

**SPANISH 001**  
**ELEMENTARY SPANISH I**  
(UC:CSU) 5.00 UNITS

Note: For Spanish-speaking students, please take Spanish 35.  
Note: Credit given for only one of Spanish 1 or Spanish 35.

1321	lec	7:00am-9:30am	MW	MAGA, S L	C2 108
1322	lec	7:00am-9:30am	TTh	MAGA, S L	C2 107
1325	lec	12:10pm-2:40pm	MW	ALVAREZ SANDOVAL, E	C2 113
1327	lec	1:30pm-4:00pm	TTh	PALENCIA, E C	C2 106
1330	lec	8:00am-1:20pm	S	LIRA, M E	C2 108
1331	lec	8:00am-1:20pm	F	ZUMAETA, H A	C2 108
4113	lec	3:30pm-6:00pm	MW	PALENCIA, E C	C2 108
<b>Evening Classes</b>					
4115	lec	6:50pm-9:20pm	TTh	BOADA, M M	B2 108

**SPANISH 035**  
**SPANISH FOR SPANISH SPEAKERS I**  
(UC:CSU) 5.00 UNITS

Note: Credit given for only one of Spanish 1 or Spanish 35.

1323	lec	9:40am-12:10pm	TTh	HERNANDEZ, E L	C2 108
1326	lec	12:30pm-3:00pm	TTh	ROLDAN, P	C2 108
1332	lec	9:40am-12:10pm	MW	HERNANDEZ, E L	C2 106
1333	lec	7:00am-9:30am	MW	OLIVAS, O	C2 106
1334	lec	7:00am-9:30am	TTh	HERNANDEZ, E L	C2 108
<b>Evening Classes</b>					
4117	lec	6:50pm-9:20pm	MW	GARCIA, V M	C2 107
6033	lec	4:10pm-6:40pm	MW	REYNOSO, A	*SGEC 101
6049	lec	6:50pm-9:20pm	TTh	FUENTES, A	*SGEC 125

\*South Gate Educational Center, 2340 Firestone Blvd., South Gate, CA 90280

**SPANISH 002**  
**ELEMENTARY SPANISH II**  
(UC:CSU) 5.00 UNITS

(IGETC AREA 6A)

Prerequisite: Spanish 1.

1324	lec	9:40am-12:10pm	TTh	VOGEL-ZUIDERWEG, L C	C2 107
1341	lec	12:30pm-3:00pm	MW	PALENCIA, E C	C2 108
<b>Evening Classes</b>					
4122	lec	6:50pm-9:20pm	TTh	CASANAVE, E E	C2 108

**SPANISH 036**  
**SPANISH FOR SPANISH SPEAKERS II**  
(UC:CSU) 5.00 UNITS

(IGETC AREA 6A)

Prerequisite: Spanish 35.

1335	lec	7:00am-9:30am	TTh	OLIVAS, O	C2 106
1336	lec	12:30pm-3:00pm	MW	HERNANDEZ, E L	C2 106
6156	lec	4:10pm-6:40pm	TTh	STAFF	*SGEC 108
8083	lec	12:10pm-2:40pm	TTh	LIRA, A L	*SGEC 101

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**SPANISH 003**  
**INTERMEDIATE SPANISH I**  
(UC:CSU) 5.00 UNITS

(IGETC AREA 3B, 6A)

Prerequisite: Spanish 2.

1338	lec	9:40am-12:10pm	MW	MAGA, S L	C2 108
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**SPANISH 037**  
**COMPOSITION AND CONVERSATION FOR SPANISH SPEAKERS**  
(UC:CSU) 5.00 UNITS

Prerequisite: Spanish 36.

1337	lec	9:40am-12:10pm	TTh	OLIVAS, O	C2 106
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**SPANISH 006**  
**ADVANCED SPANISH II**  
(UC:CSU) 5.00 UNITS

(IGETC AREA 3B, 6A)

Prerequisite: Spanish 5.

