: Theater 200 and 270 combined, maximum credit, one course).*

LECTURE, 3 HOURS.

This course accommodates both theater and non-theater majors through Lecture, discussion, demonstration and limited participation exercises. The student is introduced to the art and craft of acting, and will develop aesthetic understanding and the ability to make value judgments.

201 Acting Beyond the Basics (3) UC:CSU

LECTURE, 3 HOURS.

This course examines how an actor approaches a scene. The actor analyzes and solves the problems in working with another actor. The actor evaluates the importance of emotion in acting and the significance of warm-up and relaxation techniques. This course can reinforce elements learned in a beginning acting course, such as stage areas, body positions, and vocal projection and articulation; more extensive scene work is performed and critiqued. The actor creates ways in which to effectively work with another actor.

205 Actor's Orientation to Professional Theater (2) CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

The student learns about a career as a professional actor in the American entertainment industry including methodology and techniques for seeking and gaining employment in theatre, film, television, commercials, and new media, which includes all forms of electronic performance.

225 Beginning Direction (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This course leads students from the basics through all the elements necessary to get a play on stage; interpretation, casting, scheduling, movement, blocking, business, pace, and timing. It also provides firm guidance for beginning directors in the technical handling of a script from preparation of a Prompt Book to working out technical plots.

232 Play Production (2) UC:CSU RPT3

LABORATORY, 6 HOURS.

This course covers all phases of play production for stage and television. Students receive practical experience in play selection, organization, performance, costume and scenery designing, set construction and lighting.

235 Play Production (5) UC:CSU RPT3

LABORATORY, 15 HOURS.

Students are given an opportunity to work intensely in one or more production areas: acting, management, costuming, or technical theater. Students must be prepared to work irregular hours.

240 Voice and Articulation for the Theater (3) UC:CSU

LECTURE, 3 HOURS.

This course is designed to emphasize speech practice and technique for the stage, motion pictures, television and the Lecture platform. Students are introduced to the fundamentals of good speech, including breathing, posture, resonance, projection and articulation. A study is made of the psychological and acoustical factors determining vocal quality, force, time and pitch. Students are introduced to the International Phonetic Alphabet and how to drop into their natural voice.

265 Movement for the Actor (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

This course is designed to develop the actor's physical expressiveness on stage. Exercises, improvisations, and other explorations lead to

enhanced strength, balance, energy, flexibility, and physical freedom. Selections from plays, poetry, and prose are utilized to develop the actor's imagination and creativity in performance.

270 Beginning Acting (3) UC:CSU*(UC Credit Limit: Theater 200 and 270 combined, maximum credit, one course).*

LECTURE, 3 HOURS.

A study of the acting process, exercises in characterization, interpretation, speech diction, and movement.

271 Intermediate Acting (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Elementary acting principles and stage techniques are expanded and applied in staged scenes. The emphasis is on comprehension, translation into dramatic action, and creation.

272 Intermediate Applied Acting (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 4 HOURS.

A study of elementary stage techniques and development of characterization based on assigned parts in selected plays for public presentation.

273 Advanced Acting (2) UC:CSU RPT1

LECTURE, 1 HOUR; LABORATORY, 2 HOURS.

Scenes are studied and presented with concentration on in-depth analysis of subject material, intensity of action, freedom of emotional release, and clarity of expression.

275 Scene Study (2) UC:CSU RPT3*Prerequisite: Theater 270.*

LECTURE, 2 HOURS.

Theater students are made more aware of their individual acting problems and their solutions.

278 Film and Television Acting (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

The basic fundamentals of acting for the camera are explored. Demonstration, exercises, and improvisations are used to practice the techniques. Scenes are practiced, taped, and critiqued.

291 Rehearsals and Performances (1) UC:CSU RPT3

LABORATORY, 3 HOURS.

This course is devoted to advanced development of characterization and acting techniques. Experience is given in acting, directing, and producing of plays for public presentation.

293 Rehearsals and Performances (3) UC:CSU RPT3

LABORATORY, 9 HOURS.

This course is devoted to advanced development of characterization and acting techniques. Experience is given in acting, directing, and producing of plays for public presentation.

300 Introduction to Stage Craft (3) UC:CSU

LECTURE, 3 HOURS.

A study, through Lecture, demonstration and practical experience, of all technical phases of play production, including construction, painting, placement and manipulation of stage scenery, lighting equipment and properties. The organization and management of stage activities and stage craft terminology. Students are assigned to specific jobs in the technical and managerial phases of the theater in connection with the preparation of plays for public presentation.

**301 Stage Craft** (3) UC:CSU

LECTURE, 2 HOUR; LABORATORY, 2 HOURS.

In-depth study of the technical phases of play production, construction, painting, lighting, properties, manipulation of stage scenery, and organization of stage activity.

323 Stage Management and Production (3) UC:CSU

LECTURE, 3 HOURS.

Students are directly involved with technical and managerial phases of plays prepared for public presentation. Students learn to be multitasking managers of the play production process from the first rehearsal to the final performance.

325 Stage Management and Advanced Stage Craft (3) UC:CSU RPT3

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

An intensive study of all technical phases of the theater. Major topics: scenic design, painting, lighting, construction and manipulation of stage scenery; topography and equipment of stages and auditoriums; duties of stage manager, company manager, and technical director.

342 Technical Stage Production (2) UC:CSU RPT3

LABORATORY, 6 HOURS.

Students are assigned to specific jobs in the technical and managerial phases of the Theater in connection with the preparation of plays for public presentation. Laboratory work is graduated in terms of students' fitness to serve as an assistant to such key personnel as the stage manager, the master carpenter, the property manager, the master electrician, the scenic artist, and the set designer. Students must be available for rehearsals and performances of productions to which they are assigned.

411 Costuming for the Theater (3) UC:CSU

LECTURE, 2 HOURS; LABORATORY, 2 HOURS.

This class studies costumes of historical periods and how they can be applied to the stage. Students engage in intensive study of costuming including beginning principles and techniques of design and construction as well as creating costumes for Theater department productions.

450 Beginning Stage Make-Up (2) UC:CSU

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

A study of the basic tools, materials, techniques and methods of makeup which might be used for the various roles in modern and classical stage plays. This is a skills course in which the student executes practical assignments from straights through character, old age, racial types, stylized fantasy, and facial distortion.

451 Advanced Stage Make-Up (2) UC:CSU RPT1

LECTURE, 1 HOUR; LABORATORY, 3 HOURS.

Subject matter covered in Beginning Stage Makeup is reviewed and reinforced. In addition, the use of prosthetics and the making of masks are also covered.

505 History of Motion Pictures (3) UC:CSU IGETC Area 3A

LECTURE, 3 HOURS.

This survey course traces the development of motion pictures, through the use of lectures and the presentation of representative films, from its beginnings to the present day. Included are the scientific, economic, and artistic forces that forged motion pictures into one of America's most important industries.

185 Directed Study - Theater (1) CSU**285 Directed Study - Theater** (2) CSU**385 Directed Study - Theater** (3) CSU

CONFERENCE 1 HOUR PER WEEK PER UNIT.

The above courses allow students to pursue Directed Study in Theater on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

Note: UC Credit for variable topics courses in this discipline is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. Information about internships may also be presented for review, but credit for internships rarely transfers to UC.

Glossary of Terms

Academic Probation - After attempt 12 units, a student whose cumulative grade-point average falls below 2.00 is placed on academic probation.

Academic Renewal - A student may initiate a petition to have his/her record reviewed for the removal of grade(s) from permanent record for the purpose of computing the grade-point average. A student must meet specific conditions and may only have a maximum of 18 units removed.

Add Permit - A form issued by an instructor 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 the office of Admissions and Records.

Advisory - An Advisory is condition of enrollment that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Appeal - A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge, etc.

Application for Admission - A form provided by the office of Admissions and Records on which the student enters identifying data and requests admittance to a specific semester.

Articulation Agreement - The community colleges work together with the University of California, the California State University and private post-secondary colleges/universities to establish a course agreement to enable transfer students to receive credit for their academic programs.

Assessment - Assessment is the process the college uses to evaluate student skills in areas such as reading, English and English as a Second Language (ESL), Mathematics and Chemistry.

ASU (Associated Student Union) - An organization which all enrolled students are eligible to join.

Associate Degree - A degree (Associate in Arts, A.A., or Associate in Science, A.S). granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 degree applicable 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.

CalWORKS Program - CalWORKs (California Work Opportunity and Responsibility to Kids), previously GAIN, is an East Los Angeles College program offering training and support services to students receiving TANF (Temporary Assistance to Needy Families), previously AFDC.

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 purpose of determining whether the student meets the requirements for ELAC graduation or for certification to transfer to UC or CSU.

The continuing student may select the catalog which was in effect when the student initially enrolled at ELAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification.

Certificate of Achievement - Programs designed for students who are looking for instruction with a high degree of specialization. Certificates of Achievement vary in length and may require less than two years of full-time study, and may be pursued on a part-time basis. At the point of completion, students may request the issuance of a Certificate of Achievement.

Certificate of Completion - A document confirming that a student has completed a program or sequence of noncredit courses that prepares him or her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

Certification of CSU General Education Requirements - Completion of a body of transfer courses which meet the general education requirements of the California State University system (CSU).

Concurrent Enrollment - A student may enroll in two mutually dependent courses within the same semester and/or may be simultaneously enrolled at both ELAC and a high school or another college.

Continuing Student - A student who maintains continuous attendance which is defined as no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Cooperative Education - An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite - A condition of enrollment consisting of what course a student is required to simultaneously take in order to enroll in another course.

Counseling - Guidance provided by professional counselors in academic, vocational, and personal matters.

Course - A subject of study. Identified by Title and Number; for example: Accounting 1.

Credit by Examination - Credit granted for proficiency previously accomplished through testing.

Cross - Referenced - Course content is the same as another course, e.g. GEOG 31 and GIS 31.

CSU - California State University.

Dismissal - A student on academic or progress probation for three semesters may be dismissed from the College. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmittance at the end of that period of time.

Drop - A student's official withdrawal from a class.

Elective - Courses which a student may choose without restriction of a particular major program-curriculum.

Full-Time Student - A student enrolled and active in 12 or more units, during the Fall or Spring Semester.

General Education Requirements - A group of courses from several subject areas which are required for graduation by state law.

Grade Point - The numerical value of a college letter grade. A=4, B=3, C=2, D=1, F=0, times the number of units of the course: An "A" in a 5 unit course equals 20 points.

Grade-Point Average (GPA) - The GPA is determined by dividing the total grade point earned by the number of attempted units.

Honors - The East Los Angeles College Honors Program is designed for students with a 3.0 GPA or higher who plan on transfer to a four year College or University. IGETC - Intersegmental General Education Transfer Curriculum. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a

student to transfer from a community college to a campus in either the California State University or the University of California system.

INC - Incomplete. The administrative symbol "INC" is recorded on the student's permanent record in special situations in which the student has not been able to complete a course due to circumstances beyond the student's control.

IP - In Progress. A symbol which indicates a course which continues over parts or all of two semesters.

Lower Division - College courses at the freshman and sophomore levels.

Major - A concentration of study in a specified discipline.

Matriculation - A combination of assessment of reading, English, mathematics, and Chemistry skills; orientation to college programs and services; academic advising and counseling; and the programs and services that enable a student to reach his or her educational goals.

