

WEST LOS ANGELES COLLEGE

2023 – 2024 ACADEMIC CATALOG

ONLINE EDITION (Revised 5/1/2024)

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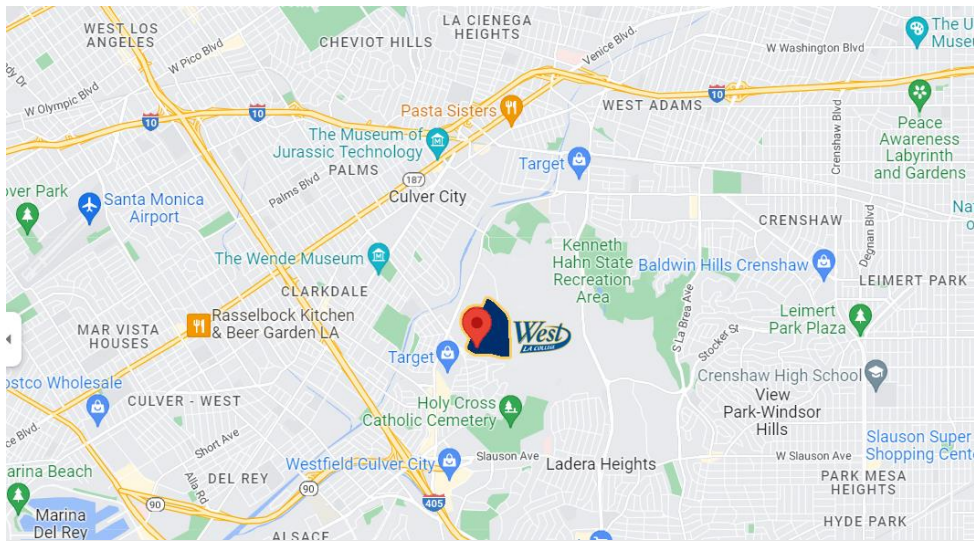
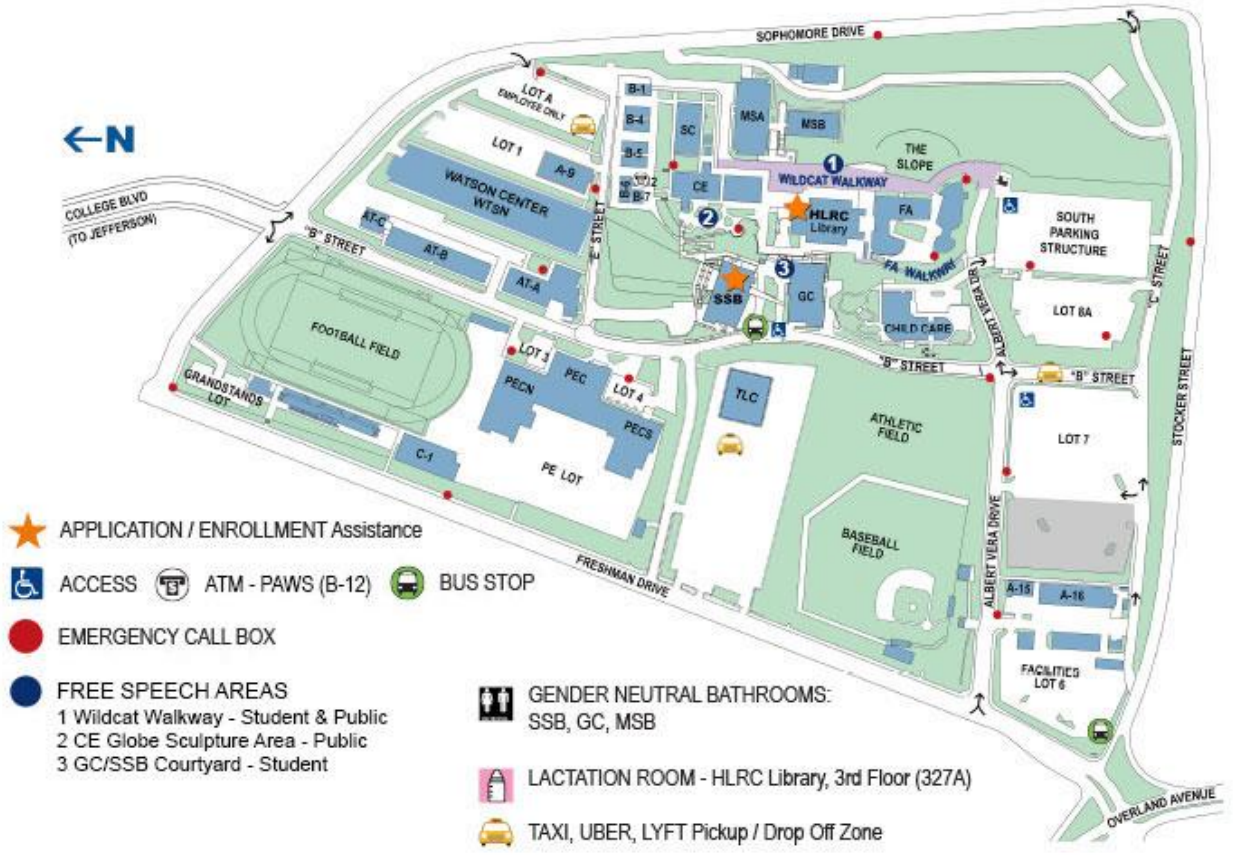
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West Los Angeles College (WLAC) is a public tax-supported educational institution that offers post-secondary education opportunities and is administered by the Los Angeles Community College District.

West Los Angeles College (WLAC) is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges - 10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation and the U.S. Department of Education.

WLAC LOCATION



STREET ADDRESS: 9000 OVERLAND AVENUE – CULVER CITY, CA 90230

THE WLAC CATALOG

The West Los Angeles College (WLAC) catalog describes the policies, services, programs, and courses offered by the college for the 2023-2024 academic year. Most of the policies and regulations affecting students are described in this catalog and each student is responsible for becoming familiar with this information. This catalog is not an offer to enter into a contract.

This new catalog takes effect at the start of the Fall 2023 semester.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

ACCURACY STATEMENT

Although WLAC has made every effort to make this catalog accurate, it may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues. As a result, WLAC (and the LACCD) reserve the right to make modifications and updates as necessary. More current and complete information may be obtained from the appropriate division or administrative office or from the [WLAC website](#).

STUDENT RESPONSIBILITY TO BE INFORMED

While WLAC provides numerous support services to assist students, regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines. It is the student's responsibility to read the information presented in this catalog and to know and observe all policies and procedures related to their program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

ALTERNATIVE PUBLICATION FORMATS

The catalog is available online with limited numbers distributed as a hard copy. Catalog corrections and addendums will be in the online version. Students with verifiable disabilities who require alternate formats of this catalog or of other college publications should contact the Vice President of Student Services at (310) 287-4248. The college will provide information in alternate text formats upon request in the timeliest manner possible. This catalog and schedule of classes are available on the college's [Catalog webpage](#).

WELCOME TO WEST LA COLLEGE



A Message from the President

"Just do it."

The first president of West Los Angeles College (WLAC), Dr. Morris J. Heldman, coined this phrase well before Nike made it a household term. Why? Because, in the heady first days of the College, he saw the potential of a college on the Westside and he encouraged his faculty, staff, and students to "just do it"--provide excellent instruction, offer outstanding support services, and focus on student success as the College's first priority.

This catalog reflects the scope of programs and services offered at WLAC as well as providing a central location for the College's various policies and procedures. Please make it a habit of referring to it regularly as you proceed toward the completion of your educational goals.

"Go West. Go Far" synthesizes our commitment to providing you the type of education that will allow you to be successful as you move to the next stage of your life, be it transferring to a four-year institution or entering the workforce. Thank you for choosing WLAC to help you prepare for an exciting future.

Cordially,

Handwritten signature of James M. Limbaugh.

James M. Limbaugh, Ph. D.
President

THE LACCD

THE LOS ANGELES COMMUNITY COLLEGE DISTRICT (LACCD)



LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Blvd.
Los Angeles, CA 90017
(213) 891-2000

Over the past seventy-seven years the Los Angeles Community College District (LACCD) has served as educator to more than three million students. Affordable, accessible and practical, the LACCD offers opportunity to all. Our doors are wide open for a diverse student population eager for skills, knowledge and upward mobility. LACCD educates almost three times as many Latino students and nearly four times as many African-American students as all of the University of California campuses combined. Eighty percent of LACCD students are from underserved populations.

Community colleges serve adults of all ages, meeting the needs of a society where "lifelong learning" is the rule and multiple careers and continual retraining are the norm. More than half of all LACCD students are older than 25 years of age, and more than a quarter are 35 or older. More than any other California system of higher education, community colleges offer a first - and a second - chance for anyone who wants to succeed.

THE MISSION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The mission of the LACCD is to foster student success for all individuals seeking advancement, by providing equitable and supportive learning environments at our nine colleges. The LACCD empowers students to identify and complete their goals through educational and support programs that lead to completion of two or four-year degrees, certificates, transfer, or career preparation. In doing so, the LACCD fulfills its commitment to the community to improve the social welfare of

the region, to enhance the local economy, to close persistent equity gaps, and to prepare future community leaders.

THE VISION STATEMENT OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The LACCD will strive to become a national leader in student success by providing high quality, accessible, educational opportunities across the greater Los Angeles area that improve students' lives, enrich the area's many diverse cultures, and strengthen the regional economy. The LACCD will do so by continuing to provide a culture of continuous learning and by closing persistent equity gaps.

BOARD OF TRUSTEES

David Vela, President
Nichelle Henderson, 1st Vice President
Kelsey K. Iino, Ed.D., 2nd Vice President
Gabriel Buelna, Ph.D.
Sara Hernandez, J.D.
Andra Hoffman
Steven F. Veres
Alexy Cordova, Student Trustee

LACCD ADMINISTRATION

Francisco C. Rodriguez, Ph.D., Chancellor
Kathleen F. Burke, Ed.D., Interim Deputy Chancellor
Nicole Albo-Lopez, Ed.D., Vice Chancellor, Educational Programs and Institutional Effectiveness
Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer
Maribel S. Medina, J.D., General Counsel
Rueben C. Smith, D.C.Sc., Vice Chancellor/Chief Facilities Executive
James Lancaster, Ed.D., Vice Chancellor, Workforce Development and Adult Education
Teyanna Williams, J.D., Vice Chancellor, Human Resources

STUDENT TRUSTEE ELECTION PROCEDURE

The LACCD conducts an election for student trustee annually. Each student in the LACCD has an opportunity to be involved in the process of selecting a student representative to the LACCD Board of Trustees.

ABOUT THE COLLEGE



West Los Angeles College (WLAC)

9000 Overland Avenue
Culver City, CA 90230
(310) 287-4200

OUR VISION

WEST: A pathway to success for every student.

OUR MISSION

WLAC provides a transformative educational experience.

WLAC fosters a diverse learning community committed to student success, racial equity, social justice, and environmental responsibility.

Through quality instruction, programs, supportive services, community partnerships, and career development, the College encourages excellence and develops student leaders.

A WLAC education enriches students with the knowledge and skills needed to earn associate and baccalaureate degrees and certificates; to transfer; to build careers; and to pursue life-long learning.