1328	lec	8:00am-1:20pm	F	OLIVAS, O	C2 106
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**SPANISH 010**  
**LATIN-AMERICAN CIVILIZATION**  
(UC:CSU) 3.00 UNITS

(IGETC AREA 3B)

1329	lec	1:45pm-3:10pm	MW	VEGA, N	C2 122B
1608	lec	1:45pm-3:10pm	MW	VEGA, N	C2 122B

This is part of ELAC Honors Program.  
To enroll, students must see a counselor in E1-127.

 **Supervised Learning Assistance**

**SUPERVISED LEARNING ASSISTANCE 001T**  
**SUPERVISED LEARNING ASSISTANCE**  
(NDA) 0.00 UNITS Rpt 9

5950		22:15 hrs	TBA	YEPES, M	E7 228
5960		22:15 hrs	TBA	YEPES, M	TBA TBA
5990		22:15 hrs	TBA	HERNANDEZ, G	E1 160
5991		22:15 hrs	TBA	HERNANDEZ, G	E1 160
8950		22:15 hrs	TBA	YEPES, M	E7 228
8951		22:15 hrs	TBA	YEPES, M	E7 228
8952		22:15 hrs	TBA	YEPES, M	E7 228
8954		22:15 hrs	TBA	YEPES, M	E7 228
8955		22:15 hrs	TBA	YEPES, M	E7 228
8958		22:15 hrs	TBA	YEPES, M	E7 228
8959		22:15 hrs	TBA	YEPES, M	E7 228
8960		22:15 hrs	TBA	CASTRO, G	K5 104
8961		22:15 hrs	TBA	CASTRO, G	K5 104
8962		22:15 hrs	TBA	CASTRO, G	K5 104
8963		22:15 hrs	TBA	CASTRO, G	K5 104
8964		22:15 hrs	TBA	CASTRO, G	K5 104
8966		22:15 hrs	TBA	CASTRO, G	*SGEC 122

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8967	lec	22:15 hrs	TBA	HERNANDEZ, G	E1 154
8971		22:15 hrs	TBA	HERRERA, G M	ELAC TBA
8972		22:15 hrs	TBA	HERRERA, G M	ELAC TBA
8973		22:15 hrs	TBA	HERRERA, G M	ELAC TBA
8974		22:15 hrs	TBA	HERRERA, G M	ELAC TBA
8980		22:15 hrs	TBA	TOLEDO, A	ELAC TBA

 **Supervision**

**SUPERVISION 001**  
**ELEMENTS OF SUPERVISION**  
(CSU) 3.00 UNITS

3581	lec	3:30pm-6:40pm	T	RAMIREZ, L E	F7 111
<b>Evening Classes</b>					
3582	lec	6:50pm-10:00pm	W	MAJIDIAN, K K	B2 104

 **Technical Stage Production**

**TECHNICAL STAGE PRODUCTION 300**  
**STAGECRAFT**  
(UC:CSU) 3.00 UNITS

1350	lec	10:40am-1:50pm	F	JOHNSON, J B	P2 201
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**TECHNICAL STAGE PRODUCTION 305**  
**ORIENTATION TO TECHNICAL CAREERS IN ENTERTAINMENT**  
(CSU) 2.00 UNITS

1381	lec	9:45am-10:50am	F	COWAN, K M	P2 119
&	lab	10:50am-12:55pm	F	HANSEN, J L	P2 119

• Green text color indicates added classes or corrections • Red Strikethrough indicates cancelled classes •

**TECHNICAL STAGE PRODUCTION 313**  
**SCENIC ART FOR THEATER**  
 (UC:CSU) 3.00 UNITS

1394	lec	8:50am-9:55am	MW	STONE, L H	P2 125
&	lab	9:55am-12:00pm	MW	STONE, L H	P2 125

**TECHNICAL STAGE PRODUCTION 315**  
**INTRODUCTION TO DESIGN FOR THEATER**  
 (UC:CSU) 3.00 UNITS

1376	lec	10:55am-1:00pm	W	COUTURE, F	P2 104
&	lab	10:55am-1:00pm	F	COUTURE, F	P2 104

**TECHNICAL STAGE PRODUCTION 323**  
**STAGE MANAGEMENT**  
 (UC:CSU) 3.00 UNITS

*Note: 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.*

1392	lec	10:35am-12:00pm	MW	COWAN, K M	P2 201
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**TECHNICAL STAGE PRODUCTION 333**  
**APPLIED LIGHTING FOR THEATRE, DANCE, MUSIC, AND EVENTS**  
 2.00 UNITS