MESA - Serves educationally and financially disadvantaged students, and to the extent possible by law, emphasizes participation by students from groups with low eligibility rates to four-year colleges.

MW (Military Withdrawal) - 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 fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

NDA (Non-Degree Applicable) - Credit courses that do not apply toward a degree and are not transferable.

Non-Penalty Drop Period - The first four weeks of a regular semester during which a student's enrollment in a class is not recorded on the student's permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.

Pass/No-Pass - A form of grading whereby a student receives a grade of Pass (P) or No Pass (NP) instead of an A, B, C, D, or F. A "P" is assigned for class work equivalent to a "C" or above. "NP" denotes work below a grade of "C".

Permit to Register - A form listing an appointment day and time at which the student may register.

Prerequisite - A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Progress Probation - After enrolling in 12 units, a student whose total units for which a W, NP or INC has been assigned equals 50 percent or more of the units enrolled is placed on progress probation.

RD (Report Delayed) - A temporary administrative symbol which is recorded on the student's permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.

Returning Student - A previously enrolled student who did not attend the College during the previous two semesters. Attendance during the summer session is not included in this determination.

Satisfactory Completion - Completion of a course with a grade of "C" or better.

Schedule of Classes - A schedule giving directions for enrollment and detailed information about the times, locations, and instructors of the classes to be offered. It is issued before the beginning of each semester and summer session.

Section Number - a four-digit class identification number which appears in the first column in the class schedule before the time of day or evening the class meets.

Semester - One-half of the academic year, usually 16 weeks.

SEP - Student Educational Plan.

Skills Certificate - A document confirming that a student has completed a sequence of credit courses, generally 11 units or less, that prepared him or her to progress in a career path. Skills Certificates are not listed on the student's transcript.

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".

Transcripts - A student's permanent record and an official list of all courses taken at a college or university showing the final grade received for each course.

Transfer - A student may change from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Courses - Courses designed to match lower-division courses of a four-year institution and for which credit may be transferred to that institution.

Transferable Units - College units earned through satisfactory completion of courses acceptable for credit at a four-year college or university.

UC - University of California.

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 courses for which a student was ever actively enrolled.

Units Completed - Total number of units in courses for which a student received a grade of A, B, C, D, or P.

Units Enrolled - Total number of units in which the student is enrolled at the end of the non-penalty drop period, which is the total number of units for all courses appearing on the student's transcripts.

W - An administrative symbol assigned to a student's permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date, but by 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.

Faculty

Alanen, Marie (1997)

Professor, Art
 B.A., Social Science,
University of Chicago
 M.A., Art History,
California State University, Northridge
 Ph.D., Art History,
University of California, Los Angeles

Alderete, Frank J. (1993)

Professor, Business
 B.S., *California Western University*
 M.A., *University of Southern California*
 Ph.D., *Union Graduate School*

Alemu, Dawit (1998)

Professor, Mathematics
 B.S., *Addis Ababa University, Ethiopia*
 M.S., *California State University, Los Angeles*

Allerson, Sharon (1989)

Professor, English
English as a Second Language, Reading
 B.S., *University of Minnesota*
 M.A., *Ohio University*

Allred, Jeremy (1999)

Dean, Admissions
 A.A., *East Los Angeles College*
 B.A., M.A., *California State University, Los Angeles*

Anderson, My Hanh V. (2008)

Assistant Professor, Speech
 A.A., General Education,
Cypress College
 B.A., Communication,
California State University, Long Beach
 M.A., Communication,
California State University, Long Beach

Anderson, Olivia Vasquez (1989)

Professor, Real Estate, Law, Insurance
 B.A., English Literature and
 Comparative Literature,
University of Southern California
 J.D., *University of Southern California*
 Attorney, *California State Bar*
 Real Estate Broker, *State of California*

Arenas, Ruben (2008)

Assistant Professor, Mathematics
 B.A., Mathematics,
Harvey Mudd College
 M.A., Mathematics,
University of California, San Diego

Arias, Robert John (1999)

Professor, History
 B.A., *University of California, Los Angeles*
 M.A., *Claremont Graduate School*

Atha, Tom (1996)

Professor, Speech, Theater Arts
 B.A., Speech,
California State University, Los Angeles
 M.A., Drama,
California State University, Los Angeles

Avila, Margaret D. (1980)

Counselor, EOPS
 A.A., Liberal Arts,
East Los Angeles College
 B.A., Chicana/o Studies,
California State University, Northridge
 M.S., School Counseling,
California State University, Sacramento

Avila, Raul (2006)

Associate Professor, Respiratory Therapy
 A.A., Respiratory Therapy,
Mount San Antonio College
 B.A., Business/Management,
University of Phoenix
 Certificates,
*Registered Respiratory Therapist, Neonatal/
 Pediatric Specialist Certified Asthma Educator*

Baity, Brenda (1994)

Professor, Computer
Applications and Office Technologies
 A.B., Economics and History,
Pfeiffer College
 M.A., Business Education,
California State University, Los Angeles

Banuelos, Adrian (2000)

Chair, Automobile Technology
 Professor, Automobile Technology
 A.S., Electronics,
Pierce College
 B.A., M.A., *University of Phoenix*

Beaulieu, David (1995)

Associate Professor, English
 B.A., Philosophy,
University of California, Santa Barbara
 M.A., *California State University, Los Angeles*

Behseta, Sara (2008)

Assistant Professor, English as a Second
 Language
 B.A., *University of Wisconsin, Milwaukee*
 M.A., *Alliant University, San Diego*

Benavides, Julie (1997)

Professor, Child Development/Education
 B.S., *California State University, Long Beach*
 M.A., *Whittier College*
 Multiple Subjects Teaching Credential

Bermudez, Nadine (2009)

Associate Professor, Chicana/o Studies
 B.A., Liberal Studies/Sociology,
California State University, Long Beach
 M.A., Chicana/o Studies,
California State University, Northridge
 Multiple Subjects Teaching Credential,
California State University, Long Beach

Bernard, Julienne (2008)

Assistant Professor, Anthropology
 B.A., *University of California, Berkeley*
 M.A., Ph.D., *University of California, Los Angeles*

Blanco, Erika (2006)

Chair, Women's Physical Education
 Associate Professor, Physical Education
 B.A., Liberal Studies,
California State University, Fresno
 M.A., Physical Education,
Azusa Pacific University

Blandon, Ruth (2010)

Assistant Professor, English
 B.S., Kinesiology,
California State University, Los Angeles
 M.A., English,
California State University, Los Angeles
 Ph.D., English,
University of Southern California

Booth, Kevin (2007)

Associate Professor, Respiratory Therapy
 A.A., Liberal Studies,
Mt. San Antonio College
 B.A., History and Sociology,
Occidental College
 California Commission on Teacher Credentialing
 Ryan Designated Subjects
 Credential, Therapeutic Services

Brosseau, Gayle (2004)

Dean, Academic Affairs
 B.A., English,
California State University, Long Beach
 M.A., Service Management,
Rochester Institute of Technology
 Teaching Credential - Commission on Teacher
 Credentialing

Brown, Kimberly D. (2001)

Professor, Dance and Physical Education
 B.A., Liberal Arts & Science Emphasis Dance,
San Diego State University
 M.A., Dance and Dance Education
California State University, Long Beach

- Browne, Richard (2003)**
Chair, Men's Physical Education
Associate Professor, Physical Education
A.A., Graphic Arts,
Los Angeles Trade-Tech College
B.A., Industrial Education,
California State University, Long Beach
M.A., Vocational Education Supervision,
California State University, San Bernardino
- Caballes, Aida Z. (1997)**
Professor, Economics
Ph.D., *University of Pennsylvania*
- Calanche, Maria Lou (2010)**
Assistant Professor, Political Science
B.A., Political Science,
Loyola Marymount University
M.P.A., Public Administration,
University of Southern California
- Calienes, Jorge L. (1989)**
Professor, Physical Education
A.A., *East Los Angeles College*
B.S., *University of California, Los Angeles*
M.A., *Ashbourne University*
- Canales, Nohelia (2006)**
Associate Professor, Biology, Physiology
B.S., Biology and Philosophy,
Mount St. Mary's College
M.S., Tumor Biology,
Mayo Clinic Graduate School of Medicine
- Carlos, Maria Dolores (2008)**
Assistant Professor, English
M.A., English Literature,
California State University, Dominguez Hills
- Carr, Michael R. (1978)**
Professor, Respiratory Therapy Education
Program Director, Respiratory Therapy
B.A., *University of Redlands*
Registered Respiratory Therapist
- Castellon, Viviana (2000)**
Professor, Mathematics
B.A., *University of La Verne*
M.S., *University of Wisconsin*
Ph.D., *University of California, Los Angeles*
- Castro, Consuelo (1980)**
Chair, Social Sciences
Professor, Political Science
A.A., *Santa Barbara City College*
B.A., Political Science,
Loyola University
M.A., Political Science,
University of California, Los Angeles
M.P.A., Public Policy/Administration,
Loyola Marymount University
Ed.D., Higher Education,
University of Southern California
- Castro, Gabriel (2007)**
Assistant Professor, Mathematics
A.A., Liberal Studies,
East Los Angeles College
B.S., Mathematics/Economics,
University of California, Los Angeles
M. S., Applied Mathematics,
California State University, Long Beach
- Cavanaugh, Janis (2008)**
Assistant Professor, Administration of Justice
A.S., Police Science,
Rio Hondo College
B.S., Criminal Justice,
California State University, Los Angeles
M.S., Public Administration,
University of La Verne
D.P.A., Public Administration,
University of La Verne
- Centeno, Carlos M. (2008)**
Assistant Professor, English
Puente Director
B.A., English,
California State University, Fullerton
M.A., English,
California State University, Fullerton
- Chan, Brenda M. (1999)**
Professor, Nursing
A.S., *East Los Angeles College*
B.S., *Pacific Union College*
M.S., *University of California, Los Angeles*
Certificates in: RN, Public Health Nurse, Family
Nurse Practitioner, Clinical Specialist
- Chan, Chin Ru (2007)**
Associate Professor, English
B.A., English,
Tunghai University, Taiwan
M.A., Applied Linguistics,
Columbia University
M.A., Spanish,
Fujen Catholic University
- Chang, Lily (1997)**
Professor, Chinese
B.A., English/Foreign Languages & Literature,
National Taiwan University
M.A., Speech/Theater,
University of Oregon
Ph.D., East Asian Studies/Oriental Languages,
University of California, Los Angeles
- Chavez, Theresa (1989)**
Counselor
A.A., *East Los Angeles College*
B.A., Social Work,
California State University, Los Angeles
M.S.W., Social Work,
University of Southern California
- Chew, Kristin P. (2010)**
Assistant Professor, Dance
B.A., Dance,
California State University, Long Beach
M.F.A., Dance,
University of Arizona
- Chi, Selina (1989)**
Dean, Resource Development and Community
Relations
Assistant Professor, Physical Education, Dance
Executive Director, East Los Angeles College
Foundation
A.A., *Sacramento City College*
B.A., Dance,
University of California, Los Angeles
M.A., School of Art and Architecture,
University of California, Los Angeles
- Chuksorji, Jean (1979)**
Professor, Nursing
B.S.N., *Dillard University- New Orleans*
M.N., *University of Washington, Seattle*
Certificated - American Nursing Association
(Psych - Nurse Specialist)
P.H.N., *Dillard University*
Certificate, Gerontology
University of Southern California
School Nurse Credential,
University of California, San Francisco
Post Masters, Community Mental Health,
University of California, San Francisco
- Cleveland, Cathy S. (2009)**
Assistant Professor, Psychology
B.A., Radio/TV/Film,
California State University, Northridge
M.A., Ph.D., Psychology,
University of California, Riverside
- Colling, Michael (2007)**
Professor, History
B.A., Anthropology,
Sonoma State University
M.A., History,
California State University, Northridge
M.L.S., Library and Information Science,
University of California, Los Angeles
- Combes-Brighton, Patricia (2000)**
Professor, Architecture
B. ARCH, *Ecole Nationale Supérieure
D'Architecture Marseilles, France*
M.A., Architecture and Urban Planning,
University of California, Los Angeles
Registered Architect in Europe
- Cone, Allen J. (1994)**
Athletic Director
Professor, Health/Physical Education
B.A., Physical Education,
California State University, Northridge
M.A., Physical Education/Administration,
California State University, Los Angeles
- Cornner, Ryan M.**
Dean, Institutional Effectiveness
B.S., Psychology,
University of California, San Diego
M.S.W., Social Work,
University of Southern California
Ed.D., Higher Education and Administration,
University of Southern California