OUR VALUES

Equity

At WLAC, it is our obligation to challenge the foundations of implicit and explicit bias and address historic and persistent inequity

Excellence

WLAC encourages each student and employee to strive for excellence in classes, laboratories, libraries, studios, playing fields, offices, and communities.

Ethics

We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty, and administration.

Empowerment

At WLAC, everyone – students, staff, faculty, administration – is empowered by high expectations, respect, and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

Engagement

To be fully engaged academically, locally, and globally is to embrace learning with passion, commitment, and energy.

OUR HISTORY

WLAC, located on a lushly landscaped hillside in Culver City, opened its doors in 1969, with an enrollment of 1,700 students and a faculty of just 31 professors. With torrential rains

ABOUT THE COLLEGE

threatening the opening of the college, the hiring of faculty and staff and the registration of students began in temporary offices provided by Culver City, including the Culver City Jail. Despite these obstacles, President Morris J. Heldman officially opened WLAC in February 10th 1969, only one month behind schedule, with faculty giving lectures in the parking lots until their classrooms were ready.

Today, WLAC boasts an enrollment of over 10,000 students, 105 full-time faculty members, 381 part-time faculty members, 18 administrators, 165 classified staff and, last year, awarded 2,902 degrees and certificates. As one of the nine campuses of the LACCD, WLAC serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina Del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles, and Westwood.

The college colors, selected by the students of WLAC in 1969, are royal blue and gold. Teams were given the name the "Oilers" - selected because the campus neighbors an oil field on one side. However, in 2008 as part of the college's 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcat. The WLAC motto of "Go West, Go Far" - adopted at that 40th anniversary celebration - speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

EDUCATIONAL PHILOSOPHY

The colleges of the LACCD affirm the principle that individuals should have opportunities to develop to their full potential. To that end, WLAC's main responsibility is to the students and to the provision of education, which benefits students and enables them to contribute to society.

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

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges' communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

GENERAL EDUCATIONAL (GE) PHILOSOPHY

WLAC is committed to offering its students a robust academic foundation through its General Education (GE) program. WLAC affirms that the primary purpose of its GE program is to help students become life-long learners who can think critically, analyze issues, and make reasoned judgments in the spirit of open-mindedness and personal growth. The GE program at WLAC prepares students to be successful in a dynamic, complex, and multicultural world.

The GE program at WLAC provides students with:

- A broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, natural sciences, mathematics, social and behavioral sciences, and health and physical education
- The essential academic skills of critical and creative thinking, oral and written communication, quantitative reasoning, and information competency
- An appreciation of ethics, self-awareness, equity, racial and cultural diversity, social justice, and environmental responsibility

THE ADMINISTRATION

WLAC's president heads the College, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. Together, they carry out the vision of the college: "West: A pathway to success for every student."

ACADEMIC YEAR

The academic year is divided into four sessions:

- Fall Semester (16 weeks, August - December)
- Winter Session (5 weeks, January - February)
- Spring Semester (16 weeks, February - June)
- Summer Session (5, 6-week and 8-week sessions, June - August), subject to approval by the Board of Trustees

ACADEMIC CALENDAR

Fall 2023: Traditional Semester	Dates
Session Period	Aug 28 – Dec 17
Finals (see finals schedule)	Dec 11 – Dec 17
Open Enrollment	May 8 (How to find your registration date)

Winter Session 2024	Dates
Session Period	January 2, 2024 - February 4, 2024
Finals	Last day of class
Open Enrollment	Nov 13, 2023

Spring Semester 2024	Dates
Session Period	Feb 5, 2024 – June 3, 2024
Finals	May 28, 2024 – June 3, 2024
Open Enrollment	Nov 13, 2023

ACADEMIC DIVISIONS

The college features fourteen (14) academic departments which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are:

- Applied Technology
- Arts & Performance
- Business
- College and Career Preparation
- Computer Science and Applications
- Counseling
- Health Sciences
- Human Development and Family Studies
- Language Arts
- Library Services
- Mathematics
- Public Safety and Paralegal Studies
- Science
- Social Sciences

ACADEMIC RIGHTS AND RESPONSIBILITIES: CODE OF ETHICS

WLAC's Academic Senate has adopted the following statement (from LACCD Board Rule 1024.12) as its policy for Academic Rights and Responsibilities: Code of Ethics.

"It is the policy of the LACCD that academic freedom is a right enjoyed by all members of the LACCD community: faculty (tenured, non-tenured, and

adjunct), students, staff, and administration. Faculty especially shall have the academic freedom to seek the truth and guarantee freedom of learning to the students. Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each individual has, to uphold the LACCD's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide by the LACCD's Standards of Student Conduct (for reference, see LACCD Board Policy 5500).

The LACCD recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas, taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Each college's Academic Senate may adopt its own faculty academic freedom statement. The right to academic freedom shall be protected and supported through the use, when necessary, of appropriate due process procedures established by the College Academic Senates, consistent with this policy and Article 4 of the AFT Faculty Collective Bargaining Agreement."

ACCREDITATION

WLAC is fully accredited by the [Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges \(ACCJC/WASC\)](#), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

WLAC is also accredited by the following external agencies: the American Dental Association/Commission on Dental Accreditation; the Federal Aviation Administration (FAA); and the California Association of Alcohol and Drug Educators (CAADE). The Dental Hygiene program has been approved by the Dental Hygiene Board of California; the Dental Assisting

ABOUT THE COLLEGE

program has been approved by the Dental Board of California; the Pharmacy Technician program has been approved by the Pharmacy Tech Board of California; and the Certified Nurse Assistant Training Program has been approved by the Department of Public Health; the Paralegal program has been approved by the American Bar Association.

For more information on these accreditations and approvals, visit the [WLAC Accreditation webpage](#).

CONSUMER INFORMATION

[The Higher Education Opportunity Act of 2008 \(HEOA\)](#) requires institutions participating in federally funded financial aid programs to make information about the institution available to current and prospective students. WLAC's website, which is updated as new information becomes available, contains consumer information. To learn more, visit [WLAC's Consumer Information webpage](#).

STUDENT RIGHT TO KNOW POLICY

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the LACCD and WLAC to make available its completion and transfer rates to all current and prospective students.

A cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a six-year period beginning in Fall 2015. These completion rate numbers can be found at the [California Community Colleges Student Right to Know Disclosure Website](#). These rates do not represent the success rates of the entire student population at WLAC nor do they account for student outcomes occurring after this six-year tracking period.

SUPPORT SERVICES & PROGRAMS OF THE COLLEGE

Support services of the College include the:

- [Black Scholars United \(BSU\)](#)
- [The Dream Resource Center \(DRC\)](#)
- [The Child Development Center \(CDC\)](#)
- [Financial Aid](#)
- [Counseling](#)

- [The Food Pantry and West Wardrobe](#)
- [Disabled Students Programs and Services \(DSP&S\)](#)
- [Distance Learning](#)
- [The Student Health Center](#)
- [The Transfer Center](#)
- [The Learning Center](#)
- [Veteran's services](#)
- [The Welcome Center](#)

Student Programs include

- [College 2 Career](#)
- [CalWORKS/GAIN](#)
- [Extended Opportunity Programs and Services \(EOPS\)](#)
- TRIO
- High School Outreach
- Upward Bound
- Puente
- The Transfer Honors program.

CONSTITUTION & CITIZENSHIP DAY OBSERVANCE

Each year on September 17th, WLAC participates in the annual observance of American Constitution and Citizenship Day. The U.S. Constitution is one of the most influential legal documents in existence, created over 200 years ago. WLAC supports every effort to affirm the American democratic process. Special programs and activities are held this day in classes sponsored by the Political Science program. Activities include guest speakers, distribution of pocket constitutions, and similar activities for WLAC students, staff, and faculty.

STARTING YOUR ACADEMIC OR CAREER PATHWAY



EXPLORING OUR GUIDED PATHWAYS

“Guided Pathways” is an equity-focused framework that allows community colleges to forge clear paths for you as a student and remove systemic obstacles to your success. Guided Pathways will streamline your journey through college by organizing the college’s programs in order to make it easier for you to successfully navigate the college system and achieve your individual goals.

Guided Pathways seek to:

1. **Advance Equity:** by removing barriers that today’s students face, particularly students of color, first-generation students, students from low-income backgrounds, and working adults.
2. **Transform Institutions:** by providing a comprehensive approach to systemic change in order to improve students’ attainment of skills, credentials, and socioeconomic mobility.
3. **Redefine Readiness:** by fundamentally shifting the conversation about what it means to put students first, encouraging colleges to focus on their readiness for students rather than students’ readiness for college.
4. **Redesign Support:** by recognizing that students need more than financial support and resources to be successful in college.

Through Guided Pathways, faculty, student services professionals, and administrators have created program maps describing specific course sequences. These maps can be found as part of a **Career and Academic Pathway (CAP) or “pathway”**. You can choose a CAP/pathway to align with your career goals and develop an educational plan based on whatever map you choose within that CAP. Progress milestones are built into your maps, helping you stay on track toward your goals. Pathways and maps can simplify decision-making by providing sample course schedules and informing you on how your choices affect longer-term goals. Predictable scheduling is part of a pathway, ensuring that courses are offered when needed and helping you complete your major in a timely fashion.

More information about the six (6) CAPs offered at WLAC can be found at the “WLAC Career and Academic Pathways” section of this catalog and at the [Program Mapper webpage](#).

PLANNING YOUR PROGRAM/MAJOR

Visit the [Counseling Center](#) or the [Transfer Center](#) for more information on how to choose a CAP and use your desired map to create a Student Educational Plan (SEP).

ADMISSIONS POLICIES & INFORMATION



HOW TO APPLY

Applying to WLAC is easy by following these steps:

Step 1: Complete the Online Application

- **For high school graduates & persons 18 years and older:** If you are not currently enrolled in WLAC, or have not registered for classes for two consecutive semesters (e.g., Fall and Spring), complete the [LACCD Online Application](#). Expect to receive a Welcome Letter that includes your LACCD student ID number, student email, and additional instructions within 5 business days
- **For K to 12 Students:** The Supplemental K-12 Application and enrollment instructions can be found on the [Free College Classes for High School Students webpage](#). This application will require approval of the student, parent, and K-12 school counselor and must be submitted every academic term. Email addresses for the student, parent, and K-12 school counselor is required on this application. Once your application is approved, you will be exempt from Steps 2 and 3 of the application process outlined below.

Step 2: Complete the New Student Orientation

- Log into your [Student Information System \(SIS\)](#) account and review the "To do Checklist" to access this orientation. This orientation presents important information and helps satisfy a requirement to earn Priority Registration at WLAC

Step 3: Apply for Financial Aid

- You may be eligible for fee waivers, grants and other financial aid to cover college expenses.
- Contact the [Financial Aid Office](#) for more information and help with applying

Step 4: Receive a Registration Appointment

- You will be issued registration information when your application for admission is processed. Please note that the processing of admission applications may take 1 to 3 working days
- Following processing of your application, you will receive a LACCD student ID number and email address. You will need these to sign on to the online [Student Information System \(SIS\)](#) in order to receive your Registration Appointment.
- Your Registration Appointment is the first day you may register for classes. You may register any time on or after this date. It is recommended that you register as early as possible as many classes fill quickly.