<del>1396</del>	<del>lec</del>	<del>1:10pm-1:40pm</del>	<del>F</del>	<del>COUTURE, F</del>	<del>P2 102</del>
<del>&amp;</del>	<del>lab</del>	<del>1:40pm-4:30pm</del>	<del>F</del>	<del>COUTURE, F</del>	<del>P2 102</del>
<del>&amp;</del>	<del>lab</del>	<del>9:00am-12:20pm</del>	<del>S</del>	<del>COWAN, K M</del>	<del>P2 102</del>

**TECHNICAL STAGE PRODUCTION 340**  
**TECHNICAL THEATRE PRACTICUM**  
 (UC:CSU) 4.00 UNITS Rpt 2

1379	lab	1:30pm-4:40pm	MTWTh	STONE, L H	P2 125
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**TECHNICAL STAGE PRODUCTION 342**  
**TECHNICAL STAGE PRODUCTION**  
 (UC:CSU) 2.00 UNITS Rpt 3

*This course teaches how to work backstage in live theatre. Must be available for rehearsals and performances, plus other times as assigned. First class meeting is 12:30pm on Wednesday of the 2nd week of classes on stage 102.*

1377	lab	9:00am-3:30pm	U	STAFF	P2 121
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**TECHNICAL STAGE PRODUCTION 343**  
**SCENERY PRACTICUM**  
 (UC:CSU) 2.00 UNITS Rpt 2

1367	lab	1:30pm-4:40pm	MW	STONE, L H	P2 125
1368	lab	1:30pm-4:40pm	TTh	STONE, L H	P2 125

**TECHNICAL STAGE PRODUCTION 344**  
**PROPS PRACTICUM**  
 (UC:CSU) 2.00 UNITS Rpt 2

<del>1370</del>	<del>lab</del>	<del>1:30pm-4:40pm</del>	<del>MW</del>	<del>STONE, L H</del>	<del>P2 125</del>
1715	lab	1:30pm-4:45pm	TTh	STONE, L H	P2 125

**TECHNICAL STAGE PRODUCTION 345**  
**COSTUME AND MAKE-UP PRACTICUM**  
 (UC:CSU) 2.00 UNITS Rpt 2

1387	lab	1:30pm-4:40pm	TTh	HANSEN, J L	P2 119
1388	lab	1:30pm-4:40pm	MW	HANSEN, J L	P2 119
<del>1398</del>	<del>lab</del>	<del>1:30pm-2:55pm</del>	<del>MTWTh</del>	<del>HANSEN, J L</del>	<del>P2 119</del>

**TECHNICAL STAGE PRODUCTION 346**  
**LIGHTING PRACTICUM**  
 (UC:CSU) 2.00 UNITS Rpt 2

1386	lab	1:10pm-4:20pm	F	COUTURE, F	P2 102
&	lab	9:00am-12:10pm	S	COWAN, K M	P2 102

**TECHNICAL STAGE PRODUCTION 347**  
**SOUND PRACTICUM**  
 (UC:CSU) 2.00 UNITS Rpt 2

1362	lab	1:30pm-4:40pm	TTh	STONE, L H	P2 125
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**TECHNICAL STAGE PRODUCTION 348**  
**STAGE MANAGEMENT PRACTICUM**  
 (UC:CSU) 2.00 UNITS Rpt 2

*Note: Enroll by permission of instructor during first week of class.*

1393	lab	1:30pm-4:40pm	TTh	COWAN, K M	P2 121
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**TECHNICAL STAGE PRODUCTION 349-1**  
**HOUSE MANAGEMENT PRACTICUM I**  
 (UC:CSU) 2.00 UNITS

*Evening Classes*

4169	lab	6:50pm-11:05pm	FS	KASNETSIS, M E	P2 101B
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*(12 Week Class - Starts 9/21/2015, Ends 12/20/2015)*