Crawford Jr., Richard C. (1996)

Professor, Dance

B.A., English Literature,
Wittenberg University, Springfield, OH
M.F.A., Dance,
University of California, Irvine

Cross, Karen (2006)

Associate Professor, Computer Applications and
Office Technologies

A.A., A.S., *Cypress College*
B.S., M.B.A., Business Administration: Management
Information Systems,
California State University, Long Beach
Office Specialist Master Instructor Certification,
Microsoft

Daar, Karen (1999)

Dean, Academic Affairs
Professor, Anthropology

B.A., Anthropology,
California State University, Northridge
M.A., Anthropology,
University of New Mexico

Dahi, Khetam (2009)

Assistant Professor, English as a Second
Language

A.A., Liberal Arts,
Victor Valley College
B.A., English Composition,
California State University, San Bernardino
M.A., English Composition/TESL,
California State University, San Bernardino
Reading Certificate,
University of California, Irvine

Davey, Sherrie (2006)

Chair, Psychology
Associate Professor, Psychology

B.A., Psychology,
University of California, Davis
M.A., Ph.D., Psychology,
University of California, Riverside

Davis, Alison A. (2001)

Chair, Life Sciences
Professor, Microbiology

B.S., Biology,
University of Southern California
M.S., Biology,
University of Southern California

Daw, Pauletta E. (1999)

Distance Education Coordinator
Professor, Physical Education

B.A., Physical Education/Coaching,
Azusa Pacific University
M.A., Education Emphasis in Physical Education,
Azusa Pacific University

Dawson II, Robert B. (2001)

Chair, Music
Professor, Music

De Luca, Mara J. (2010)

Assistant Professor, Art
B.A., Visual Arts/Art History,
Columbia University
M.F.A., Visual Arts,
California Institute of the Arts

Deutsch, Lisa K. (1999)

Professor, Mathematics
B.A., Mathematics,
University of California, Los Angeles
M.S., Mathematics,
California State University, Northridge

Dieter, Ralph (2003)

Associate Professor, Economics

A.A., Economics,
Santa Rosa Junior College
B.A., Economics,
San Jose University
M.A., Economics,
University of New Orleans

Du, Carolyn (2010)

Assistant Professor, Nursing
B.S.N., Nursing,
University of Southern California
M.S.N., Nursing,
California State University, Long Beach

Dunsheath, Barbara (1999)

Professor, History
B.S., *Bradley University, Illinois*
M.A., *California State University, Long Beach*
Ed.D., *California State University, Long Beach*

Durso, Josephine (1989)

Professor, English
B.A., M.A., *California State University, Fullerton*

Eckhart, Mary Ellen (1990)

Professor, French
B.A., *Allegheny College*
M.A., *State University of New York*
Ph.D., *University of Arizona*

Elias, Linda A. (1995)

Professor, English
B.Ed., English,
Plymouth State College
M.A., English/Linguistics,
Salem State College
Ed.D., Adult Education,
Nova Southeastern University

Enomoto, John Y. (1985)

Professor, Computer Science Information
Technology
B.A., M.A., *University of Southern California*
M.A., *University of Hawaii*

Ermias, Martha

Assistant Dean, Resource and Institutional
Development
B.S., Physics,
University of Asmara
M.A., Intercultural Studies,
Biola University

Escatiola, Evelyn (1995)

Professor, Library Science
B.A., *California State University, Northridge*
M.L.S., *University of Michigan, Ann Arbor*

Fallert, Danelle (2006)

Dean, EOPS
B.A., Psychology,
University of California, Los Angeles
M.A., Clinical Psychology, Multicultural
Community Psychology Emphasis,
California School of Professional Psychology

Faradineh, Rahim (1995)

Professor, Mathematics
B.S., Mathematics and Computer Science,
Southeastern Oklahoma State University
M.S., Applied Mathematics,
California State University, Los Angeles

Faulkner, Ellen W. (1999)

Professor, Physical Education
B.S., Physical Education,
California State University, Fullerton
M.S., Kinesiology,
California State University, Fullerton

Fernandez, Fernando (1999)

Director, Escalante Math Science Program
Professor, Mathematics
B.S., Applied Mathematics,
California Polytechnic Institute, Pomona
M.S., Applied Mathematics,
California State University, Los Angeles

Festekijian, Arpi (2010)

Assistant Professor, Psychology
B.A., Psychology and Child Development,
California State University, Northridge
M.A., Experimental Psychology,
California State University, Northridge
Ph.D., Social/Personality Psychology,
University of California, Riverside

Flores, Rudolph E. (1974)

Professor, Chicano/a Studies
B.A., M.Ed., *Loyola University*

Frise, Daniel (1997)

Professor, Computer
Applications and Office Technologies
B.S., M.A., Business Education,
California State University, Los Angeles

Frontanez-Loza, Marilyn (2011)

Counselor, Assistant Professor
B.A., Sociology,
University of California, Santa Barbara
M.S., Counseling with an Option in Career
Counseling,
California State University, Northridge
Post Master's Certificate in College Counseling
Student Services,
California State University, Northridge

Furuyama, Hiroko (2001)

Professor, Japanese

B.A., English Literature,
Doshisha University, Kyoto Japan
M.A., Japanese Linguistics in East Asian
Languages and Cultures,
University of California, Los Angeles

Gaines, Lurelean B. (1976)

Chair, Nursing

Professor, Nursing

A.A., *Los Angeles City College*
B.S.N., *California State University,
Los Angeles*
M.S.N., Nursing/Education,
California State University, Los Angeles

Gallegos, Humberto A. (2011)

Assistant Professor, Engineering

B.S., Civil Engineering,

California State University, Los Angeles
M.S., Civil Engineering,
Colorado State University

Gamboa, Ricardo (1997)

Professor, Physical Education

Head Coach, Football

B.A., *California State University, Fullerton*
Clear Single Subject Teaching Credential,
California State University, Los Angeles

Garcia, Christopher (2011)

Counselor, Assistant Professor

B.A., American Literature and Culture,
University of California, Los Angeles

B.A., Sociology,
University of California, Los Angeles

M.S., Counseling,
California State University, Long Beach

Garcia, Dennis D. (2008)

Assistant Professor, Computer Applications and
Office Technologies/Logistics

A.A., *Pasadena City College*
B.A., M.B.A., Information Systems,
California State University, Los Angeles

Garcia, Elizabeth (2000)

Professor, Health Information Technology

B.A., Health & Safety (Health Science)

Registered Health Information Technology (RHIT)
Certified Coding Specialist (CCS)

Garcia, Maria G. (2008)

Assistant Professor, Biology

B.A., Biology,
University of California, Santa Cruz

M.A., Biology,
University of California, Santa Cruz

Ph.D., Zoology,
University of Washington

Garcia, Martha C. (2008)

Assistant Professor, Nursing

M.S., Nursing,
University of Phoenix

Garcia, Tomas (2009)

Assistant Professor, American Sign Language

B.A., Spanish Language and Literature,
California State University, Dominguez Hills

B.A., Chicana/o Studies,
California State University, Dominguez Hills

M.A., Special Education/Deaf Education,
California State University, Northridge
Ed.D., Educational Technology,
Pepperdine University

Gayton, Joseph R., Jr. (1976)

Professor, Child Development Center

A.A., *East Los Angeles College*
B.A., *California State University, Los Angeles*

Gayton, Martha M. (1977)

Professor, Child Development Center

B.A., M.A., *California State University, Los Angeles*

Ghazarian, Vahan (2010)

Assistant Professor, Chemistry

B.S., Chemistry,
University of California, Irvine

B.S., Chemical and Material Physics,
University of California, Irvine

M.S., Chemical and Material Physics,
University of California, Irvine

Ph.D., Chemical and Material Physics,
University of California, Irvine

Godinez, Patricia (2010)

Assistant Professor, English

A.A., Liberal Arts
Santa Ana College

B.A., Spanish,
Chapman University

M.A., English,
California State University, Fullerton

Godjoian, Gayane (2005)

Associate Professor, Chemistry

B.S., Chemistry,
California State University, Los Angeles

Ph.D., Organic Chemistry,
University of California, Santa Cruz

Gonzalez, Elvia B. (1999)

Professor, Child Development

A.A., *East Los Angeles College*
B.A., M.A., *California State University, Los Angeles*

Gordon, Mitchell (2007)

Professor, Mathematics

B.Sc., Mathematics,
University of British Columbia

M.A., Mathematics,
University of California, Los Angeles

Gray, Jeffrey (2007)

Assistant Professor, English

B.A., English,
California State University, San Diego

M.A., English,
California State University, Long Beach

Grimmer, John (1996)

Professor, Geology

B.S., *University of Wisconsin*
M.A., *Southern Illinois University*

Gurfield, Joan G. (1999)

Professor, English

B.A., Honors in English Literature,
Brooklyn College of the City University of New York

M.A., English Literature,
Rutgers University, New Jersey

Gust, Randall G. (2005)

Librarian

Associate Professor, Library Science
B.G.S., *Ohio University*

M.A., *Philosophy, Northwestern University*
M.L.I.S., *University of California, Los Angeles*

Gutierrez, Gerardo (2003)

Associate Professor, Chicana/o Studies

B.A., History,
University of California, Los Angeles

M.A., Chicana/o Studies,
California State University, Los Angeles

Guy, Amy (2008)

Instruction Librarian

Assistant Professor, Library Science

B.S., Social Work,
Edinboro University

B.A., English,
Westminster College
M.L.I.S., Library and Information Studies,
University of California, Los Angeles

Haddad, Nader (2007)

Assistant Professor, Speech

B.A., Political Science,
California State University, Long Beach
M.A., Communication/Rhetorical Studies,
University of North Texas

Hamner, D. Michael (2007)

Chair, Architecture

Associate Professor, Architecture

B.Arch, Architecture,
University of Southern California

Registered Architect,
California, Hawaii and Louisiana

Hauser, Patrick (1999)