Step 5: Register for Traditional, Hybrid & Online Classes

- See the "How to Register" section of this catalog

Step 6: Pay Fees

- Fees may be paid with a credit card when you register online.
- Fees may also be paid with cash, cashier's check, and money order at the [Business Office](#) on the second floor of the Student Services Building (SSB).
- You may also mail your cashier's check or money order to:
West Los Angeles College
Attn: Business Office
9000 Overland Ave.
Culver City, CA 90230
- Fees are due upon registration

More information about how to apply to WLAC can be found at the [Admissions: How to Apply webpage](#) or the [Welcome](#)

ADMISSIONS POLICIES & INFORMATION

[Center website](#). You may also obtain information from the [Admissions and Records Office](#). This office is located in SSB 220.

ADMISSION ELIGIBILITY

The following are eligible to apply to WLAC:

- Anyone who is 18 years old or older
- Students who have earned a high school diploma
- Students under 18, who have not earned a high school diploma

Special groups for admission eligibility exist. For more information, visit the [Admissions: How to Apply webpage](#).

MIDDLE SCHOOL & HIGH SCHOOL ADMISSION (K-12 STUDENTS)

Instructions for how to apply and enroll as a concurrent enrollment student can be found on the [Free College Classes for High School Students webpage](#). A [Supplemental K-12 application](#) must be completed and submitted every term or session you wish to enroll in credit or noncredit classes at WLAC.

ADMISSION TO THE DENTAL HYGIENE BACHELOR OF SCIENCE PROGRAM

Admission to the Dental Hygiene Bachelor of Science program requires an additional application. For more information about the application process, see the [Bachelor Dental Hygiene Admissions webpage](#).

READMISSION POLICY

If you haven't attended WLAC for two or more semesters, you must file a new admissions application. Students in grades K-12 applying to concurrently enroll at WLAC must be readmitted every semester and must submit the [K-12 Supplemental application](#) each semester.

ADMISSIONS & RECORDS

SSB 220, (310) 287- 4501

The [Admissions & Records Office](#) provides services including transcripts and enrollment verifications, residency corrections, and graduation, and other academic petitions.

RESIDENCY REQUIREMENTS FOR ADMISSION

California Residency Requirements

To attend WLAC (or any LACCD college) as a resident of California, you are required to have been a California resident for more than one year immediately preceding the residency determination date. The residency determination date is that day immediately preceding the opening day of instruction of

the semester or session. Residence is defined as a union of act and intent. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement. For more information, see LACCD Board Policy 5015.

Non-Resident Students

A non-resident student is one who has not had residence in the state of California for more than one year immediately preceding the residency determination date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and others are not. Check with the [Admissions and Records Office](#) regarding your status.

Non-Resident Tuition Fees

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the LACCD Board of Trustees (for reference, see LACCD Board Policy 5020). The tuition fee for non-resident students must be paid at the time of registration. Non-resident K-12 students who are admitted as "Special Part-time Students Grades K-12" will be charged non-resident tuition fees for all units taken.

Non-Resident Tuition Refund Criteria and Schedule

A non-resident student who formally drops or otherwise separates from part of all of their enrollment may be refunded previously paid non-resident tuition. See the "Student Fees" section of the catalog for more information.

Non-Resident Tuition Exemptions (AB 540 Exemptions)

Education Code Section 68130.5 (also known as AB 540) exempts non-resident students who attended and graduated from California high schools from non-resident tuition. This change does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., EOPS, California College Promise Grant). The exemption tuition is mandatory. If the LACCD finds that a student meets all requirements in the law, non-resident tuition may not be charged.

You must meet all the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.
2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).

ADMISSIONS POLICIES & INFORMATION

Except for non-immigrant aliens, any non-resident student who meets the requirements contained in “1” and “2” shall be exempt from non-resident tuition even if they are a U.S. citizen or lawful immigrant. Students without lawful immigration status must complete and sign a [California Nonresident Tuition Exemption Application form](#), which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so. More information can be found at the [California Student Aid Commission webpage](#).

INTERNATIONAL/F-1 VISA STUDENT ADMISSIONS

WLAC is an institution approved by the U.S. Citizenship and Immigration Services to issue certificates of eligibility for non-immigrant (F-1) student status. WLAC accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and degree curricula.

All applicants must meet the following admissions criteria:

3. Diploma/transcripts from a secondary school (high school) or diploma/transcripts from a U.S. high school or diploma/ transcripts from a foreign university.
4. English language proficiency to begin academic program or start a program at WLAC for language training. Proficiency is verified by one of the following:

WLAC ESL placement level 5 or above

English is your native language

Attendance at a U.S. high school for a minimum of two years

Attendance at a U.S. college or university with a passing grade in English 101 or equivalent

International Baccalaureate with an English Language score of 3 or better

TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964

IELTS minimum score of 5

iTEP minimum score of 3

STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass

Cambridge Certificate of Proficiency in English (CPE) score of “C” or better

Cambridge General Certificate of Education reflecting A Level Placement

5. Demonstrated ability to pay the non-resident tuition and fees and personal living expenses estimated at \$27,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by the LACCD with no substitution of other medical insurance coverage.

International students must maintain a full-time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, students will

have access to student services including counseling, orientation, instructional support (tutoring), the Learning Skills Center, and an international student organization. More information can be found at the [International F-1 Visa webpage](#) or the International Student Office located in the Technology Learning Center (TLC), Room 130; (310) 287-7283.

International Student Medical Insurance Fee

International students attending WLAC under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the LACCD on the student's behalf. In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

Coverage Selection

- *Annual Benefit Maximum per student:* \$400,000
- *Annual deductible:* \$150
- *Co-insurance percentages:* 100% in network/80% out-of-network
- *COVID-19 vaccine benefit:* \$100 maximum
- *Elective termination of pregnancy:* \$1,000 maximum benefit
- *Intercollegiate sports annual benefit maximum:* not applied for
- *Oral Contraceptives:* covered at 100%
- *Out-of-pocket maximum:* \$6,000
- *Prescription drug maximum benefit:* 60% outpatient/100% inpatient
- *Pre-existing condition benefit:* \$5,000 maximum
- *Pre-existing condition waiting period:* 6 months
- *Self-inflicted injury benefit:* \$10,000
- *Teledoc benefit:* included
- *Wellness benefit:* \$500

More information on fees can be found in the “Student Fees” section of the catalog.

VETERANS ADMISSIONS

Admissions Requirements for Veterans

Veterans seeking admission to WLAC are required to follow these procedures:

1. File an application for VA Educational Benefits (VA [Form 22-1990](#) or [Form 22-5490](#)), in addition to an application for admission to the college.
2. Complete and submit the appropriate Veterans enrollment forms for school records declaring your major, your intended transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.

3. Forward transcripts from all colleges attended to the [Admissions Office](#). Transcripts are required even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. File [VA Form 22-1995](#) (Request for Change of Program or Place of Training) if you are a transfer student.

Claims for dependents must be accompanied by an unredacted copy of the veteran's DD214 and the Certification of Eligibility (COE) dated within the last 90 days. Student must request Certification of Benefits every semester by submitting the request for benefits to the Veteran's Office.

Program Planning for Veterans

Veterans should select their major and choose courses from those listed under that major. The Veterans Administration will not pay for courses that do not fit into a veteran's selected major. It is advisable to [make an appointment with a counselor](#) for academic assistance. Veterans are recommended to have their Joint Services Transcript (JST) reviewed by a counselor to identify any college credits they may be awarded Credit for Prior Learning based on their military training and experience.

The School Certifying Officer must be notified of any program changes. Failure to do so may result in an overpayment or underpayment of fees. The Veterans Administration holds the veteran responsible for reimbursement of overpayments. For additional information pertaining to academic status, see the School Certifying Officer in the [Admissions and Records Office](#), Building SSB. Additional information for Veteran's can be found at the [Veteran's webpage](#) or by calling (310) 287-4387

Selective Service

Under Veterans Affairs, according to Duration Code Section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

STUDENT IDENTIFICATION NUMBER

The LACCD maintains a student record system that uses a computer-generated number – a Student Identification Number - to identify an individual within its colleges. For legal and privacy reasons, it no longer uses a social security number. The Student Identification Number (also known as student ID) is given to students following processing of the admissions application. Changes in a student's ID number may be made only in the [Admissions & Records Office](#).

STUDENT RECORDS, DIRECTORY INFORMATION, AND THE FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The [Family Education Rights and Privacy Act \(FERPA\)](#) is federal law that protects the privacy of student education

records. FERPA also gives you the right to review your education records, to seek to amend inaccurate information in your records, and to provide consent for the disclosure of your records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The LACCD, in compliance with federal and state law, has established policies and procedures governing student records and the control of personally identifiable information (see LACCD Administrative Procedures 5035 and 5040). The LACCD recognizes that student records are a confidential matter between the individual student and the college.

At the same time, the LACCD has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the LACCD may release directory information unless you state in writing that you do not want it released. The responsibility for carrying out these provisions is charged to the College's records officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the [Admissions and Records Office](#). Copies of federal and state laws and LACCD policies and procedures are maintained by the College's 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 exempt 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. You have the right to receive a copy of your record, at a cost not to exceed the cost of reproduction. See the "Transcripts" section of the catalog for more information.

No student records, other than directory information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the records officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the records officer.

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding

ADMISSIONS POLICIES & INFORMATION

student records, directory information, and policies for records access, release, and challenge should be directed to the Records Officer via the [Admissions and Records 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.

(Reference LACCD Administrative Procedure 5040)

HOME COLLEGE

Students from other colleges in the District wishing to change their Home College to West LA should complete the [Change Of Home College, Educational Goal, and Program Plan \(Major\) Petition](#).

REGISTERING & ENROLLING IN CLASSES



HOW TO ENROLL IN A CLASS

Enrolling in a class at WLAC is easy. Follow these steps:

1. Check the Class Schedule for the desired class
2. Logon to the [Student Information System \(SIS\) or Student Portal](#)
3. Select "Manage Classes"
4. Select "Class Search and Enroll"
5. Select the desired class and then select "Next"
6. Click the "Accept" button. (If the class is full, an add permission code will be required before clicking Accept)
7. Click the "Submit" button and then click "Yes"

If a class has available space, you can enroll in the class through the second day of the semester. If both the class and wait-list is full, you may still register for a class by obtaining an "add permission code" from the instructor. You can use this code to register through your [Student Portal](#). More information about enrolling in or adding a class can be found at the [Welcome Center website](#).

OPEN ENROLLMENT PERIOD

The open enrollment period is the period of time when classes are open to enrollment regardless of your matriculation status. Each semester or session will have a defined open enrollment period that can be found at the [Academic Calendar website](#).

WHAT IS MATRICULATION?

Matriculation is a process that encompasses application and admission support, academic & general advisement,

placement in English, English Second Language and math courses, along with enrollment support.

You may also be referred to specialized support services as needed and available, including:

- Federal, state, and local financial assistance
- Health services
- Career services
- Veteran support services
- Foster youth services
- [Extended Opportunity Programs and Services \(EOP&S\)](#)
- Campus childcare services
- Basic skills education programs
- English as a Second Language (ESL) programs
- [Disabled Student Programs & Services \(DSP&S\)](#)

Your matriculation responsibilities as a student include: completion of "To Do" Items posted to your [Student Portal](#), the identification of an academic and career goal upon applying to the college, and the declaration of a specific course of study after a specified time period or unit accumulation.