**TECHNICAL STAGE PRODUCTION 349-2**  
**HOUSE MANAGEMENT PRACTICUM II**  
 (UC:CSU) 2.00 UNITS

*Evening Classes*

4168	lab	6:30pm-10:45pm	FS	WONG, N M	P2 113
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**TECHNICAL STAGE PRODUCTION 349-3**  
**HOUSE MANAGEMENT PRACTICUM III**  
 (UC:CSU) 2.00 UNITS

*Evening Classes*

4173	lab	6:30pm-10:45pm	FS	WONG, N M	P2 113
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*(13 Week Class - Starts 9/21/2015, Ends 12/20/2015)*

**TECHNICAL STAGE PRODUCTION 350**  
**MAKE-UP FOR THEATRE**  
 (UC:CSU) 3.00 UNITS

*Evening Classes*

<del>4188</del>	<del>lec</del>	<del>5:45pm-7:50pm</del>	<del>T</del>	<del>DEMAS, H</del>	<del>P2 201</del>
<del>&amp;</del>	<del>lab</del>	<del>7:50pm-9:55pm</del>	<del>T</del>	<del>DEMAS, H</del>	<del>P2 201</del>

**TECHNICAL STAGE PRODUCTION 360**  
**COSTUME DESIGN FOR THEATER**  
 (UC:CSU) 3.00 UNITS

1361	lec	9:45am-11:50am	M	HANSEN, J L	P2 119
&	lab	9:45am-11:50am	W	HANSEN, J L	P2 119

**TECHNICAL STAGE PRODUCTION 364**  
**COSTUME DRAPING AND PATTERN-MAKING**  
 (UC:CSU) 3.00 UNITS

<del>1382</del>	<del>lec</del>	<del>9:45am-10:50am</del>	<del>TTh</del>	<del>HANSEN, J L</del>	<del>P2 119</del>
<del>&amp;</del>	<del>lab</del>	<del>10:50am-11:55am</del>	<del>TTh</del>	<del>HANSEN, J L</del>	<del>P2 119</del>

**TECHNICAL STAGE PRODUCTION 370**  
**LIGHTING DESIGN FOR THEATRE**  
 (UC:CSU) 3.00 UNITS

1360	lec	9:00am-10:25am	WF	COUTURE, F	P2 104
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**IF YOU ARE AN ACTING MAJOR**

Our Acting program provides professional training and an adventure in risk-taking.

**IF YOU ARE A 1ST SEMESTER ACTING MAJOR:**

FIRST, Choose one of these classes or take both:

TA 200 Introduction to Acting - Discover the major acting theories through performance.

TT 323 Stage Management and Production. Student actors, directors, and producers plan and mount a production from the first rehearsal to the performance at the end of the semester.

**THEN, if possible, also enroll in:**

TA 260 Beginning Acting. Learn the essentials of basic acting technique.

**PLUS, if you think you want to ACT in a play, enroll in:**

TA 293 Rehearsals and Performance

TA 232 Play Production

TT 342 Technical Stage Production

**IF YOU ARE A 2ND SEMESTER ACTING MAJOR you should have completed TA 200 or TT 323, and perhaps, TA 260. Now choose:**

TA 240 Voice.

**AND/OR**

TA 200, TT 323, TA 260, whichever you don't have.

**IF YOU ARE A 3RD SEMESTER ACTING MAJOR or beyond, please make an appointment with Natalie Wong by calling 323 415-5034.**

**IF YOU ARE A TECHNICAL THEATRE MAJOR BEHIND THE SCENES AND BACKSTAGE**

These classes prepare students for production positions in theatre, television, film, and PAID INDUSTRY INTERNSHIP PROGRAMS offered through the department. Students can also receive credit by participating in Theatre productions in scenery construction and painting, and as technicians in lighting, sound, props, costumes, and make-up. Students may participate as Stage Managers and Assistant Stage Managers and learn the essentials of entertainment industry leadership.



**IF YOU ARE A 1ST SEMESTER TECHNICAL THEATRE MAJOR, take :**

TT 323 Stage Management and Production and TT 342 Technical Stage Production. Student actors, directors, and producers plan and mount a production from the first rehearsal to the performance at the end of the semester.