Chair, Administration of Justice

Professor, Administration of Justice

B.A., Physical Education,
California State University, Northridge
M.S., Emergency Services Administration,
California State University, Long Beach

Hayashi, Keith (1989)

Counselor

B.A., *University of California, Davis*
M.S.W., *University of California, Los Angeles*

Hernandez, Elva L. (1995)

Professor, Spanish

B.A., M.A., *California State University, Los Angeles*

Hernandez, Jeffrey (2000)

Professor, Political Science
A.A., East Los Angeles College
B.A., University of California, Los Angeles
M.P.A., University of Southern California

Hernandez-Payan, Michelle (1999)

Counselor
A.A., Pasadena City College
B.A., Child Development,
California State University, Los Angeles
M.S.W., Social Work,
University of Southern California

Herrera, Gisela M. (1999)

Professor, English
B.A., M.A., English,
California State University, Los Angeles

Herrera, Guadalupe (2009)

Counselor
B.A., Economics,
University of California, Los Angeles
M.A., Education, Counseling in Student Affairs,
University of California, Los Angeles

Hill, Brian (1996)

Professor, Anatomy, Biology, Physiology
B.A., M.S., Biology,
California State University, Northridge

Hines, James (2001)

Professor, Physical Education
A.A., Liberal Arts, East Los Angeles College
B.A., Sociology,
California State University, Los Angeles
M.A., Education: Emphasis in Physical Education,
California State University, Los Angeles

Hogan, Kelley M. (2005)

Associate Professor, Theater Arts
B.F.A., Acting, University of Arizona
M.A., Theater Arts,
California State University, Northridge

Holguin, Roger T. (1973)

Professor, Business
A.A., East Los Angeles College
B.A., California State University, Long Beach
M.Ed., Antioch Graduate School
Ph.D., Union Graduate School

Hosea Jason (2007)

Assistant Professor, Fire Technology
A.S., Fire Technology,
Mt. San Antonio College
B.S., Vocational Education,
California State University, Long Beach
M.S., Emergency Services Administration,
California State University, Long Beach

Hosea, Siage B. (2011)

Assistant Professor, Administration of Justice
A.A., Administration of Justice,
Los Angeles City College
B.S., Occupational Studies, Vocal Arts,
California State University, Long Beach
M.S., Emergency Management Administration,
California State University, Long Beach

Hsiao, Rebecca (2001)

Professor, Computer
Applications and Office Technologies
B.A., University of Western Ontario, Canada
M.Ed., Azusa Pacific University, Azusa

Huang, Janet (2001)

Career Counselor
B.A., Communications,
University of California, San Diego
M.S., Counseling, Specialization in Career
Counseling,
California State University, Northridge

Ie, Eileen F. (2009)

Assistant Professor, Sociology
B.A., Sociology,
California State University, Northridge
M.A., Sociology,
California State University, Northridge

Immerblum, Alex W. (1989)

Professor, English
B.A., English,
San Diego State University
M.A., American Literature,
San Diego State University

Jaramillo, Veronica (2005)

Associate Professor, Chemistry
B.S., Chemistry and Mathematics,
Moravian College
Ph.D., Chemistry,
University of Arizona

Jimenez, Linda I. (1975)

Professor, Child Development Center
A.A., East Los Angeles College
B.A., California State University, Los Angeles

Jimenez, Fernando (2007)

Associate Professor, English
B.A., English,
Loyola Marymount University
M.A., Literature and Creative Writing,
Loyola Marymount University

Johnson, Sharon (2000)

Professor, Administration of Justice
B.S., M.S., Criminal Justice,
California State University, Long Beach
J.D., Law,
Whittier College of Law

Judge, Daniel D. (1999)

Professor, Mathematics
A.A., East Los Angeles College
B.A., M.S., Mathematics,
California State University, Los Angeles

Kahla, Rin (2000)

Professor, Sociology
A.A., Pierce College
B.A., Sociology,
California State University, Northridge
M.S.W., Social Work,
California State University, Fresno
Ph.D., Psychology,
Professional School for Psychological Studies

Kallan, Linda (2001)

Chair, Art
Professor, Art
B.A., University of California, Berkeley
M.A., M.F.A., University of California, Berkeley

Kangas, Walter M. (2001)

Professor, Automobile Technology
A.S., Rio Hondo College

Kasnetsis, Michael E. (1999)

Chair, Speech and Theater Arts
Professor, Speech and Theater Arts
B.F.A., Theater Arts,
University of South Dakota
M.A., Theater Arts,
California State University, Los Angeles

Kazimir, Joseph (1997)

Chair, Mathematics
Professor, Mathematics
B.A., Mathematics,
University of Delaware
B.S., Electrical Engineering Technology,
DeVry Institute of Technology
M.S., Mathematics,
Northeastern University
Ph.D., Applied Mathematics,
University of Southern California

Kelley, Stacie (2009)

Assistant Professor, Anatomy, Physiology
A.A., Liberal Arts,
West Los Angeles College
B.S., Biology,
California State University, Dominguez Hills
N.D., Naturopathic Medicine,
Southwest College of Naturopathic Medicine

Kenny, James A. (1999)

Chair, English
Professor, English
A.A., East Los Angeles College
B.A., M.A.,
California State University, Dominguez Hills
Certificate in TESOL,
University of California Los Angeles

Kerford, Jane P. (1986)

Professor, English
B.A., English,
Immaculate Heart College
M.A., English,
University of Southern California

Khashayar, Kamyar. (2008)

Assistant Professor, Engineering
B.S., Engineering,
California State University, San Francisco
M.S., Mechanical Engineering,
California State University, Los Angeles

Khuu, Alan (2008)

Chair, Chemistry
Assistant Professor, Chemistry
B.S., Biochemistry,
University of California, Los Angeles
M.S., Biochemistry and Molecular Biology,
University of California, Los Angeles

Kiledjian, Viken P. (2004)

Chair, Physics
 Professor, Physics
 B.S., M.S., Physics,
University of California, Los Angeles

Kimber, Kiff A. (1996)

Professor, Men's Physical Education
 B.A., M.A., Physical Education,
California State University, Long Beach

Kingsley, Simon (2008)

Assistant Professor, Anatomy Physiology
 B.S., *University of Michigan*
 M.D., *University of Madras,*
Madras, India

Ko, Wing L. (1986)

Professor, Mathematics
 B.S., Mathematics,
University of Houston, Texas
 M.S., Statistics,
University of Akron, Ohio

Kojima, Satoshi (2008)

Assistant Professor, Accounting
 A.A., *East Los Angeles College*
 B.S., *California State University, Los Angeles*
 CPA California

Kronbeck, Mandy E. (2010)

Assistant Professor, English
 B.A., English,
University of California, Los Angeles
 M.A., Literature,
California State University, Dominguez Hills

Ladd, Marilyn C. (1978)

Professor, Physical Education and Health
 B.S., *California State University, Fullerton*
 M.S., *California State University, Los Angeles*

Lam, Albert (1984)

Professor, Mathematics
 B.A., M.A., *Southern Illinois University*

Larizadeh, Faramarz (1984)

Chair, Business Administration
 Professor, Accounting
 B.A., *University of California, Los Angeles*

Lee, Michael (1999)

Professor, Mathematics
 B.S., M.S., Mathematics,
California State University, Long Beach

Lee, Unjoo (2006)

Librarian
 Associate Professor, Library Science
 B.A., *California State University, Los Angeles*
 M.L.I.S., School of Library and Information Science,
San Jose State University

Liao, Guo-Jao (1987)

Professor, Mathematics
 B.A., *South China Normal University*
 M.A., *California State University, Northridge*

Lipscomb, Roderick C. (1968)

Professor, Law, Real Estate
 B.A., Political Science,
University of California, Los Angeles
 J.D., *University of California, Los Angeles*
 Attorney, *California State Bar Association*
 Member, U.S. Supreme Court Bar
 Member, U.S. Tax Court Bar
 Real Estate Broker, *State of California*

Liu, Rongwen (2009)

Assistant Professor, Chinese
 B.A., M.A., English,
Northeast Normal University, Changchun, China

Long, John M. (1999)

Professor, Anthropology
 A.A., *East Los Angeles College*
 B.A., M.A., *University of California, Los Angeles*

Lopez, Felipe (1997)

Professor, Chicano/o Studies
 B.A., Political Science,
University of California, San Diego
 M.A., Mexican-American Studies,
California State University, Los Angeles

Lopez, Gabriella (2005)

Librarian
 Associate Professor, Library Science
 B.S., Education/TEFL,
University of Szeged, Teacher Training College
Division, Szeged, Hungary
 M.L.I.S., *San Jose State University*

Lopez, Sonia (2006)

Dean, Student Activities
 B.A., Social Work,
California Polytechnical Institute, Pomona
 B.A., Social Work,
University of Southern California

Ludwig, Randy (2006)

Associate Professor, Psychology
 B.S., Psychology,
United States Air Force Academy
 M.S.W., Social Work,
Arizona State University

Lupica, Anthony J. (2005)

Associate Professor, Music
 B.M., Classical Guitar/Voice,
University of North Carolina School of the Arts
 M.M., Classical Guitar,
University of Southern California
 D.M.A., Choral Music/Instrumental Conducting/
 Vocal Performance/Musicology,
University of Southern California

Ly, Vi (2007)

Dean, Academic Affairs
 B.F.A., Drawing and Printmaking,
University of Cincinnati
 M.F.A., Drawing and Painting,
San Francisco Institute of Art

Lyle, Robert A. (2008)

Chair, Photography
 Assistant Professor, Photography
 B.S., Film and Photography,
Ithaca College

Maga, Sara (2002)

Chair, Foreign Language
 Associate Professor, Spanish
 A.A., *Pasadena City College*
 B.A., M.A., Spanish Literature and Linguistics,
California State University, Los Angeles

Manalo, Marian A. (2007)

Associate Professor, Noncredit ESL and
 Basic Skills
 B.S., Chemistry, *Far Eastern University*
 M.S., Education, *Fordham University*

Martinez, Jesus E. (1999)

Professor, Music
 A.A., *Cerritos College*
 B.M., M.M., *University of Southern California*

Martinez, Renee D. (1974)

Vice President, Workforce Education and
 Economic Development
 Professor, Child Development
 A.A., *Mt. St. Mary's College*
 B.A., *California State University, Los Angeles*
 M.A., *University of San Francisco*

Mayoryk, Maria (1995)

Professor, Psychology
 B.A., Psychology,
Shippensburg University Shippensburg, PA
 M.S., Psychology,
California State University, Los Angeles

McBride, Dan (1986)

Associate Professor, Health
 B.S., M.S., *Murray State University, Kentucky*

McDonald, Michael F. (2010)

Assistant Professor, Architecture
 B.A., Environmental Design,
San Diego State University
 M.A., Architecture,
Southern California Institute of Architecture

McMahan, Kerrin (1998)

Dean, Academic Affairs
 Professor, Philosophy
 B.S., Journalism,
University of Idaho
 M.A., Journalism,
The Ohio State University
 M.A., Interdisciplinary Studies,
University of Idaho
 C. Phil., Philosophy,
University of California, Riverside

Mendiola, Alicia R. (2000)