- For more information on matriculation, visit the [Welcome Center website](#).
- Failure to comply with the requirements above may result in a hold on registration and/or loss of registration priority until the services are completed.

(Reference LACCD Administrative Procedure 5050)

Exemption Criteria from Matriculation Process

You may be considered exempt from the matriculation process listed above if you satisfy the one following criteria:

REGISTRATION INFORMATION

1. You have completed an Associate Degree or higher, or
2. You have enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards, or
3. You have enrolled at the college as a Special Admit (e.g., K-12) student

Any student exempted in accordance with this section shall be notified that they are exempted from participating in all or part of the matriculation process and shall be given an opportunity to choose whether to participate.

(Reference LACCD Administrative Procedure 5050)

MATRICULATION & PRIORITY REGISTRATION

You may register for no more than 19 units per Fall or Spring semester and no more than 9 units during the Winter and Summer sessions. If you are in good academic standing, you shall be granted "Priority Registration" following completion of the matriculation process outlined below. Priority Registration will be granted in the order listed below, from highest to lowest.

1. Fully matriculated, new students who are:
 - a. Members of the armed forces or veterans pursuant to Education Code Section 66025.8; or
 - b. CalWORKs recipients in good standing with fewer than 100 degree-applicable units; or
 - c. A student who is a Tribal TANF recipient; or
 - d. Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units; or
 - e. Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units; or
 - f. Foster youth or former foster youth, pursuant to Education Code Section 66025.9 regardless of academic standing and units taken. or
 - g. Homeless youth, pursuant to Education Code Section 66025.9.
2. New and continuing students, fully matriculated students participating in special programs as follows:
 - a. Students participating in LACCD intercollegiate sports and by the College Athletic Director or designee; or
 - b. Students participating in the LA College Promise (or equivalent college promise program with other school districts) who have met all required elements of the program, or

- c. Students who are able to complete their first degree, state approved certificate, or transfer program designated on their Student Education Plan (SEP) within one semester and who are in good standing with fewer than 100 degree-applicable units earned. *Note: Students may receive priority registration under this provision for one semester only.*

3. Students in good standing, who are:
 - a. continuing students with fewer than 100 degree-applicable units
 - b. middle college students in good standing with fewer than 100 degree-applicable units
 - c. fully matriculated, new students
 - d. returning exempt students
 - e. new students exempt from matriculation
4. Students who have lost their enrollment priority as set forth below.
5. K-12 students (i.e., Special Admit students) pursuant to [Education code section 76001](#).

(Reference LACCD Administrative Procedure 5055)

REGISTRATION APPOINTMENTS

If you are continuing from the prior semester, you will automatically receive an email notification and reminder on your [Student Portal](#) about registration. If you are a new or returning student, you will be issued a registration appointment when your application for admission has been processed. You may register at any point on or after your registration appointment date and time. A registration appointment is not required during the open enrollment period.

LATE REGISTRATION

The late registration process occurs during the first two weeks of the semester. If you wish to add a class, you should attend the first day of the class and obtain an "add permission code" from your instructor. You can use this code to register through [WLAC's Student Information System \(SIS\)](#).

CONSIDERATIONS FOR ENROLLMENT

A number of factors may prevent you from enrolling in a course:

1. Enrollment holds (non-payment of fees, academic dismissal)
2. Not having completed a prerequisite
3. A concurrent or dual enrollment admission form has not been processed (for high school students)
4. Your portal indicates that you are an "alumni," meaning you do not have an active application on file because you have not been enrolled in the last two regular full-term semesters.

REGISTRATION INFORMATION

5. You obtained a grade of “A”, “B”, “C”, “P”, or “I” in a previous attempt of a non-repeatable class.

CONCURRENT ENROLLMENT

You may simultaneously enroll in select courses both at your high school and at WLAC (or another LACCD college). You will take these concurrent enrollment courses on WLAC’s campus. Concurrent enrollment courses are tuition-free.

A limited number of eligible students in grades K-12 may be admitted as Special Part-time Concurrent Enrollment students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. (Reference LACCD Board Policy 5100)

You may not exceed 11 units per semester across the LACCD unless enrolled under an [AB 288 agreement](#). Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The following, however, are not permitted in concurrent enrollment:

- concurrent enrollment in more than one section of the same course during a semester, with the exception of certain classes on a limited basis.
- enrolling in classes scheduled or conducted during overlapping times.

Violation of concurrent enrollment conditions will result in your exclusion from class and denial of course credit in both courses/ sections. Additionally, violators will be subject to disciplinary action.

Instructions for how to enroll as a concurrent enrollment student can be found on the [Free College Classes for High School Students webpage](#). Individuals aged 16 and older who have left traditional high schools and are enrolled in an adult high school diploma (HSD) or high school equivalency (HSE)

program can also enroll in free college classes through concurrent enrollment. Visit [WLAC’s Adult Concurrent Enrollment website](#) for more information.

DUAL ENROLLMENT

The [Dual Enrollment Program](#) is an accelerated program that allows qualified students to fulfill high school graduation requirements while simultaneously gaining college or vocational credits toward a certificate, diploma, or college degree. Instructions for how to enroll as a dual enrollment student can be found on the [Free College Classes for High School Students webpage](#).

Note: This option is only available at select schools. Contact your high school counselor for more information.

AUDITING A CLASS

If you are authorized to register for classes you may be permitted to audit a class upon permission from the instructor. In order to audit, you must agree that any participation in class activities will be solely at the discretion of the instructor. The instructor may provide you with a written statement of the extent of participation allowed beyond observation. For more information, see the Auditing Policy in the “Student Handbook” section of this catalog.

CANCELLATION OF CLASSES

WLAC reserves the right to cancel a class prior to the end of the second week of the term due to insufficient number of enrolled students.

WAIT LISTS

If a class is full and a wait list option is available, you can use the student portal to place yourself on the wait list. As enrolled students drop from the class, you may be added to the class by the instructor. The removal from the waitlist to an open seat in the class is not automatic. Students who are moved from the wait list to an open seat in a non-repeatable class will be removed if they obtained a grade of “A”, “B”, “C”, “P”, or “I” in a previous attempt of the same course.

STUDENT FEES



TYPES OF FEES

The LACCD Board of Trustees authorizes the following fees as outlined in LACCD Board Policy 5030. Fee information can be found on the [Tuition Fees webpage](#).

Note: the fees listed below were accurate at the time this catalog went to print and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

Enrollment Fees for California Residents

California residents are required to pay \$46 per unit.

Bachelor Degree Program Enrollment Fee

Students enrolled in Bachelor Degree program courses are charged a \$84 per unit BS enrollment fee in addition to an enrollment fee for upper division coursework.

K-12 Student Fee

Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less during the Fall and Spring semester, and 9 units or less during the Summer and Winter Intersessions. If the students enroll in more than aforementioned units, they will have to pay the California resident enrollment fee for ALL enrolled units.

Out-Of-State Non-Resident Fee

United States 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 \$342 per unit and an enrollment fee of \$46 per unit for a total of \$388 per unit.

International Student (F-1 Visa) Student Fee

International students with F-1 visas are required to pay a non-resident tuition fee of \$342 per unit and an enrollment fee of \$46 per unit for a total of \$388 per unit.

Students are also required to pay the following:

- Application Processing Fee: One-time \$50 fee
- SEVIS Fee: non-refundable \$25 fee per semester. Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.
- International Student Medical Insurance (IMED): see Summary of Fees table below

Audit Fee

Students auditing a course are required to pay for non-refundable audit fee of \$15 per unit. Students enrolled in 10 or more semester-unit credit courses are not charged a fee to audit three or fewer units per semester. (Reference: LACCD Administrative Procedure 4070).

Health Services Fee

Pursuant to [Education Code Section 76355](#) and [Title 5 of the California Code of Regulations, Section 54702](#), the LACCD charges a mandatory \$19 health fee per Fall and Spring semester and a \$16 health fee per Summer or Winter intersession for health supervision and services. (Reference: Board Policy 5030). Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in district colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in district colleges exclusively

STUDENT FEES

through instructional television or distance education classes, (f) students who are enrolled in district colleges exclusively through contract education, (g) students admitted as special part-time students (K-12) or special summer school students.

ASO Fee (Optional)

The Associated Student Organization fee supports scholarships, enrichment programs and student events on campus. WLAC students are encouraged to join the Associated Student Organization by paying the ASO fee of \$7 for Fall or Spring semester and \$3 for Summer or Winter session. By joining the ASO, students can park in preferred parking spaces in designated lots. (Reference: LACCD Administrative Procedure 5400)

Student Representation Fee (Optional)

Students are charged a \$2 student representation fee per semester. The fees are collected to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing. (Reference: [Education Code 76060.5](#))

Parking Fee (Optional)

[Education Code 76360](#) stipulates that students shall be required to pay a fee, in an amount not to exceed \$20 per semester for parking services. The WLAC parking fee is \$20 per Fall and Spring semester and \$7 per Winter and Summer session. [Parking fee information and how to purchase parking passes](#) is available on-line. All WLAC parking areas are designated "Permit Parking Only" and are restricted to vehicles displaying a valid permit

Instructional Materials Fee

[Education Code 76365](#) stipulates that students may be required to provide their own additional instructional or other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the LACCD. Fee amounts vary for each course. Please check with the course instructor for details. (Reference: LACCD Administrative Procedure 5031)

Transcript or Enrollment Verification Fees

Click the [Grades & Transcripts link](#) or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification can be found.

SUMMARY OF FEES

TYPE OF FEE	Summer /Winter	Fall /Spring
Enrollment Fees for ALL Students (subject to change by the California Legislature)	\$46/unit	\$46/unit
Additional Enrollment Fees For Dental Hygiene Bachelor Degree	\$84/unit	\$84/unit
Non-Resident Tuition for Out-of-State Residents All non-resident students must pay \$46 per unit enrollment fee in addition to Non-Resident Tuition Fee	\$342/unit	\$342/unit
Non-Resident Tuition for International Student and/or F-1 VISA All non-resident students must pay \$46 per unit enrollment fee in addition to:		
<ul style="list-style-type: none"> Non-Resident Tuition Fee Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED) 	\$342/unit \$50 one-time \$25/semester \$247.36 (Winter) \$371.04 (Summer)	\$342/unit \$50 one-time \$25/semester \$742.08/semester (\$1,484.16 annual)
Audit Fee	\$15/unit	\$15/unit
Health Services Fee (Mandatory)	\$16/semester	\$19/semester
Associated Student Organization (ASO) Fee (Optional)	\$3/semester	\$7/semester
Student Representation Fee (Optional)	\$2/semester	\$2/semester
Parking Fee - Standard	\$7/semester	\$20/semester
Parking Fee - ASO Preferred	\$10/semester	\$27/semester
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes

Payment Methods

There are several ways to pay fees depending on the student's personal convenience and physical access to the college:

1. In Person: Pay by cash, cashier's check, or money order at the Business Office Cashier's Window (SSB Building Room

STUDENT FEES

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Hours of Operation (subject to change):

- Monday - Thursday 9:00 a.m. - 5:00 p.m.
-

2. Online: Pay by credit card (Visa, MasterCard, American Express, Discover) or debit/ATM card by logging into your account in the [SIS Student Information System](#).