**THEN Choose:**

One of our Technical Theatre Practicum. Examine and create lighting for theatre, film and television, from concept to performance, including current trends in computerized and intelligent equipment or learn to build and paint scenery.

**OR**

TT 350 Beginning Stage Make-Up. An essential skill for all actors, this class provides an overview and practical experience for actors and make-up technicians.

One of our Costuming for Theatre Courses. Learn design and construction techniques for period and modern costumes.

**THEATER 100  
INTRODUCTION TO THE THEATER**  
(UC:CSU) 3.00 UNITS

(IGETC AREA 3A)

Note: Open to all students. Required of all Theatre Arts majors.

1371	lec	9:00am-10:25am	MW	HOGAN, K M	P2 205
1373	lec	1:45pm-3:10pm	TTh	SCOTT, D L	P2 201
1397	lec	10:35am-12:00pm	TTh	FICOCIELLO, M	P2 201

1612	lec	9:00am-10:25am	MW	HOGAN, K M	P2 205
This is part of ELAC Honors Program. Students must take both sections. To enroll, students must see a counselor in E1-127.					

1706	lec	9:00am-12:10pm	F	COWAN, K M	F9 108
1739	lec	1:45pm- 3:10pm	TTh	BARILLAS, C	F7 203

<del>5036</del>	<del>1:25 hrs</del>	<del>TBA</del>	<del></del>	<del>KASNETSIS, M E</del>	<del>ONLINE</del>
<del>&amp;</del>	<del>1:25 hrs</del>	<del>TBA</del>	<del></del>	<del>STONE, L H</del>	<del>ONLINE</del>
5050	3:10 hrs	TBA		MC KAY, W C	ONLINE
5051	3:10 hrs	TBA		PELLEGRINI, W J	ONLINE
5052	3:10 hrs	TBA		QUIROZ, L	ONLINE
5053	3:10 hrs	TBA		AUGUSZTINY, E C	ONLINE
5054	3:10 hrs	TBA		MC KAY, W C	ONLINE
5071	3:10 hrs	TBA		PELLEGRINI, V	ONLINE

For up-to-date information on this and other online courses, please check the website, <http://www.online.elac.edu>.

8162	lec	12:10pm-3:20pm	T	KAREMAN, D P	*SGEC 102
8163	lec	10:35am-1:45pm	T	COWAN, K M	*SGEC 103

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**Evening Classes**

<del>6069</del>	<del>lec</del>	<del>6:50pm-10:00pm</del>	<del>Th</del>	<del>STAFF</del>	<del>*SGEC-107</del>
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**THEATER 100  
INTRODUCTION TO THE THEATER**  
(UC:CSU) 3.00 UNITS

(IGETC AREA 3A)

Note: Open to all students. Required of all Theatre Arts majors.

1612	lec	9:00am-10:25am	MW	HOGAN, K M	P2 205
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**THEATER 185  
DIRECTED STUDY - THEATER**  
(CSU) 1.00 UNITS

1615	12:10pm-1:15pm	W	HOGAN, K M	P2 101C
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This is part of ELAC Honors Program. Students must take both sections.  
To enroll, students must see a counselor in E1-127.

**THEATER 130  
PLAYWRITING**  
(UC:CSU) 3.00 UNITS

1375	lec	9:00am-10:25am	TTh	KAREMAN, D P	P2 201
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**THEATER 200  
INTRODUCTION TO ACTING**  
(UC:CSU) 3.00 UNITS

1383	lec	12:10pm-3:20pm	T	AUGUSZTINY, E C	P2 205
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**Evening Classes**

<del>4167</del>	<del>lec</del>	<del>6:50pm-10:00pm</del>	<del>M</del>	<del>STAFF</del>	<del>P2 205</del>
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**THEATER 225**  
**BEGINNING DIRECTION**  
(UC:CSU) 3.00 UNITS

1372 lec 10:35am-12:40pm M HOGAN, K M P2 205  
& lab 10:35am-12:40pm W HOGAN, K M P2 205

**THEATER 232**  
**PLAY PRODUCTION II**  
(UC:CSU) 2.00 UNITS

Note: Enrollment in this course is by audition only - see instructor during the first week of school, office P2-101B.