Professor, Child Development
 A.A., Child Development,
East Los Angeles College
 B.A., Child Development,
California State University, Los Angeles
 M.A., Special Education,
California State University, Los Angeles

Mihara, Kirk-Ken (2001)

Counselor
 B.A., Psychology,
University of Riverside
 M.S., Counseling,
California State University, Los Angeles

Miretti, Domenick L. (1970)

Professor, Geography
 Director, International Trade Program
 A.A., Los Angeles Harbor College
 B.A., M.A., Geography,
California State University, Long Beach
 Ph.D., Economic Geography,
University of California, Los Angeles

Monaci, Steven (2007)

Associate Professor, Art
 A.A., East Los Angeles College
 B.A., Philosophy,
California State University, Los Angeles
 M.A., Art/Computer Graphics,
California State University, Los Angeles

Monteiro, Natalina T. (2008)

Assistant Professor, Political Science
 B.A., Spanish/Anthropology,
University of Rhode Island
 M.A., Applied Anthropology,
Northern Arizona University
 Ph.D., Political Science,
Northern Arizona University

Montenegro, Erika (2010)

Librarian
 A.A., English,
College of the Desert
 B.A., English,
University of California, Riverside
 M.A., English,
University of California, Riverside
 M.L.I.S., Library and Information Studies,
University of California, Los Angeles

Morales, Marcellino (2006)

Associate Professor, Sociology
 A.A., Liberal Arts,
Long Beach City College
 B.A., Sociology,
California State University, Los Angeles
 M.A., Sociology,
California State University, Los Angeles
 Ed.D., Education,
University of La Verne

Morales-Guerra, Suzette (1998)

Counselor
 Matriculation Coordinator
 A.A., East Los Angeles College
 B.A., M.S.W., Social Work,
University of Southern California

Moreno, Christine (1999)

Professor, Art
 B.F.A., Studio Arts,
California State University, Los Angeles
 M.F.A., Film School, Experimental Animation,
California Institute of the Arts

Moyer, Richard A. (1998)

Vice President, Academic Affairs
 B.A., University of California, Los Angeles
 M.A., University of California, Los Angeles
 J.D., University of California, Los Angeles
 Ph.D., University of London, U.K.

Mullen, Adrienne Ann (2002)

Dean, Continuing Education
 B.S., Education,
Concord University
 M.Ed., University of South Carolina
 Ed.D., Educational Leadership,
University of California, Los Angeles

Munoz, Eduardo (1997)

Professor, English
 A.A., Liberal Studies,
East Los Angeles College
 B.A., English,
University of California, Berkeley
 M.A., English,
California State University, Los Angeles

Nagatani, Chie (2002)

Professor, Music
 B. Mus., University of British Columbia, Canada
 M.M., The Curtis Institute of Music
 D.M.A., University of Southern California

Navarro, Alexis J.M. (1987)

Professor, Architecture
 A.A., East Los Angeles College
 B.A., California Polytechnic University, Pomona
 M.A., University of California, Los Angeles

Negrete, Lourdes T. (2008)

Counselor
 A.A., Liberal Arts
East Los Angeles College
 B.A., Social Work,
California State University, Los Angeles
 M.A., Education: Counseling,
California State University, Dominguez Hills

Ng, Antonio (1998)

Librarian
 Professor, Library Science
 A.A., East Los Angeles College
 B.S., Business Administration/Finance,
California State University, Los Angeles
 M.L.S., Library Science,
San Jose State University

Nielsen, Nilupa (2009)

Assistant Professor, Mathematics
 B.S., Electrical Engineering,
The University of New South Wales
 M.A., Applied Mathematics,
University of Southern California
 Ph.D., Applied Mathematics,
University of Southern California

Noice, Frank (2001)

Professor, Biology, Physiology
 B.A., Biology Education,
North Dakota State University
 M.S. Biology,
North Dakota State University
 Ph.D., Physiology,
University College, London

Nolan, Jeanine (1997)

Professor, Mathematics
 B.S., Mathematics,
University of California, Santa Barbara
 M.A., Mathematics,
University of California, Los Angeles
 Ph.D., Mathematics,
University of California, Los Angeles

Olivas, Othon (2007)

Assistant Professor, Spanish
 A.A., East Los Angeles College
 B.A., M.A., California State University, Los Angeles

Olsen, Kirk N. (2000)

Professor, Anatomy, Biology
 B.S., Biological Science,
University of California, Irvine
 M.A., Biology,
California State University, Fullerton
 Ph. D., Entomology,
Washington State University

Ong, Wooi-Chin (2010)

Assistant Professor, Asian-American Studies
 B.A., English,
University of Southern Mississippi
 M.A., English,
California State University, Northridge
 M.A., Asian Studies,
California State University, Long Beach

Ongard, Eldin B. (2000)

Professor, Physical Education
 B.S., Physical Education/Health,
University of Wyoming
 M.A., Physical Education/Health,
California State University, Los Angeles

Ornelas, Armida O. (2002)

Professor, Political Science
 B.A., Sociology and Chicana/o Studies,
University of California, Los Angeles
 M.A., Public Policy,
University of Chicago
 Ph.D., School of Education,
University of California, Los Angeles

Ornelas, Daniel (1978)*Chair, Counselor**Professor, Counseling*

B.A., Sociology,

University of California, Los Angeles

M.S., Counseling Education,

*San Diego State University***Oropesa, Stanley A. (1978)***Professor, English*

B.A., English and Religious Studies/Philosophy,

University of California, Santa Barbara

M.A., English Standard Secondary Credential,

*University of California, Santa Barbara***Ow, Franklin P. (2009)***Assistant Professor, Chemistry*

B.S., Chemistry,

University of California, Los Angeles

Ph.D., Chemistry,

*University of California, Los Angeles***Owen, Andrea S. (2010)***Assistant Professor, Physical Education*

B.A., Spanish,

University of California, Santa Barbara

M.S., Kinesiology,

*California Polytechnic State University*ACE Certified Group Exercise Instructor and
Personal Trainer**Owens, Michael (1996)***Professor, Art*

A.A., Fine Arts

El Camino College

B.F.A., Art History

Fort Lewis College

M.F.A., Design,

*University of California, Los Angeles***Palencia, Eldy C. (2009)***Assistant Professor, Spanish*

B.A., Spanish and English,

University of California, Los Angeles

M.A., Spanish,

*University of California, Los Angeles***Palomino, Paulina P. (1998)***Counselor*A.A., *East Los Angeles College*

B.A., Music

Southern California College

M.S., Counseling

University of La Verne

M.A., Educational Administration,

*California State University, Los Angeles*Credentials in: Elementary Education
Bilingual Education
Pupil Personnel Services
Educational Administration**Panchal, Mona (2007)***Associate Professor, Mathematics*

B.S., Physics

University of California, Irvine

M.S., Mathematics,

*California State University, Los Angeles***Paredes, Gerri (1981)***Professor, Computer Applications and Office Technologies*

B.S., M.A., Business Education,

California State University, Los Angeles

Microsoft Certification, Office Specialist

Advanced Study Instructional Technology and
Multimedia,*California State University, Long Beach**University of California, Irvine***Pittman, Cheryl (2007)***Associate Professor, Fire Technology*

A.A., Administration of Justice,

East Los Angeles College

Fire Service Instructor 1A & 1B,

Chaffey College

Emergency Medical Technician Basic Training,

*East Los Angeles College***Plotkin, Rachel (2008)***Assistant Professor, Nursing*

A.S., Nursing

East Los Angeles College

A.S., Compton Community College

B.S., Nursing,

Excelsior College

M.N., Health Care Administration,

California State University, Long Beach

Ph.D., Health Science,

*Nova Southeastern University***Posada, Ramon J. (2000)***Professor, Philosophy*B.A., *GTU: Dominican School of Philosophy and Theology*M.A., *California State University, Los Angeles***Posner, Wayne (1999)***Professor, Administration of Justice*

A.A., Administration of Justice,

*West Los Angeles College*B.S., *California State University, Long Beach*

M.S., Emergency Services Administration,

California State University, Long Beach

Sergeant, Los Angeles Police Department

*(Retired)***Powell, Lawrence C. (1985)***Professor, Mathematics*B.A., *University of California, Los Angeles*M.A., *California State University,**Long Beach*M.S., *California State University,**Los Angeles*Ph.D., *University of Southern California***Ramirez, Jose C. (2005)***Chair, Engineering and Technologies**Associate Professor, Engineering*

B.S., Chemistry,

California State University, Long Beach

B.S., Electrical Engineering,

California State University, Long Beach

M.S., Electrical Engineering,

*University of Southern California***Ramirez, Jose V. (1996)***Professor, Physics*B.S., *California Polytechnic State University,*
Pomona

M.S., Physics,

*California State University, Los Angeles***Ramirez, Laura M. (2003)***Dean, Academic Affairs*B.S., *University of California, Los Angeles*M.S., *California State University, Fullerton***Ramirez, Louis Jr. (1982)***Professor, Physical Education*A.A., *East Los Angeles College*B.A., *California State University, Los Angeles*M.A., *Azusa Pacific University***Ramirez, Nancy N. (2007)***Associate Professor, English*A.A., *Pasadena Community College*B.A., *University of California, Los Angeles*

M.A., Composition and Rhetoric,

*California State University, Los Angeles***Ramirez, Ramon (2008)***Assistant Professor, Architecture*

B.A., Architecture,

University of California, Berkeley

M.Arch, Architecture,

University of California, Berkeley

M.A., Design (V.S.),

*University of California, Berkeley***Ramos, Claudio R. (1974)***Professor, History*B.A., *Occidental College*M.A., *University of California, Berkeley***Ramos, Leticia N. (1986)***Professor, Nursing*B.S.N., *Far Eastern University*M.N., *University of California, Los Angeles***Rapp, Karen (2007)***Director, Vincent Price Art Museum*

B.A., Art History,

University of California, Los Angeles

M.A., History,

*University of California, Riverside***Reddy, Bhaskara L. (2000)***Professor, Anatomy, Physiology*

B.Sc., Biology and Chemistry,

S.V. University, India

M.Sc., Biological Anthropology,

S.V. University, India

M.Sc., Biochemistry,

Australian National University, Australia

Ph.D., Human Biology,

*University of Madras, India*M.I.S., *University of Phoenix***Retig, David A. (1983)***Professor, Electronics*A.S., *Los Angeles Valley College*M.I.S., *University of Phoenix*

Rhim, Choonhee (1995)

Chair, Library Science
 Professor, Library Science
 B.A., Hankuk University of Foreign Studies
 M.L.S., Library Science,
 University of California, Los Angeles

Rice, Tiffany (2007)

Associate Professor, Psychology
 A.A., Liberal Arts, Fresno City College
 B.A., Psychology,
 California State University, Fresno
 M.Ed., Counselor Education,
 Arizona State University,
 Ph.D., Counseling Psychology,
 Arizona State University

Rios, Al (1998)

Dean, Academic Affairs
 A.A., East Los Angeles College
 B.A., Public Administration,
 University of Southern California
 M.A., Public Administration,
 Baruch College City University of New York

Rivas, Maria R. (2005)

Associate Professor, Child Development
 B.A., Human Development,
 Pacific Oaks College, Pasadena
 M.S., Child Development,
 University of La Verne
 Commission on Teacher Credentialing,
 Program Director Permit