3. U.S. Mail: Mail cashier's check or money order to the West Los Angeles College Business Office, 9000 Overland Ave., Culver City, CA 90230. Please make the cashier's check or money orders payable to West Los Angeles College and print your student ID number and semester you are paying for on the face of the check. Do NOT send cash via mail.

Financial Assistance for Fee Payments

Students may be eligible for financial assistance for fee payments, such as the California College Promise Grant (CCPG) (formerly known as the BOG waiver). For more information, see the Financial Aid section of this catalog or visit the [Financial Aid Office webpage](#).

FEE REFUND POLICY

WLAC has partnered with BankMobile to provide students with a faster and easier way to receive their refund money. Students must choose their refund preference by selecting either the BankMobile option or if they prefer, to have the refund disbursed to another bank account. Contact the Business Office for more information about refunds using BankMobile. If fees were paid by credit card, refunds will be credited back to the card originally charged. If fees were paid by cash or check, refunds will be processed through BankMobile.

Enrollment and Non-Resident Tuition Fees

The enrollment fee and nonresident tuition fee are fully refunded if a student officially drops their class(es) through the [SIS Student Information System](#) or in-person at the Admission & Records Office and one or more of the following criteria are met:

- class(es) are dropped before the "Drop class with a refund date";
- the program change is the result of action taken by the college to cancel or reschedule a class;
- the student is dropped for failure to meet a prerequisite(s) or corequisite(s);
- the student is active or reserve U.S. Military personnel who withdraws due to military orders.

Students should refer to their class information for the refund deadlines in the [SIS Student Information System](#).

Audit Fee

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

Parking Fee

Parking fee may be refunded if parking permit is returned during the first ten (10) days of the Fall and Spring semester, and the first five (5) days of the Winter and Summer intersession.

Health Fee

Health fee is refunded only to students who drop all of their classes by the refund deadline.

Associated Student Organization (ASO) Fee

The Associated Student Organization (ASO) fee is not refundable.

FINANCIAL AID SERVICES



WHAT IS FINANCIAL AID?

Financial Aid is financial resources made available by federal and state governments and by private sources in the form of grants, scholarships, loans, and employment. This assistance makes it possible for students to continue their education beyond high school, even if the full costs cannot be met.

THE FINANCIAL AID OFFICE

SSB 210 (310) 287-4532

The Financial Aid Office provides services relating to federal and state financial aid programs. Financial aid staff are available to answer questions about the types of financial aid and to assist in the completion of the Free Application for Application for Federal Student Aid (FAFSA) and California Promise Grant applications used to determine eligibility for grants (aid that does not have to be repaid), fee waivers (pays for tuition), federal work study, scholarships, and student loans. Check the [Financial Aid Office website](#) for hours of operation.

INFORMATION ABOUT FINANCIAL AID

The financial aid section of this catalog is intended to give you an overview of the financial aid programs at WLAC. A financial aid handbook, "Financial Aid Guide," is available from the Financial Aid Office. This handbook informs you about matters pertaining to financial aid on campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

The following classes are eligible for financial aid.

- Online, hybrid and on-campus classes with credit evaluative grading (i.e., letter grades)
- Online, hybrid and on-campus classes with Pass, No Pass, or Satisfactory Progress grading

HOW TO APPLY FOR FINANCIAL AID

All students requesting financial aid must complete a [Free Application for Federal Student Aid \(FAFSA\)](#) form online or a California Dream Act Application (CADAA) for AB540 students. The college code for West is #008596. You should also contact the [Financial Aid Office](#) for additional information.

When to Apply for Financial Aid

Deadline and priority filing dates change each academic year. You should consult the current financial aid publications for specific deadline dates. The LACCD has established one priority filing date for summer school and one for fall and spring semesters each year. WLAC will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulations. Students who have missed the priority deadline dates are encouraged to apply, as surplus funds may be available.

For any questions or concerns, visit the [Welcome Center](#) or the [Financial Aid Office](#) webpages for assistance. Staff members are available to answer questions and help with the completion of any of the forms. Please note that it takes a minimum of 4-6 weeks between the time of application and the processing of the award.

HOW FINANCIAL AID IS DETERMINED

In certain cases, a student's financial situation can change because of a death in the family, separation or divorce, loss of

FINANCIAL AID SERVICES

employment, or loss of non-taxable income or benefits. In such cases, the student should contact the [Financial Aid Office](#) for assistance in obtaining financial aid.

The number and amounts of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received.

Most financial aid awards are based on **demonstrated financial need**, which is the difference between the cost of attendance and the expected family and/or student's resources:

	Cost of Attendance
-	Expected Family and/or Student Resources
=	Financial Need

Resources may include, but are not limited to, salary or wages, veteran's benefits, Social Security benefits, or parent and/or student contributions. Student and family resources are determined from the information reported on the student's [Free Application for Federal Student Aid \(FAFSA\)](#) or California Dream Act Application (CADAA) form, and may be verified by a [Federal Income Tax transcript](#), and by agencies providing nontaxable income to the family. All information is confidential.

Once your financial need and eligibility are established, a 'package of aid' is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan funds. The LACCD prefers to meet a student's need with a combination of grant and self-help aid whenever possible.

TYPES OF FINANCIAL AID

Both federal and state funds are available for financial aid. For more information about the grants and loans listed below and how to apply, visit the [Financial Aid Office's: Types of Aid webpage](#).

Available Grants

Federal Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Bureau of Indian Affairs Grant (BIA)

State Grants

- Cal Grants: Cal Grant A, Cal Grant B, Cal Grant C
- Cal Grant Access Award for Students with Dependent
- Children
- Student Success Completion Grant
- Chafee Grant for Foster Youth
- California College Promise Grant (CCPG)

- Law Enforcement Personnel Defendants Grant

Loans

- Federal Direct Loan Program

FEDERAL FINANCIAL AID

To be considered for federal grants, you must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.
2. Demonstrate that they have financial need.
3. Demonstrate satisfactory progress in a course of study leading to an A.A., A.S., or A.D.T. degree, an occupational certificate, or transfer to a baccalaureate degree program.
4. Not be in default on a Perkins Loan or Federal Direct Loan at any school they have attended.
5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), ACG, or State Student Incentive Grant.
6. Have a high school diploma or its equivalent or provide documentation of "Ability to Benefit."

Ability to Benefit

If you have any of the qualifications listed below, you may demonstrate the "Ability to Benefit" from a college education in accordance with applicable Federal Regulations:

1. Have received a high school diploma.
2. Have received a certificate of General Education Development (GED), or Certificate of State Equivalency of High School.
3. Have a homeschool completion credential.
4. Have taken and passed an approved Ability to Benefit exam or successful completion of a two-year program that is acceptable for full credit toward a Bachelor degree based on federal guidelines.

Federal Pell Grants

Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. Grants range from \$200 to \$7395 per academic year for LACCD students. The amount of the award is determined by the Federal government and is, in most cases, income from the past 2 years and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs must complete a [Free Application for Federal Student Aid \(FAFSA\)](#) form.

FINANCIAL AID SERVICES

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards at WLAC generally range from \$200 to \$500 per academic term. FSEOG is available for as long as it takes to complete your first undergraduate degree within the time frame coinciding with WLAC's Satisfactory Progress Standards. When you apply for federal financial aid, you will automatically be considered for this program based on the eligibility requirements and packaging policies. Priority will be given to students who are enrolled in a minimum of six financial aid approved units with the most financial need. Students must receive Pell Grant funds in order to receive FSEOG.

All applicants for FSEOG grants must file the [Free Application for Federal Student Aid \(FAFSA\)](#) form before the priority deadline date in order to be considered for this program. You will be automatically be considered if they meet requirements.

Federal Work-Study (FWS) Program

The [Federal Work-Study \(FWS\) Program](#) provides part-time jobs for students, either on campus, enabling them to earn money to pay educational expenses.

To qualify for a FWS program, you must be a U.S. citizen or eligible non-citizen, enrolled in at least 6 approved/active units at WLAC, must maintain good academic standing while employed under the program, and have financial need. Hourly wages are set but can change to meet state/federal standards.

To apply, submit a [Free Application for Federal Student Aid \(FAFSA\)](#) form and select "yes" to be considered for work-study. Check your LACCD email for updates on FWS process.

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the cost of education for students of American Indian heritage. You may apply if you:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or a tribal group serviced by the BIA;
2. Are enrolled members of a federally recognized tribe;
3. Have financial aid eligibility and scholastic ability;
4. Are working toward an undergraduate or graduate degree;
5. Have completed all of the application requirements.

Amounts of the grants vary and are set by the individual agencies of the BIA. Applications are available through the office of the [Bureau of Indian Affairs](#) or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant

applications, write to the [Office of Indian Education](#), 2800 Cottage Way, Sacramento, CA 95825.

STATE FINANCIAL AID

The State of California, through the [California Student Aid Commission \(CSAC\)](#), sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, the Law Enforcement Personnel Dependents Grant. See the [State Financial Aid Programs webpage](#) for a complete listing of grants, scholarships and loans offered through CSAC.

Cal Grants – A, B, and C

The Cal Grant is a California-specific financial aid allocation. There are three kinds of Cal Grants – A, B, and C. You can receive only one Cal Grant, either Cal Grant A, B, or C.

To qualify for any state-funded grant, you must:

- Be a U.S. citizen or eligible noncitizen or meet AB540 eligibility criteria
- Be a California resident
- Be attending at least half-time at a qualifying California college (i.e., 6 units)
- Have financial need at the college of attendance
- Be meeting satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.

To apply for any of these Cal Grants, you must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) or California Dream Act Application (CADAA) and have your verified GPA submitted to the [California Student Aid Commission](#) (CSAC) by the deadline date. Contact the [Financial Aid Office](#) for more information.

Cal Grant A

Cal Grant A provides funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a California community college first, your award will be held in reserve for up to three years until you transfer to a four-year college. Dental Hygiene Students enrolled in the Bachelor of Science program at WLAC are eligible for the Cal Grant A.

Cal Grant B

Cal Grant B funds provide a living allowance for students from low-income families who would be unable to attend college without financial help. Grant funds are in the amount of \$1,648 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 after completing one or two years at a community college to a school that charges tuition/fees may have their grant increased to include tuition and fees.

Cal Grant C

Cal Grant C is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs. Cal Grant C recipients are selected based on financial need and vocational aptitude. You 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. You must be enrolled in at least 6 units.

Cal Grant Access Award for Students with Dependent Children

Cal Grant students with dependent children attending a University, or California Community College campus may be eligible for an access award of up to \$6,000 for qualifying Cal Grant A and B recipients and up to \$4,000 for eligible Cal Grant C recipients, per academic year.

Student Success Completion Grant (SSCG)

The SSCG is a supplement Cal Grant that helps students afford full-time enrollment so that they can graduate, begin a career and start earning money sooner. To be eligible, you must be enrolled full-time (12+ units per semester), must apply for financial aid and be awarded a Cal Grant B or C. You must complete a FAFSA or [California Dream Act Application \(CADAA\)](#). The Financial Aid Office will determine eligibility and award this grant.

California College Promise Grant (CCPG) [formerly known as the Board of Governors Fee Waiver]

The [California College Promise Grant \(CCPG\)](#) is offered by the California Community Colleges to help low-income students waive enrollment fees. Eligible students must be California residents. CCPG funds permit enrollment fees to be waived for the academic year and summer session. Assistance for the purchase of books and supplies must be applied for separately. Applicants do not have to be enrolled in a specific number of units or courses to receive the CCPG. CCPG funds do not require repayment. The CCPG does not waive the health fee.