1384 lab 9:00am-3:30pm F BUGLEWICZ, J V P2 113

**THEATER 240**  
**VOICE AND ARTICULATION FOR THE THEATER**  
(UC:CSU) 3.00 UNITS

Note: This class is recommended for students training to be actors.

1390 lec 12:10pm-3:20pm F PELLEGRINI, V P2 205

**THEATER 260**  
**ACTING I**  
(UC:CSU) 3.00 UNITS

1374 lec 9:00am-10:25am TTh HOGAN, K M P2 205  
6078 lec 3:30pm-6:40pm M SCOTT, R L \*SGEC 118

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**Evening Classes**  
4171 lec 6:50pm-10:00pm T SCOTT, D L P2 205

**THEATER 265**  
**MOVEMENT FOR THE ACTOR**  
(UC:CSU) 2.00 UNITS

1391 lec 1:55pm-3:00pm M PELLEGRINI, V P2 205  
& lab 3:00pm-5:05pm M PELLEGRINI, V P2 205

**THEATER 270**  
**BEGINNING ACTING**  
(UC:CSU) 3.00 UNITS

(UC credit limit: Theater 200 and 270 combined, maximum credit, one course.)

Note: The first class for new acting students.

1363 lec 9:00am-10:25am TTh HOGAN, K M P2 205

**THEATER 272**  
**INTERMEDIATE APPLIED ACTING**  
(UC:CSU) 3.00 UNITS

1395 lec 10:35am-11:40am TTh HOGAN, K M P2 205  
& lab 11:40am-12:45pm TTh HOGAN, K M P2 205  
& lab 9:00am-11:05am S HOGAN, K M P2 205  
Or lab 2:05 hrs TBA HOGAN, K M P2 205

**THEATER 278**  
**FILM AND TELEVISION ACTING**  
(UC:CSU) 3.00 UNITS

**Evening Classes**  
4170 lec 5:45pm-7:50pm Th BUGLEWICZ, J V P2 205  
& lab 7:50pm-9:55pm Th BUGLEWICZ, J V P2 205

**THEATER 293**  
**REHEARSALS AND PERFORMANCES III**  
(UC:CSU) 3.00 UNITS Rpt 3

Note: TA 293 is required of Theatre Arts Majors who want to participate in plays.

Note: Enrollment in this course is by audition only - see instructor during the first week of school, office P2-101B.

**Evening Classes**  
1385 lab 6:50pm-10:00pm FSU SCOTT, R L P2 113  
1389 lab 6:50pm-10:00pm FSU SCOTT, D L P2 121

**THEATER 385**  
**DIRECTED STUDY - THEATER**  
(CSU) 3.00 UNITS

Credit Limit: A maximum of 3 units in directed Study may be taken for credit.

Note: Permission of instructor is required.

4158 3:10 hrs TBA BUGLEWICZ, J V P2 121

**THEATER 505**  
**HISTORY OF MOTION PICTURES**  
(UC:CSU) 3.00 UNITS

(IGETC AREA 3A)

1399 lec 1:00pm-4:10pm W BUGLEWICZ, J V P2 201

5055 3:10 hrs TBA KASNETSIS, M E ONLINE  
5056 3:10 hrs TBA KASNETSIS, M E ONLINE

For up-to-date information on this and other online courses, please check the website, <http://www.online.elac.edu>.



See COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES for the following classes:

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 039**  
*Word Processing: Keyboarding and Operations Microsoft Word 2013*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 082**  
*Microcomputer Software Survey in the Office Office 2013*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 085**  
*Microcomputer Office Applications: Spreadsheet Excel 2013*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 086**  
*Microcomputer Office Applications: Database Access 2013*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 091**  
*Microcomputer Office Applications: Advanced Word Processing WORD 2013*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 092**  
*Computer Window Applications - Windows 7 Desktop*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 097**  
*Introduction to the Internet for CAOT.*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 107**  
*Microcomputer Office Applications: Advanced Web Design for the Office*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 109**  
*Web Multimedia for the Office*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 110**  
*Microcomputer Office Applications: Presentation Design.*

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES 111**  
*Microcomputer Office Applications: Electronic Communications*  
Microsoft Windows 7.