Rivera-Figueroa, Armando (2005)

Associate Professor, Chemistry
 MESA Program Director
 B.S., Chemistry,
 University of Puerto Rico, Rio Piechas
 M.S., Ph.D., University of California, Irvine

Roane, Dorothy A. (2007)

Assistant Professor, Health Information
 Technology
 HIT Program Director
 A.A., Health Information Technology,
 East Los Angeles College
 B.A., M.A., University of Phoenix

Rodriguez, Christine (1999)

Professor, Sociology
 B.A., M.A., Stanford University
 J.D., University of California, Los Angeles

Rodriguez, Dario E. (1989)

Professor, Business
 B.A., University of California, Berkeley
 J.D., Hastings College of The Law
 Attorney, California State and Federal Bar

Romo, Mary (2010)

Assistant Professor, Chicana/o Studies
 B.A., Anthropology
 Pitzer College
 M.A., Latin American Studies,
 California State University, Los Angeles

Rozadilla, Cathleen O. (1996)

Counselor
 B.A., English,
 University of California, Los Angeles
 M.A., Counseling,
 Loyola Marymount University

Rudametkin, Lydia (1979)

Professor, Counseling
 A.A., Liberal Arts,
 East Los Angeles College
 B.A., Social Welfare,
 University of California, Los Angeles
 B.A., M.A., Psychology,
 California State University, Los Angeles
 M.F.T., Licensed Marriage and Family Therapist

Rude, John C. (2003)

Associate Dean, Resource Development
 Assistant Professor, English
 B.A., Whitworth College
 M.A.T., Oberlin College
 Ph.D., University of Oregon

Ruyle, Jonathan C. (2009)

Assistant Professor, Mathematics
 B.A., Mathematics,
 University of California, Berkeley
 Ph.D., Mathematics,
 University of California, Riverside

Samad, Anthony A. (2000)

Professor, Political Science
 B.A., Communication, TV Broadcasting,
 California State University, Los Angeles
 M.P.A., Public Administration,
 University of Southern California
 Ph.D., Political Science,
 Claremont Graduate University
 M.A.P.E., Political Economy,
 Claremont Graduate University

Sanchez, Dennis R. (1991)

Professor, English
 A.A., East Los Angeles College
 B.A., University of Southern California
 M.A., San Francisco State University

Sandoval, Joseph A. (1997)

Counselor, EOPS
 Associate Professor
 B.A., Behavioral Science,
 California State Polytechnic University, Pomona
 M.S., Counseling,
 San Diego State University
 Certificates, College Counseling,
 University of California, Los Angeles
 Intercultural Proficiency,
 California State University, Los Angeles

Sangha, Davinder K. (2001)

Professor, English
 B.A., English Literature (Honors),
 Panjab University, Chandigarh, India
 M.A., Ph.D., American Literature,
 Panjab University, Chandigarh, India

Santoyo, Manuel (2002)

Associate Professor, Administration of Justice
 B.S., California State University, Long Beach
 M.S., Emergency Services Administration,
 California State University, Long Beach

Sarantopoulos, Helen (2005)

Associate Professor, Biology, Microbiology
 B.S., Portland State University
 M.S., Loma Linda University
 Ph.D., University of La Verne

Scherzer, Shana (2010)

Assistant Professor, Reading
 B.A., English, San Diego State University
 M.A., English: Rhetoric and Composition,
 California State University, Los Angeles
 Certificate, Post-Secondary Reading,
 California State University, Fullerton

Senensieb, David H. (1998)

Professor, Mathematics
 B.A., Mathematics and Economics,
 University of California, Los Angeles
 M.A., Mathematics,
 University of California, Los Angeles
 Engineers Degree, Electrical Engineering,
 University of California, Los Angeles

Shepherd, Michael A. (2000)

Professor, Physical Education
 B.S., Health and Physical Education
 Bowling Green State University
 M.A., Education,
 California Lutheran College

Sheran, Helen (1996)

Associate Professor, Computer
 Science Information Technology
 B.S., M.S., Computer Science,
 California State University, Long Beach

Sherman, Bonnie (2006)

Counselor
 Assistant Professor
 B.A., Psychology,
 California State University, San Bernardino
 M.S., Counseling,
 California State University, Los Angeles
 Human Social Service Certificate,
 University of California, Riverside

Shibata, Elaine Y. (1989)

Chair, Computer Applications and Office
 Technologies
 Professor, Computer Applications and Office
 Technologies
 B.A., M.A., Business Education,
 California State University, Los Angeles

Sigman, Michael (2000)

Chair, Philosophy
 Professor, Philosophy
 B.A., Philosophy,
 University of California, Santa Barbara
 M.A., Philosophy,
 California State University, Long Beach

- Simone, Michael (1976)**
 Director, Child Development Center
 B.A., Child Development,
California State University, Los Angeles
- Singh Bischofberger, Surana (2008)**
 Assistant Professor, Art
 B.A., History of Art,
University California, Santa Cruz
 M.S., Theory, Criticism, and History of Art,
Design and Architecture, Pratt Institute
- Siswanto, Anne S. (2000)**
 Professor, Mathematics
 B.S., *University of California, Los Angeles*
 M.A., *University of California, Los Angeles*
- Smith, Regis A. (2008)**
 Assistant Professor, Mathematics
 B.S., Mathematics,
Vanderbilt University
 M.A., Mathematics,
University of California, Los Angeles
- Smith, Ryan L. (2009)**
 Assistant Professor, Speech
 B.A., Communication Studies,
Texas Tech University
 M.A., Communication Studies,
California State University, Long Beach
- Snead, Timothy A. (2006)**
 Professor, Philosophy
 A.A., *Cypress College*
 B.A., Philosophy,
University of California, Irvine
 M.A., Philosophy,
California State University, Long Beach
- Solis, Alexia C. (2009)**
 Assistant Professor, English
 B.A., English,
California State University, Los Angeles
 M.A., Composition, Rhetoric and Language,
California State University, Los Angeles
 Reading Certificate,
California State University, Fullerton
- Soriano, Maribel (2006)**
 Associate Professor, Child Development
 A.A., Child Development
Cerritos College
 B.S., Child and Adolescent Studies,
California State University, Fullerton
 M.S., Child Development,
La Verne University
 Program Director Permit,
Commission on Teacher Credentialing
- Spangler, Susanne L. (1980)**
 Professor, English
 B.A., German,
University of California, Los Angeles
 M.A., Teaching English as a Second Language,
University of California, Los Angeles
 Certificate in TESL,
University of California, Los Angeles
- Stapleton, Jean A. (1973)**
 Chair, Journalism
 Professor, Journalism
 B.A., English,
University of New Mexico
 M.S., Journalism,
Northwestern University
- Stevenson, Mel (2007)**
 Associate Professor,
 Administration of Justice
 A.A., Administration of Justice,
Los Angeles City College
 B.S., Occupational Studies, Vocal Arts,
California State University, Long Beach
 M.S., Emergency Management Administration,
California State University, Long Beach
- Stone, Lisa Hashimoto (2009)**
 Assistant Professor, Theater Arts
 B.ARCH., *Pennsylvania State University*
 M.F.A., Technical Theatre,
California State University, Long Beach
- Su, Melari Y. (1997)**
 Counselor
 B.A., Linguistics,
University of California, Los Angeles
 M.S., Counseling,
California State University, Los Angeles
- Su, Song (1999)**
 Professor, Computer Science Information
 Technology
 B.S. Business,
California State University, Los Angeles
 M.B.A., Business,
University of La Verne
- Sunda, Pauline (1995)**
 Professor, Nursing
 R.N., B.S.N., P.H.N., M.S.N.,
California State University, Los Angeles
- Suntree, Susan S. (1989)**
 Professor, English
 B.A., English,
University of Arizona
 M.A., English and American Literature,
University of Kent, Canterbury, U.K.
- Taback, Karen (1987)**
 Professor, Psychology
 B.S., M.A., *New York University*
 Ed.D., *Pepperdine University*
- Tapia, Beatriz (2008)**
 Assistant Professor, Chicana/o Studies
 B.A., Sociology,
University of California, Berkeley
 M.A., Ethnic Studies,
University of California, Berkeley
- Teola, Dorothy V. (2008)**
 Counselor
 A.A., Liberal Arts,
Los Angeles Pierce College
 B.A., Physical Education,
California State University, Northridge
 M.A., Education,
Azusa Pacific
 M.S., Counseling,
California Lutheran University
- Thompson, Brigette (2000)**
 Professor, Child Development
 B.A., Child Development,
California State University, Northridge
 M.A., Marriage, Family & Child Counseling,
Azusa Pacific University
 Program Director Permit,
Commission on Teacher Credentialing
- Toledo, Angelica (2006)**
 Dean, CalWorks
 A.A., Bilingual/Bicultural Education,
Los Angeles Mission College
 B.A., Liberal Studies,
California State University, Northridge
 M.A., Early Childhood Education/Emphasis Special
 Education,
California State University, Northridge
- Toutonghi, John (2005)**
 Assistant Professor, Mathematics
- Tsai, Mike (2008)**
 Assistant Professor, Photography
 B.F.A., Photography,
Art Center College of Design
- Turk, Christopher (2001)**
 Professor, Art
 B.A., Art,
California State University, Northridge
 M.F.A., Ceramics,
California State University, Northridge
- Ukita, Courtney (1999)**
 Counselor
 A.A., *East Los Angeles College*
 B.A., *University of California, Los Angeles*
 M.S., *California State University, Long Beach*
- Urrutia, Liliana (2008)**
 Associate Professor, History
 A.B., Latin American History,
Harvard-Radcliffe College
 M.A., U.S. History,
University of California, Los Angeles
- Uyekawa, Jim (1994)**
 Professor, Art
 A.A., Art,
Golden West College
 B.F.A., Drawing and Painting,
California State University, Long Beach
 M.F.A., Drawing and Painting,
Claremont Graduate University

Valeriano, Oscar (2001)

Vice President, Student Services

A.A., *East Los Angeles College*

B.A., *University of California, Irvine*

M.S., *Mount St. Mary's College Counselor*

A.A., *East Los Angeles College*

B.A., *California State University, Los Angeles*

M.S., *University of La Verne*

Professional Clear Teaching and Pupil Personnel Services Credential

Valverde, Vanessa (2006)

Associate Professor, Chemistry

B.A., Business Administration,

University of Costa Rica

B.Sc., Chemistry,

California State University, Fullerton

M.S., Physical Chemistry,

California State University, Fullerton

Vansell, Melanie H. (2007)

Assistant Professor, American Sign Language

A.A., *Riverside Community College*

B.A., *California State University, San Bernardino*

M.A., *California State University, Fullerton*

Vartanian, Lisa M. (2009)

Assistant Professor, Psychology

B.A., Psychology,

University of Southern California

M.A., Clinical Psychology,

Pepperdine University

Ph.D., Psychology,

University of Southern California

Vega, Norma (2008)

Assistant Professor, Spanish

Ph.D., Hispanic Languages and Literatures,

University of California, Los Angeles

Venegas, Sybil (1979)

Chair, Chicana/o Studies

Professor, Chicana/o Studies

B.A., American History,

Mills College

M.A., Chicana/o Studies,

San Jose State University

M.A., Art History,

University of California, Los Angeles

Villacorte, Dennis A. (2007)