The Admissions and Records Office determines whether you are a California resident or a non-resident. Non-resident students are not eligible for CCPG funds with the exception of students who qualify under [AB 540 \(Exemption from non-resident tuition\)](#).

Contact the [Financial Aid Office](#) for assistance in applying for the CCPG.

Chafee Grant for Foster Youth

The [California Student Aid Commission](#) administers the California Chafee Program (CCGP). This program provides up to \$5,000 of grant money to foster youth and former foster youth to use for college courses or vocational school training expenses. For this grant, you must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) form and be enrolled at least six (6) units in an eligible program at WLAC. Applications and additional information may be found at the [Chafee Grant for Foster Youth website](#).

Law Enforcement Personnel Dependents (LEPD) Grant Program

The Law Enforcement Personnel Dependents (LEPD) Grant is a program administered by the [California Student Aid Commission](#) that provides grants for eligible students that are children (natural or adopted) or spouses of a California peace officer or law enforcement officer, firefighter, or employee of the Department of Corrections, or the Department of Youth Authority that were killed or totally disabled in the line of duty.

For this grant, you must be enrolled in a minimum of six (6) units at an accredited California post-secondary institution, such as a community college. You must demonstrate financial need as determined by the College's Financial Aid Office. Grant funds will equal that of a Cal Grant. Awards may be used for tuition and fees, books, supplies, and living expenses.

You can obtain an application by calling the California Student Aid Commission's Specialized Programs Branch at (888) 224-7268, #3, [emailing](#) or submitting a request in writing to:

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

Los Angeles College Promise

Through [Los Angeles College Promise](#), first-time college freshmen of any age and income who enroll fulltime can have free tuition for their 1st year. Other benefits include participation in WLAC's Summer Transition program; assistance in completing Financial Aid forms; priority registration for classes; student success and tutoring services; and assistance with educational plans and schedules.

SCHOLARSHIPS

Throughout the year, WLAC receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, some require financial need, and some are awarded to students majoring in specific areas of study. The Associated Students Organization will post these announcements on its bulletin boards as well as make general announcements in campus media. Updated information and scholarship

FINANCIAL AID SERVICES

applications are available in the Student Services Office (SSB 440); and the [Financial Aid Office Website](#).

STUDENT LOANS

For most community college students, student loans are strongly discouraged. WLAC is dedicated to supporting student success. We understand that students often need to borrow funds to help with school related expenses; however, many students enter into debt without a clear picture of how their loan debt will affect them in the future. Remember, student loans must be repaid with interest. Before you borrow, consider your ability to repay your loans. Subsidized Stafford loans are limited to 150% of a student's program. This means that if you are pursuing a two-year program at a community college, you will be limited to three (3) years of subsidized Stafford loan.

Requirements for Student Loans

Entrance Loan Counseling: This counseling explains the terms and conditions for the loan you plan to borrow. It also provides borrowers with information about the various Direct Loan repayment options.

Exit Loan Counseling: Students are required to complete Student Loan Exit Counseling when the borrower drops below six (6) approved units during the semester or when the borrower graduates.

Federal Student Loans - the Direct Loan Program

Eligibility for the [Direct Loan Program](#) is based on financial need and are low interest loans to students and parents to help pay for the cost of a student's education after high school. In order to apply, applicants must submit a Direct Loan Application, as well as a [Free Application for Federal Student Aid \(FAFSA\)](#) form. To be eligible, you must be enrolled in at least 6 units (i.e., half-time) for the entire loan period. Repayment of the loan begins six months after the student either stops being a half-time student, withdraws, or graduates. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Direct Loan. The school which the applicant will attend must originate the Direct Loan Application before eligibility is established.

You should refer to the Financial Aid Handbook for the loan limits set by the LACCD and visit the [Additional Loan Information webpage](#) of the Financial Aid Office in an effort to emphasize and promote prudent debt management.

The Direct Loan program has several types of loans, including Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans.

Direct Subsidized Loans

A subsidized loan is a loan in which the federal government will pay the interest on your loan while you are enrolled at least half time (i.e., 6 units). Once you graduate, cease to be enrolled at least half time, or completely withdraw from the college, you must begin making payments on your loan debt balance including interest payments. The federal government has made new changes to loan subsidies and aggregate loan limits. For a full explanation please visit the [federal government's webpage on federal student loans](#).

Direct Unsubsidized Loans

An unsubsidized loan is a loan in which the federal government does not pay interest on your loan. The interest on this loan begins accruing from the date the funds are disbursed. You are solely responsible to pay for the interest and loan debt balance for the entire life of the loan. The federal government has made new changes to loan subsidies and aggregate loan limits. For a full explanation please visit the [federal government's webpage on federal student loans](#).

STUDENT ALERT ABOUT GRANTS!

Federal regulations require students to repay a portion of or the full amount of grants if you do not complete your program.

If you receive a grant and then withdraw from some or all of your classes, you may owe money back to the federal aid program. Based on the date you withdraw from classes; the Financial Aid Office will calculate the portion of the grant that you have earned.

If you receive loan money and withdraw from classes, you will continue to pay back the money according to the normal rules of the loan program.

If you receive work study money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

If you are thinking of withdrawing or just leaving, please think again!!

Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses. Maybe there are services (e.g., tutoring, personal support) that will help you stay. Also, talk to your instructors; see what advice and help they can offer.

Don't leave unless you must. But, if you do, "take care of business" before you go.

Go to the Financial Aid Office immediately to learn how much you will owe and how you will have to repay it if you leave WLAC. It is important to take care of the details before you go.

If you leave without taking care of this business and you owe money, the Financial Aid Office will place a **national hold** on your student aid eligibility. You may also be referred to a debt collection agency if you do not take immediate action.

SATISFACTORY ACADEMIC PROGRESS STANDARDS POLICY

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain Satisfactory Academic Progress (SAP) as they work toward completing their educational goal or objective (i.e., certificate, AA, AS, ADT degree, or transfer program). In accordance with the Higher Education Act of 1965, as amended, the LACCD has established a [Satisfactory Academic Progress \(SAP\) policy](#) containing standards that apply to all students who apply for and receive financial aid from the programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Student and Parent (PLUS) Loans
- Cal Grant A, B and C
- Student Success Completion Grant (SSCG)

For more information about SAP policy and what it means, see the [How Financial Aid Works webpage](#).

Satisfactory Academic Progress Standards Policy for Financial Aid Recipients

In order to be eligible to receive financial aid, you must meet all of the following criteria:

Initial Eligibility

In order to establish initial eligibility when applying for financial aid, students must meet all standards of Satisfactory Academic Progress based on course work that is part of the LACCD's official student record.

If applicants have one semester in which progress was substandard, they will be placed on warning and considered for financial aid. Applicants with two or more semesters of substandard progress are not eligible for financial aid and are expected to go through the appeal process to be considered for financial aid.

Application of Satisfactory Academic Progress Standards

Satisfactory Academic Progress will be determined:

1. Upon publication of grades published grades by the college admissions office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.

Pace of progression will also be determined. Review of the attempted units less than 150% of the number of units of those required for the academic program will occur at the beginning of the semester. Students with fewer than 150% attempted units within the LACCD at the time of review will be considered eligible for the remainder of that semester as long as all other standards are met.

Satisfactory Academic Progress Standards

Students must maintain a semester and cumulative GPA of 2.00. Students must have completed fewer than 150% of the number of units required for their academic program within the LACCD at the start of the semester. The College may make exceptions for students who may require additional units to complete their education goal. Students must complete a minimum of 67% of all units attempted.

NOTE: You should refer to the catalog for rules on repeatability of certain classes. Continued eligibility for financial aid is based on satisfactory academic progress at the institution from which aid is requested, except for total unit limitation.

Failure to Meet Satisfactory Academic Progress Standards

Students failing to meet any one or more of the standards will be disqualified from financial aid. Students will be notified of their disqualified status via their LACCD student email.

Disqualification

Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

Determination of Disqualification

- Students who have met their educational goal are ineligible for further financial aid (see below).
- Students who have attempted more than 150% of the number of units required for their academic program with the LACCD are ineligible for further financial aid beyond the semester in which the 150% units required for your academic program were attempted.
- Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
- Students must complete at least 67% of the cumulative units attempted.

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD, having an educational goal or objective is defined as:

- Being enrolled in an eligible program or course of study leading to an Associate of Arts Degree (AA), Associate of Science (AS) Degree, or Associate Degree for Transfer (ADT);

FINANCIAL AID SERVICES

- Being enrolled in a course leading to a certificate upon completion; or
- Being enrolled in a transfer program leading to a baccalaureate degree program.

Financial Aid Appeals

Students may appeal financial aid disqualification by submitting a written appeal to the [Financial Aid Office](#). The Financial Aid Office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

FINANCIAL AID FRAUD

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

LEARNING IN YOUR PATHWAY: LEARNING OUTCOMES



LEARNING OUTCOMES

A learning outcome is a statement that describes what you will be able to do after completing any set of college experiences, a course, an instructional program, or an interaction with a student support service.

ASSESSMENT OF STUDENT LEARNING OUTCOMES (SLOS)

WLAC uses several kinds of Student Learning Outcomes (SLOs) to continually assess learning and institutional improvement. These learning outcomes are used to measure achievement of course goals, programs, and degrees. Outcome data provides information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, SLO assessment assists programs, departments, and the college in accreditation by providing evidence of quality teaching and learning.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Institutional Student Learning Outcomes (ISLOs) describe the skills and abilities that you are expected to have acquired once you complete a degree or certificate at WLAC.

WLAC has the following ISLOs:

1. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
2. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform,

and convey ideas in academic, work, family, and community settings.

3. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature.
4. **Self-awareness/Interpersonal:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
5. **Civic:** Apply the principles of civility to situations in the contexts of work, family, community, and the global world.
6. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.
7. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
8. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty, and fairness; apply ethical principles in submission of all college work.
9. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life

PROGRAM STUDENT LEARNING OUTCOMES

Program Student Learning Outcomes (PSLOs) describe the learning obtained across multiple courses in a degree or certificate program. PSLOs describe the skills and abilities you will have once you have successfully completed all the courses and requirements of a program. Program student learning outcomes for all degrees and certificates can be

LEARNING IN YOUR PATHWAY: LEARNING OUTCOMES

found in the “Degrees and Certificates Programs” and the “Non-Credit Programs” sections of the catalog.

COURSE STUDENT LEARNING OUTCOMES

Course Student Learning Outcomes (CSLOs) describe the skills and abilities you will have once you have successfully completed a course. CSLOs can be found on the course syllabus for each class section.

SERVICE AREA OUTCOMES

Service Area Outcomes (SAOs) measure the level of understanding, skills, and/or knowledge you will possess upon interaction with a student support service or an administrative service. Like SLOs, SAOs are assessed on a regular basis so that these services can be improved.

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES



Four Pillars of Guided Pathways



Create clear curricular pathways to employment and further education.



Help students choose and enter their pathway.



Help students stay on their path.



Ensure that learning is happening with intentional outcomes.

DEFINING YOUR CAREER THROUGH GUIDED PATHWAYS

Guided Pathways is an equity-focused framework that allows community colleges to forge clear paths for you and to remove systemic obstacles to your success.

The Guided Pathways framework creates a highly structured approach to your success that:

1. provides you with a set of clear course patterns known as “maps” that promote better enrollment decisions and prepare you for future success.
2. integrates student services in ways that make it easier for you to get the help you need during every step of your community college experience.

Related maps are grouped together within Career and Academic Pathways (CAPs) or “pathways”. WLAC offers the following “CAPs”

1. Applied Technology & Computer Science
2. Arts & Humanities
3. Behavioral & Social Sciences
4. Business
5. Health Sciences
6. STEM

To explore these pathways, visit the College’s [CAP webpage](#).

DEGREES & CERTIFICATES OFFERED

WLAC provides educational programs that lead to transfer to four-year colleges and universities, as well as career programs that lead to several degrees and several certificates.

WLAC offers the following degrees:

1. Bachelor of Science degree in Dental Hygiene (BS)
2. Associate of Arts degree (AA)
3. Associate of Science degree (AS)
4. Associate in Arts for Transfer degree (AA-T)
5. Associate in Science for Transfer degree (AS-T)

WLAC offers the following credit certificates:

- Certificate of Achievement (CA)

WLAC offers the following noncredit certificates:

- Certificate of Completion (CN)
- Certificate of Competency (CY)

For the most current list of degrees and credit certificates offered at WLAC, visit the [Academic Departments webpage](#). For all degree and certificate of achievement programs, transcripts from all other colleges attended must be on file in the [Admissions and Records Office](#).

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs. More information about counseling appointments can be found on the [Counseling Center website](#).

Note: Students should petition the [Admissions & Records Office](#) for AA, AS, AA-T, and AS-T degrees or Certificates of Achievement during the final semester in which completion of the requirements takes place.

BACHELOR OF SCIENCE DEGREE (BS)

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

WLAC currently offers a Bachelor of Science (BS) Degree in Dental Hygiene. See the “Bachelor of Science in Dental Hygiene” section in this catalog.

ASSOCIATE DEGREE FOR TRANSFER (AA-T AND AS-T)

WLAC students can now earn an Associate Degree for Transfer (ADT). If you are awarded an ADT degree, you are granted admission as a junior to the CSU system, but not to a particular campus or major.

The ADT is designed to provide a clear pathway to a CSU major and a bachelor’s degree. Completing an ADT will give you a strong academic foundation in the field and will prepare you for upper division baccalaureate study at university. ADT coursework will satisfy most of the lower-division requirements at many institutions within the CSU system.

Once admitted and enrolled in a designated similar degree program at a CSU, ADT degree holders can usually complete the remaining requirements for the 120-unit bachelor’s degree within 60 semester or 90 quarter units. However, to graduate from the CSU with 120 units, you will need to choose a bachelor’s degree program that’s similar to the one in which the ADT degree is earned. Visit the [CSU ADT Major & Campus search page](#) to learn what ADT degrees are accepted by specific CSU campuses.

If you are planning to transfer to a UC, private, or out of state university, you should [make an appointment with a counselor](#) if you are planning to complete the ADT since transfer requirements at these institutions may be slightly different than those required for the ADT.

WLAC offers two kinds of ADTs: an Associate in Arts for Transfer degree (AA-T) and an Associate in Science for Transfer degree (AS-T).

In order to earn an ADT, you must:

- Complete 60 semester units that are eligible for transfer to the CSU.
- Complete the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education (CSU GE) – Breadth Requirements.
- Complete a minimum of 54 semester units in a major or area of emphasis, as determined by the LACCD.
- Obtain a minimum GPA of 2.0.
- Obtain a grade of “C” or better in all courses required for the major or area of emphasis.

WLAC currently offers the following ADTs:

- Administration of Justice
- Anthropology
- Art History

- Biology
- Business Administration 2.0
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Environmental Science
- Geology
- Global Studies
- Hospitality Management
- History
- Kinesiology
- Law, Public Policy & Society
- Mathematics
- Nutrition & Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Public Health Science
- Social Justice Studies: Chicana/o Studies
- Social Justice Studies: LGBTQ Studies
- Sociology
- Spanish
- Studio Arts

Requirements for each of these degrees can be found on the following pages. For information on the pathways that lead to these ADT degrees, visit the [Associate Degrees for Transfer webpage](#). For additional information on the Associate Degree for Transfer (ADT), you should also refer to the “Completing Your Pathway: Transfer & Graduation” section in this catalog. General education (GE) requirements for four-year colleges and universities can also be found at the [Transfer Center webpage](#).

ASSOCIATE IN SCIENCE FOR THE UC TRANSFER PATHWAY (UCTP)

An Associate in Science for UC Transfer Pathway degree provides guaranteed admissions to certain University of California (UC) institutions under certain conditions. This includes admissions to the equivalent major at the UC campus with lower division major requirements satisfied. Students must complete the following in order to secure an admission guarantee:

- Complete the Transfer Pathway
- Meet or exceed the required campus-based Transfer Agreement Guarantee (TAG) Grade Point Average (GPA)

- Submit a Transfer Agreement Guarantee (TAG) application by September 30, and
- Apply for admission by November 30

ASSOCIATE OF ARTS (AA) OR ASSOCIATE OF SCIENCE (AS) DEGREES

An Associate of Arts (AA) or Associate of Science (AS) degree is granted to recognize your satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units including GE requirements and specific major requirements.

To earn an AA or AS, you must:

- Complete 60 degree-applicable semester units
- Complete the required number of GE credits
- Complete a minimum of 18 units in a single or related field
- Complete each course towards the major or area of emphasis with a "C" or better, or a "P" if the course is taken on a "Pass/No Pass" basis.
- Obtain a minimum cumulative GPA of 2.0 or better.
- Students must complete no fewer than 12 units at the college conferring the degree. Exceptions to residence requirements for the associate degree may be made by the College President when it determines that an injustice or undue hardship would be placed on the student.
- Meet both the Mathematics and Written Expression competencies.
- Complete an Ethnic Studies course approved as part of the CSUGE or IGETC GE patterns with a grade of "C" or "P".

These requirements are subject to change each year. Please see a counselor for more information. Information about counseling appointments can be found on the [Counseling Center website](#).

CREDIT CERTIFICATES

Certificate of Achievement (CA)

A Certificate of Achievement (CA) is issued in state-approved programs designed for students who are looking for instruction with a high degree of specialization. These programs vary in length, but must have 8 or more semester units, and may be pursued on a full-time or part-time basis. Vocational CA programs are usually one-year educational programs that offer courses needed to prepare you for employment. A CA program is specific, and no course substitution will be permitted unless approved by the specific division. A grade of "C" or better is required in each course required for the certificate. Some units earned toward a CA may be applied toward an Associate Degree or Associate Degree for Transfer (ADT) of the same major.

Gainful Employment

To find information about the careers for which a Certificate of Achievement prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the [Gainful Employment Disclosure webpage](#).

NONCREDIT CERTIFICATES

Certificate of Completion (CN) and Certificate of Competency (CY)

WLAC offers several noncredit programs with Certificates of Completion (CN) and Certificates of Competency (CY). These educational programs focus on career development or college preparation.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Accounting	Business	Business	Accounting		AA	CA
Addiction Studies	Health Science	Health Sciences	Addiction Studies		AA	CA
Administration of Justice	Public Safety & Paralegal Studies	Behavioral & Social Sciences	Administration of Justice Corrections	AS-T	AA	CA
Anthropology	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Anthropology	AA-T	AA	
Art	Arts & Performance	Arts & Humanities	Studio Arts Art – Ceramics Art – Drawing & Painting	AA-T	AA AA	
Architecture Tech	Arts & Performance	Arts & Humanities	Architecture Technology			CA
Art History	Arts & Performance	Arts & Humanities	Art History	AA-T		
Athletic Training			Advanced Athletic Training Athletic Training and Sports Medicine Fundamentals of Athletic Training and Sports Medicine		AS	CA CA
Aviation	Applied Technology	Applied Technology & Computer Science	Aviation Maintenance Technician Aircraft Power Plant Technician Airframe Maintenance Technician		AS	CA CA
Biology	Science	STEM	Biology	AS-T		
Biotechnology	Science	STEM	Biotechnology			CA
Business	Business	Business	Business		AA	CA
Business Administration	Business	Business	Business Administration 2.0	AS-T		
Chemistry	Science	STEM	Chemistry		AA	
Child Development	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Early Childhood Education Child Development	AS-T	AA	CA
Climate Change	Science	STEM	Climate Change & Environmental Studies Climate Change Studies: Natural Science Climate Change Studies: Social Science		AA	CA CA
Communication Studies	Language Arts	Arts & Humanities	Communication Studies	AA-T		
Computer Applications Office Technologies (CAOT)	Computer Science & Applications	Applied Technology & Computer Science	Legal Secretary			CA
Computer Network & Security Mgmt.	Computer Science & Applications	Applied Technology & Computer Science	Computer Network & Security Management Cyber Security Essentials		AS	CA CA
Computer Science Information Tech.	Computer Science & Applications	Applied Technology & CS	Computer Science Computer Science Information Technology Cloud Computing Amazon Web Services	AS-T	AA	CA CA

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Computer Web Support & Database Admin.	Computer Science & Applications	Applied Technology & Computer Science	Computer Web Support & Database Admin. Business Applications & Database Mgmt. Computer Network Mgmt. Mobile Application Development Essentials Mobile Application Development Network & Information System Security Web Support & Administration		AS	CA CA CA CA CA CA
Dental Assisting	Health Science	Health Sciences	Dental Assistant Fundamentals of Dental Assisting		AS	CA CA
Dental Hygiene	Health Science	Health Sciences	Dental Hygiene		BS degree	
Early Childhood Education	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Early Childhood Education	AS-T		
Economics	Social Sciences	Business	Economics	AA-T	AA	
Elementary Teacher Education	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Elementary Teacher Education	AA-T		
Engineering	Computer Science & Applications	Applied Technology & Computer Science	Engineering: Computer & Software Track Engineer: Civil Track Engineering: Electrical Track Engineering: Mechanical Track Engineering I Engineering II: Mechanical and Civil Engineering Engineering III: Computer and Software Engineering		AS AS AS AS	CA CA CA
English	Language Arts	Arts & Humanities	English	AA-T		
Environmental Science	Science	STEM	Environmental Science	AS-T		
Film/TV Production Crafts	Arts & Performance	Arts & Humanities	Film/TV Production Crafts			CA
Fire Technology	Public Safety & Paralegal Studies	Applied Technology & Computer Science	Fire Technology		AS	CA
French	Language Arts	Arts & Humanities	French		AA	
General Education	Academic Affairs	Arts & Humanities	CSU-GE Breadth IGETC			CA CA
Geology	Science	STEM	Geology	AS-T		
Global Studies	Social Sciences	Behavioral & Social Sciences	Global Studies	AA-T	AA	
Graphic Design	Arts & Performance	Arts & Humanities	Graphic Design I Graphic Design II			CA CA
Health Science	Health Science	Health Sciences	Health Science Autism Services Technician II Emergency Medical Technician		AS	CA CA
History	Social Sciences	Behavioral & Social Sciences	History	AA-T	AA	
Hospitality	Business	Business	Hospitality Hospitality Management	AS-T	AA	CA