Associate Professor, Noncredit Basic Skills

B.A., English,

University of California, Berkeley

M.A, English,

California State University, Los Angeles

Vogel-Zuiderweg, Lynn C. (2010)

Assistant Professor, French, Spanish

B.A., Spanish,

University of Miami

M.A., Romance Linguistics,

California State University, Los Angeles

Ph.D., Romance Linguistics,

University of California, Los Angeles

Volkov, Renee (1978)

Professor, Child Development Center

A.A., *East Los Angeles College*

B.A., M.A., *California State University, Los Angeles*

Wardinski, Steve (2005)

Associate Professor, History

A.A., Theater Arts,

Southwestern College

B.A., History,

San Diego State University

M.A., History,

University of California, Los Angeles

Warner, Nathan J. (2008)

Assistant Professor, English

B.A., Intercultural Studies,

Biola University

M.A, Applied Linguistics,

Biola University

Certificate in TESOL,

Biola University

Reading Certificate,

California State University, Fullerton

Welsh, Henry H. (1999)

Professor, English

B.A., Economics

M.F.A., Professional Writing

West, Robert (2002)

Chair, Anthropology, Geography, Geology

Associate Professor, Geology

B.S., Geological Sciences,

San Diego State University

M.A., Ph.D., Geological Sciences,

University of California, Santa Barbara

White, Kirsten (2009)

Assistant Professor, Physical Education

A.A., Liberal Studies,

Allan Hancock College

B.S., Behavioral Studies,

California State Polytechnic University, Pomona

M.S., Kinesiology,

California State University, Fullerton

Wider, Elizabeth (2006)

Associate Professor, Nursing

A.A., Nursing,

East Los Angeles College

B.A., Cultural Anthropology,

University of California, Los Angeles

M.A., Education Administration,

California State University, Northridge

Wilbur, Linda S. (2001)

Professor, Child Development

A.A., *Citrus College*

B.A., English,

California State University, Los Angeles

M.A., Child Development,

California State University, Los Angeles

Wiley, Rhonda (2006)

Associate Professor, English

B.A., French/English Teacher Education,

University of Houston

M.A., Applied Linguistics,

University of Southern California

California Reading Specialist Credential,

California State University, Long Beach

Xie, Melanie (2006)

Associate Professor, Mathematics

B.A., M.A., Mathematics,

California State University, Los Angeles

Yepes, Maria Elena (1980)

Director, Learning Center

Professor, English

B.A., M.A., English,

University of California, Los Angeles

Yeung, Isabel (2001)

Professor, Accounting

A.A., *East Los Angeles College*

B.S., B.A., *University of California, Los Angeles*

MAcc., *University of Southern California*

Licenses: EA, CPA

Youngblood, Cory A. (2008)

Assistant Professor, English

B.A., English,

University of California, Los Angeles

M.A, Theology,

Fuller Theological Seminary

M.A., English,

California State University, Long Beach

Yun, Myung (2008)

Assistant Professor, Mathematics

B.S., Applied Mathematics,

University of California, Los Angeles

Ph.D., Mathematics,

University of California, Irvine

Emeriti Faculty

- Ackerman, Wendayne W. (1968-1978)**
German
- Ackerman, Hannah P. (1958-1994)**
English
- Adamson, Dova Wallace (1947-1957)**
Special Assistant
- Almanza, Roberto R. (1979-1991)**
Dean, Academic Affairs
- Amezcuca, Charles A. (1973-1995)**
Counselor
- Anderson, Deborah G. (1996-2005)**
Life Sciences
- Anderson, Richard S. (1973 - 2009)**
Speech
- Athans, Dean P. (1979-2008)**
Engineering
Dean, Academic Affairs
- Avila, Armida (1976-2008)**
Director, MESA
Counselor
- Avila, Arthur D. (1978-1988)**
President
- Bailey, Helen Miller (1949-1975)**
Librarian
- Bartlett, Ruth (1949-1952)**
English
- Bates, Ruth G. (1970-1985)**
Counseling
- Beltran, Richard J. (1978-2010)**
English, Humanities
- Bennett, Daphne N. (1969-1989)**
Speech
- Bergel, Alice Rose (1948-1976)**
Foreign Languages
- Berger, August G. (1972-2003)**
Professor, Physics
- Berkov, Marcus (1974-1982)**
Counseling
- Blissert, Frederic M. (1948-1982)**
Library
- Bogue, Esther B. (1974-2000)**
Office Administration
- Bohlander, Benny L. (1967-1995)**
Psychology
- Bohlander, Grace K. (1975-1995)**
Computer Applications and Office Tech.
- Bowlus, R. David (1994- 2001)**
Life Science
- Brawer, Harry L. (1967-1995)**
Economics
- Breiter, Ronald S. (1974-1984)**
Administration of Justice
- Bremer, Alvin B. (1979-1995)**
Business Administration
- Brogmus, Libby Pacheco (1974-1991)**
Nursing
- Brudos, Richard E. (1977-2005)**
Mathematics
- Brunet, Donald (1978-1980)**
Dean, Administrative Services
- Brunetti, Melvin E. (1968- 2003)**
Professor, History
- Brunson, Howard E. (1948-1970)**
Geography
- Brussa, T. Flora (1970-1989)**
Physical Education
- Burchfield, William R. (1984-1987)**
Architecture
- Burton, Martha Walker (1950-1979)**
Nursing
- Busch, Joel H. (1969-1999)**
Political Science
- Butcher, Bernard L. (1964-1977)**
Dean, Educational Services
- Butler, Racine (1978-1998)**
Sociology
- Butman, Raymond S. (1969-2007)**
English
- Cagle, Catherine McGuinness (1954-1981)**
Nursing
- Cahill, Richard (1972-1993)**
English
- Calderon, Jack (1970-1989)**
English
- Caldiero, Susan (1992-1998)**
Mathematics
- Campbell, Eugenies (1950-1986)**
Nursing
- Cardinal, Judith L. (1965-1995)**
Nursing Department
- Carreon, Guillermo L. (1972-2007)**
Chicano Studies
- Ceniceroz, Raymond G. (1969-1995)**
Chicano Studies
- Cervantes, Edgar J. (1972-2000)**
Biology
- Chamberlain, Safford C. (1963-1989)**
English
- Chan, Carcy K. (1976-2001)**
Chemistry
- Chipperfield, Donald (1967-1992)**
Art
- Christ, John H. (1986-2011)**
Mathematics
- Church, Bertha (1948-1969)**
Life Sciences
- Cipriano, William (1952-1973)**
Engineering
- Clarke, Arthur B. (1966-1995)**
Economics
- Cornsweet, Harry (1946-1972)**
Life Sciences
- Counts, Arnett W. (1968-2005)**
Chemistry
- Cramer, Frances Leon (1947-1990)**
Life Sciences
- Crandall, Bryan Howard (1970-2001)**
Physics
- Crum, Eva Rogers (1946-1973)**
Physical Education
- Cunningham, Phyllis Mary (1986-1991)**
Learning Assistance Center
- Davidson, Lea T. (1968-1999)**
Health Information Technology
- Dean, Lawrence (1979-2006)**
Photography
- Debelak, Roger J. (1966-1995)**
Mathematics
- Demir, Therese Jacqueline (1983-2002)**
Director, Disabled Student Program and Services
- Deny, Sharron K. (1975-2002)**
Women's Physical Education
- Dinneen, Jane (1958-1979)**
Family and Consumer Studies
- DiRosario, Anthony L. (1970-1985)**
Mathematics
- Dixon, Elliott J. (1971-2004)**
Law, Real Estate
- Dixon, Dorothy (1971-2004)**
Family and Consumer Studies
- Dominguez, Marco A. (1976-2008)**
Spanish
- Dominguez-Gary, Olga (1979-2010)**
Counselor
- Donnelly, Patricia J. (1964-1991)**
Life Sciences

- Douglass, Ruth Peyton (1954-1976)**
Nursing
- Duckworth, Harry (1971-1983)**
English
- Duggan, Joan E. (1969-2001)**
Chemistry
- Duling, John M. (1946-1989)**
Mathematics
Foreign Student Admissions
Physical Education
President
- Dunagan, Ruby K. (1969-1989)**
Psychology
- Duncan, Dewey C. (1945-1963)**
Mathematics
- Durham, Barbara J. (1964-1999)**
Mathematics
Title III Coordinator
Director of Planning
Executive Director, ELAC Foundation
- Duvall, Velma Abney (1945-1970)**
Psychology
- Edman, Theresa A. (1968-1987)**
Nursing
- Eisen, Nadine A. (1958-1989)**
Life Sciences
- Eitnier, Carl Wentz (1947-1969)**
Engineering
- Eley, Robert T. (1966-1979)**
Theater Arts
- Elizalde, Jose V. (1983-2001)**
Foreign Language-Spanish
- Engert, K. Gunther (1984-1995)**
Electronics
- Estrada, Edward M. (1978-2010)**
Counselor
- Everhart, Genice (1994-2011)**
English
- Faux, David (1997-2009)**
Psychology
- Fernandez, Enrique (1966-1985)**
Spanish
- Field, M. Evelyn W. (1945-1966)**
Dean of Students
- Fisher, B. David (1976-2001)**
Dean of Academic Affairs
- Fisher, Robert D. (1948-1977)**
Music
- Fitzgerald, Louise G. (1972-1986)**
English
- Florez, Alicia (1980-2003)**
Nursing
- Foley, Terrence L. (1975-2002)**
Engineering
- Forcier, Arthur A., Jr. (1978-2008)**
Political Science
- Fox, Harold Dee (1961-1988)**
English
- Galvin, Kevin (1973-2005)**
Philosophy
- Galvan, Margaret (1989-2011)**
Physical Education
- Gilbert, Walter P. (1948-1966)**
Chemistry
- Goldstein, Sheila F. (1977-2006)**
English
- Gong, Lily Y. (1978-2004)**
Psychology
- Gould, Pearl Saito (1970-2003)**
Sociology
- Grant, John Loughlin (1958-1998)**
Anthropology
- Grody, Emanuel (1946-1968)**
Accounting
- Groves, Sally de (1978-1992)**
Family and Consumer Studies
- Gruhn, Merida S. (1972-1995)**
Office Administration
Associate Dean of Academic Affairs
- Guse, Clarence E. (1945-1961)**
Engineering
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Counselor
- Han, Yuri W. (1969-2001)**
Chemistry
- Harris, Molly Zabner (1951-1979)**
Nursing
- Harriton, Monique B. (1965-1983)**
Library
- Hasty, Barbara (1979-2004)**
Music
- Hawkins, Conrad Harold (1949-1986)**
History
- Heaps, Gerald E. (1968-2000)**
Physical Education
- Hernandez, Benjamin C. (2000-2011)**
Dance
- Hernandez, Patricia B. (1973-1998)**
Physical Education
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- Herrera, Margarita (1975-1993)**
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- Hertel, Robert L. (1964-1989)**
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Dean of Student Personnel
- Heuser, Frank (1980-1994)**
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- Hoffman, John E., (1965-1986)**
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- Holcomb, Robert E. (1972-1976)**
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- Homsy, Gwendolyn (1956-1971)**
English
- Houghton, Patricia J. (1956-1986)**
Psychology
- Howard, Katherine E. (1959-1973)**
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- Ingalls, Rosco C. (1945-1955)**
Political Science
- Ishino, Jerry G. (1983-2009)**
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- Jennings, Charles (1946-1977)**
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- Kehoe, John Thomas (1983-2001)**
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- Kenealy, Richard S. (1962-1986)**
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- Kester, Robert V. (1959-1995)**
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- Kief, Evadna M. (1950-1973)**
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- King, Nancy (1947-1978)**
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- Kirby, Mary H. (1950-1977)**
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- Kingett, Kathie L. (1976-2006)**
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- Klute, Anthony F. (1960-1975)**
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- Kopinski, Douglas (1980-2008)**
Photography
- Korn, Noel (1980-1984)**
Vice President, Academic Affairs
- Kragh, Allan O. (1979-2009)**
Speech and Broadcasting
- Kurusu, June (1978-1989)**
Business (Office Administration)
- LaGue, Paul A. (1946-1956)**
Photography
- Landesman, Robert (1966-1989)**
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- Lazare, Gene L. (1948-1978)**
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Coordinator of Instruction
- Lewis, Sarabelle L. (1973-1986)**
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- Li, Stanilaus (1970-1988)**
Business
- Licari, Gerald R. (1961-2001)**
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- Licata, Joseph M. (1975-1987)**
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- Linden, Phyllis M. (1949-1974)**
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Political Science
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- Lopez, Gerard (1963-1981)**
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- Lucero, Diane (1988-2008)**
English
- Luna, Ralph J. (1979-1995)**
Counselor
- Lutz, Kathleen J. (1980-2001)**
Nursing
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- Magy, Natalie H. (1974-1986)**
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- Matsuda, Sumio (1965-1989)**
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- Mairesse, Jean V. (1946-1974)**
Philosophy
- McCarthy, Donald E. (1968-1995)**
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- McConnell, Louise E. (1971-1975)**
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- McElroy, Robert L. (1965-1977)**
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- McFarland, Jim (1975-1995)**
Physical Education
- McGuire, Marion (1948-1969)**
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- McKay, W. Colin (1969-2006)**
Theater
- McLeland, Marian S. (1952-1975)**
Business
- Memmler, Ruth L. (1945-1965)**
Life Sciences
- Mendoza, Dr. Alfredo (1985-1991)**
Foreign Language
- Mentel, Margie (1996-2000)**
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- Milanesa, Richard (1999)**
Administration of Justice
- Miller, Louis Irving (1966-1996)**
Psychology
- Mireles, S. Raymond (1962-1995)**
Biology
- Mitchell, Brinton B. (1954-1980)**
Electronic Engineering
- Mitchell, Ed T. (1986-1995)**
Associate Dean of Academic Affairs
- Mitchell, Margaret M (1964-1989)**
Business (Office Administration)
- Molayeme, Orna (2000-2003)**
Respiratory Therapy
- Moreno, Ernest H. (1991-2011)**
President
- Moore, Alma Young (1946-1972)**
- Moore, Barbara B. (1975-2009)**
Psychology
- Moore, Dorothy L. (1979-2004)**
Nursing
- Moore, Merle M. (1978-1998)**
Music
- Morales, Goldie L. (1964-1975)**
Philosophy
- Moretti, Vincent, C. (1999-2008)**
Engineering
- Morin, David R. (1975-2003)**
Mathematics
- Morse, Michael J. (1982-2009)**
Mathematics
- Mosley, Josephine B. (1965-2001)**
Life Sciences
- Najar, Joseph S. (1976-1995)**
Associate Dean, Disabled Students
- Najar, Rose M. (1974-1995)**
English
- Nash, Cecilia Loera (1973-2004)**
Nursing
- Naslund, Gordon A. (1965-1985)**
Physical Education
- Nelson, Dorothy C. (1972-2000)**
Life Sciences
- Neukirch, Lois (1971-1992)**
Life Sciences
- Newman, William V. (1949-1985)**
Art
- Norman, Mary V. (1980-2003)**
Family and Consumer Studies
- O'Connell, William R. (1985-1995)**
Library Science
- Orloff, Ethelrose (1962-1976)**
Dean of Evening Division
- Ozuna, Margaret C. (1973-2006)**
Family and Consumer Studies
Child Development
- Padilla, Albert (1970-1995)**
Physical Education
- Paez, Oscar A. (1970-2005)**
Chemistry
- Paine, H. Russell (1947-1973)**
Journalism
- Palmer, Carolyn S. (1950-1970)**
Library Science
- Palmer, A. William (1975-2000)**
Automotive Technology

Parker, Claude R., Jr. (1967-1995)

*English
Psychology*

Pearl, Henry F. (1969-2001)

Physics

Pena, Manuel S. (1970-1986)

Administration of Justice

Peralta, Christine E. (1979- 2005)

Child Development

Perry, Ann (1956-1971)

Business

Pervy, Adolphe V. (1966-1972)

French

Pfeiffer, Katherine Shelly (1972-2010)

Art

Pilling, Robert R. (1958-1987)

Dean, Academic Affairs

Poolsawat, Samuel S. (1977-2007)

Electron Microscopy

Powers, Paul M. (1971-2003)

Director, PACE, Jaime Escalante Math Science Program

Quintana, Gloria (1965-1989)

Physical Education

Ramsey, Nancy L. (1999)

Nursing

Reeves, Virginia M. (1978-1986)

Nursing

Richards, Dr. John A. (1947- 1953)

Architecture-Engineering

Robinette, R. Carson (1964-1978)

English

Rockley, Lester S. (1946-1979)

Business (Office Administration)

Rodriguez, Armando M. (1976-1979)

President

Rodriguez, Victorino C. (1974-2000)

Spanish

Rogan, Robert J. (1967-2003)

Social Science

Romero, Laura G. (1979-2009)

Nursing

Rosas, Gilbert M. (1976-1998)

Business Administration

Rosenberg, Edward (1957-1982)

Mathematics

Rosenthal, Frank (1966-1980)

History

Ross, Alyson (1967-1992)

English

Rothermel, Winifred L. (1971-1989)

English

Rozadilla, Gilbert (1971-1995)

*Men's Physical Education
and Athletic Director*

Rozadilla, Hilario (1976-1991)

Dean

Ryan, Harry O. (1967-1977)

College Physician

Saguchi, Donald Y. (1968-1995)

*Engineering
Vice-President, Academic Affairs*

Sakoda, Colleen S. (1985-2005)

Computer Applications and Office Technologies

Sampson, Paddie B. (1959-1979)

Mathematics

Sandler, Eli M. (1969-1992)

Engineering

Sandlin, Donald L. (1966-2002)

Business

Sarracino, Louie R. (1950-1986)

Speech

Sayette, Robert (1968-1976)

Psychology

Schwartz, Frederick (1970-1993)

Psychology

Schwimmer, Ruth (1960-1985)

Art

Scott, Carson (1971-2001)

Art

Seneker, Mary (1989-2010)

Learning Disability Specialist

Seno, Sam (1979-1983)

Coordinator, Financial Aid

Serrano, Edward R. (1979-2010)

Psychology

Share, Eugene (1957-1986)

Speech and Theater Arts

Shelton, Claybourn D. (1967-1993)

Life Sciences

Shekerjian, Hrair P. (1978-2002)

Counselor

Shirley, C. T. (1946-1970)

Dean of Educational Services

Silliman, Thomas L. (1957-2005)

Gallery Director, Vincent Price Gallery

Silva, Conchita (1972-1979)

Nursing

Silverthorn, William A. (1970-1989)

Counseling

Simoneau, Karin (1996-2003)

Library Science

Sims, W. Carter (1975-2000)

Philosophy

Skjellum, Oistein (1968-1993)

Chemistry

Smith, June L. (1958-1995)

Art

Smith, Raymond R. (1947-1973)

Physical Education

Spotkov, Elias M. (1947-1974)

Life Sciences

Starbird, William B. (1947-1972)

Physics

Stevenson, Marjorie M. (1949-1980)

English

Stevenson, Robert A. (1975-2002)

Engineering

Stewart, Mary L. (1975-1998)

Nursing

Sugine, Pauline (1963-1988)

Physical Education

Sullivan, Daniel (2002-2006)

Fire Technology

Sullivan, James (1967-1993)

Earth Science

Swartz, Benjamin K. (1955-1967)

President

Tan, Nicholas (1986-1998)

Administrative Services

Tanegashima, Kaori (1978-2009)

Asian American Studies

Taschner-Roche, Mary E. (1971-1992)

Physical Education

Tate, Sharon L. (2001-2003)

Dean, Academic Affairs

Taylor, David (1948-1975)

Physical Education

Thompson, John M. (1973-2005)

Respiratory Therapy

Thompson, William J. (1957-1975)

Physical Education

Tolegian, Aram (1953-1972)

English

Tomimatsu, Mateo (1966-1986)

Life Sciences

Topik, Ellida F. (1961-1978)

Psychology

Torres-Rioseco, Suzanne (1947-1966)

French

Traber, Karl (1999-2008)

Administration of Justice

Trimble, Clinton E. (1946-1965)

Counselor

Turton, Anne Forsberg (1968-1976)

Nursing

Tyo, Stephanie M. (1986-2009)
Health

Valdez, Conrad M. (1969-2003)
Chemistry

Valles, Rodolfo (1972-1995)
Associate Dean, Admissions

Van Couvering, Ray (1968-1999)
Engineering

Verdun, Albert B. (1979-2005)
Physical Education

Vilaubi, Consuelo P. (1946-1963)
Spanish

Waite, Merwin L. (1967-1992)
Mathematics

Walsh, George S. (1975-1983)
Administration of Justice

Walter, R. H. Keamer (1947-1956)
English

Weintraub, Hyman (1956-1978)
History

Weisel, Stanley (1957-1982)
Mathematics

Weiss, Robert T. (1961-1992)
Architecture

Wells, David (1987 -1995)
African-American Studies
English

Wells, John K. (1967-1972)
President

Westin, Douglas (1947-1968)
Business Law

Williams, David (1970-1994)
Men's Physical Education

Williams III, R.C. (1986-2007)
Vice President, Student Services

Willis, Alden J. (1963-1981)
Mathematics

Wilson, Frances (1949-1983)
Biology

Willis, Gene (1999-2004)
Financial Aid
Biological Sciences

Wistreich, George A. (1961-2001)
Life Sciences

Wohlberg, Leo (1949-1976)
Accounting

Wolf, Shirley G. (1968-1985)
Nursing

Woodruff, Lloyd B. (1949-1978)
English

Woodworth, Phyllis B. (1965-1995)
Social Sciences

Woodworth, Howard (1958-1983)
Library

Woolsey, George (1945-1963)
Physics

Zeidman, Natalie F. (1966-1986)
English

Zuniga, Eusebio R. (1972-1999)
Financial Aid

Zunino, Gerald J. (1971-1991)
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Karen Daar, *Editor and Dean of Academic Affairs*
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 Christina Gonzalez, *Evaluation Technician*
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 Suzette Morales-Guerra, *Matriculation Coordinator*
 Cathleen O. Rozadilla, *Articulation Officer*
 Patricia Vasquez, *Curriculum Senior Office Assistant*
 Steve Wardinski, *Curriculum Committee Chair*
 May Yee, *Publication Coordinator*

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