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
			Hospitality Event & Convention Planning Hospitality Front Desk & Back Office Oper. Hospitality Hotel Sales & Marketing			CA CA CA
International Area Studies	Social Sciences	Behavioral & Social Sciences	Africa Asia Latin America Middle East		AA AA AA AA	
Interactive Design	Arts & Performance	Arts & Humanities	Interactive Design I Interactive Design II			CA CA
Kinesiology	Health Science	Health Sciences	Kinesiology	AA-T	AA	
Law, Public Policy, & Society	Public Safety & Paralegal Studies	Behavioral & Social Sciences	Law, Public Policy and Society	AA-T		
Liberal Arts & Science	Academic Affairs		Arts and Humanities Behavioral and Social Sciences Health Professions Math, Science and Computer Science		AA AA AA AA	
Management – Small Business & Entrepreneurship	Business	Business	Management – Small Business		AA	CA
Marketing	Business	Business	Marketing		AA	
Mathematics	Mathematics	STEM	Mathematics	AS-T	AA	
Medical Assisting	Health Science	Health Sciences	Medical Assisting Medical Assisting – Administrative Medical Assisting – Admin & Clinical Medical Assisting – Clinical Fundamentals of Medical Assisting		AS	CA CA CA CA
Nutrition & Dietetics	Human Develop. & Fam. Studies	Health Sciences	Nutrition and Dietetics	AS-T		
Paralegal	Public Safety & Paralegal Studies	Business	Paralegal		AA	CA
Paramedicine	Health Science	Health Sciences	Paramedicine Paramedic		AS	CA
Pharmacy Technician	Health Science	Health Sciences	Pharmacy Technician Pharmacy Technician Basic Pharmacy Technician Advanced		AS	CA CA
Philosophy	Language Arts	Arts & Humanities	Philosophy	AS-T	AA	
Physics	Science	STEM	Physics	AS-T		
Political Science	Social Sciences	Behavioral & Social Sciences	Political Science	AA-T	AA	
Psychology	Human Develop. & Fam. Studies	Behavioral & Social Sciences	Psychology	AA-T		
Public Health Science	Health Science	Health Sciences	Public Health Science	AS-T		

CHOOSING YOUR PATHWAY: DEGREES & CERTIFICATES

Area of Study	Division	Pathway	Program Name	Transfer Degree	Associate Degree	Credit Certific.
Real Estate	Business	Business	Real Estate Real Estate Appraiser I Real Estate Appraiser II Real Estate Appraiser III Real Estate Broker Real Estate Salesperson		AA	CA CA CA CA CA CA
Social Justice	Social Sciences	Behavioral & Social Sciences	Social Justice – LGBTQ Studies Social Justice – Chicana/o Studies	AA-T AA-T		
Sociology	Social Sciences	Behavioral & Social Sciences	Sociology	AA-T	AA	
Spanish	Language Arts	Arts & Humanities	Spanish	AA-T	AA	

NONCREDIT PROGRAMS: COLLEGE & CAREER PREP DIVISION

College & Career Prep Division, (310) 287-4546; wlac-collcareerprep@laccd.edu

Area of Study	Program Name	Noncredit Certificate
Academic Preparation	Algebra Fundamentals	CY
	Arithmetic Fundamentals	CY
	College Readiness	CY
	Foundation for Academic Success I	CY
	Foundation for Academic Success II	CY
	Liberal Arts Math Preparation	CY
	Pre-Algebra Fundamentals	CY
	Science Preparation	CY
	Statistics Preparation	CY
	Stem Math Preparation	CY
Career Exploration & Preparation	Business Tools	CN
	Career Exploration: Information Communications Technology/Digital Media	CN
	Choosing Business Careers	CN
	Communicating in Business	CN
	Conservation Studies	CN
	Construction Industry Exploration & Preparation Program	CN
	Dental Career Skill Enhancement	CN
	Facilities Management	CN
	Healthcare Careers Preparation	CN
	Healthcare Career Discovery	CN
	Healthcare Services	CN
	Pre-Dental Career Preparation	CN
	Pre-Nursing Career Preparation	CN
	Police Orientation Preparation	CN
Job Training	Administrative Assistant	CN
	Autism Services Aide	CN
	Banquet & Restaurant Server	CN
	Custodial Technician Preparation	CN
	Front Desk Representative and Reservationist Skills	CN
	Guest and Public Spaces Attendant	CN
	In-Home Supportive Services Provider	CN
	Maintenance Attendant for Hospitality	CN
	Tutor Training	CN
Employment Preparation	21 st Century Employability Skills: Communication & Digital Literacy	CN
	21 st Century Employability Skills: Diversity Awareness & Collaboration	CN
	21 st Century Employability Skills: Empathy & Adaptability	CN
	21 st Century Employability Skills: Entrepreneurial & Analytical Mindset	CN
	21 st Century Employability Skills: Self-awareness & Resilience	CN
	Academic & Workforce Success	CN
	Employment Readiness	CN
	Financial Literacy for College & Workforce Success	CN
	Job Readiness	CN
	Leadership & Workplace Success in the Public Sector	CN
	Licensing/Employment Test Prep	CN
	Resilient Leadership for College Engagement	CN
	Workplace Preparation & Career Success	CN
	Workplace Success I: Creative Leadership	CN
Workplace Success II: Creativity & Innovation in the Workplace	CN	
Certificates for English Language Learners	College Readiness for the English Language Learner	CY
	The Foundation of English Skills	CY
	ESL Fundamentals I, II, III	CY
	ESL Pathways	CY
	Administrative Assistance for the English Language Learner	CN
	ESL Fundamentals and Custodial Training	CN

DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE



BACHELOR OF SCIENCE DEGREE (BS) IN DENTAL HYGIENE HEALTH SCIENCES DIVISION

MAJOR CODE: 1240.20

ACADEMIC PROGRAM: W124000B

WLAC offers a Bachelor of Science (BS) degree in Dental Hygiene in two separate programs.

- A full-time cohort-based bachelor's degree program to prepare for the registered dental hygienists' licensure.
- A full time or part-time individual-based dental hygiene bachelor's degree completion program for the registered dental hygienists who completed an accredited associate degree dental hygiene program.

The Bachelor of Science (BS) degree in Dental Hygiene provides the opportunity to enter into a variety of dental health positions in teaching, research, administration, public health, private industry and other areas of hygiene practice, as well as application for entry into degree programs such as a master's degree in dental hygiene, public health, oral biology or registered dental hygienist in alternative practice.

The purpose of medical and dental science is to enhance the health of individuals as well as populations. The dental hygienist, as an integral member of the dental health team, is qualified by education and license to provide primary care to patients for the maintenance of oral health and the prevention of oral disease. Dental hygienists use scientific evidence in the decision-making process impacting the oral health of

individuals. The dental hygienist is expected to respect the diverse values, beliefs and cultures present with individuals and groups or communities served. Dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed decisions and to assure that ethical and legal standards are applied. Dental hygienists abide by the American Dental Hygienist's Professional Standards of Care and Code of Ethics.

Students provide dental hygiene services at WLAC, UCLA School of Dentistry, Veteran Affairs Hospitals and other clinical facilities, UCLA-Venice Community Dental Clinic, Simi Valley Free Clinic, and South Bay Children's Health Center. Students also observe and participate in various specialty clinics at UCLA that include radiology and periodontics.

The Bachelor of Science degree in Dental Hygiene program at WLAC is accredited by the Accrediting Commission for Community and Junior Colleges and the Commission on Dental Accreditation, and approved by the California Community Colleges Chancellor's Office, Los Angeles Community College District Board of Trustees, and The Dental Hygiene Board of California. The Commissions are specialized accrediting bodies recognized by the Commission on Recognition of Post-Secondary Accreditation and by the United States Department of Education.

BS DEGREE ADMISSION REQUIREMENTS

Information on admission requirements are available from the [Counseling Office](#) or the [Dental Hygiene department](#).

DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE

Admission is by the following special selection criteria.

- Completion of a minimum of 60 units of degree applicable lower division coursework
- Completion of all CSU GE-Breadth or IGETC requirements for certification
- Completion of all dental hygiene prerequisite courses with a 'C' or better.
- A minimum science GPA of 3.0
- A minimum cumulative GPA of 2.5

Dental assisting license and certifications and relevant work experience will also be considered for admittance.

Dental hygiene courses are open only to students accepted into the dental hygiene program. The curriculum is planned sequentially (see the "BS Degree Course Sequence" section below). All required courses in each semester are corequisites and prerequisites for the next semester. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the next semester. Candidates for graduation must satisfactorily complete the dental hygiene program according to the Commission on Dental Accreditation and the Dental Hygiene Board of California's Guidelines for curriculum. Dental hygiene classroom, laboratory and clinical facilities are located at the WLAC campus.

Students are encouraged to [see a counselor](#) to develop a Student Education Plan (SEP) for general education and prerequisite requirements.

Dental Hygiene Program Learning Outcomes

The dental hygiene program will provide opportunities for the student to become competent through an active learning process of organizing, interpreting and synthesizing information. Educational activities will be provided that enable the learner to develop expertise by integrating fundamental knowledge, scientific principles and applied psychomotor skills.

The dental hygiene program has the following Program Learning Outcomes (PLOs):

1. The dental hygiene students must appreciate their role as health professionals at the local, state, and national levels. Students will demonstrate the necessary knowledge and values in legal regulations and ethical issues for the practice of dental hygiene.
2. The dental hygiene students will demonstrate competency in the performance and delivery of oral health promotion and disease prevention service in public health, private practice and alternative settings. The dental hygiene students will be able to apply principles in assessment, diagnosis, planning, implementation and evaluation of treatment. The

graduate must also be prepared to influence others to facilitate access to care and services.

3. The students will demonstrate a thorough foundation in the biomedical, clinical, and behavioral sciences to achieve successful patient treatment outcomes. Students will utilize critical thinking, sound clinical judgment and cultural sensitivity with patients.

Program Competencies

- *Professionalism: Legal & Ethical Principles:* Dental hygiene graduates must be competent in the ethical & legal principles underlying the practice of dental hygiene.
- *Health Promotion and Disease Prevention: Infection & Hazardous Waste Management:* Dental hygiene graduates must be competent in infection & hazard control procedures to prevent the transmission of infectious diseases.
- *Health Education Strategies:* Dental hygiene graduates must be competent in health education strategies for the prevention of disease & the promotion of health for patients and the community.
- *Patient Care: Dental Hygiene Process of Care:* Dental hygiene graduates must be competent in assessing the oral health needs of diverse populations and providing comprehensive dental hygiene care for persons of all ages/stages of life.

BS DEGREE PREREQUISITE COURSEWORK

Required courses 41

ANATOMY 001	Introduction to Human Anatomy	4
ANTHRO 102	Cultural Diversity	3
CHEM 060	Introduction to General Chemistry	5
	OR	
CHEM 051	Fundamentals of Chemistry	5
CHEM 066	Organic & Biochemistry for Allied Health	5
	OR	
CHEM 221	Biochemistry.....	5
COMM 101	Public Speaking	3
ENGLISH 103	Composition and Critical Thinking	3
MATH 227	Statistics.....	4
MICRO 020	General Microbiology	4
PHYSIOL 001	Introduction to Human Physiology	4
PSYCH 001	General Psychology I	3
SOC 001	Introduction to Sociology.....	3

Additional CSU GE or IGETC units (minus 22-25 major units that may be double-counted)..... 12-19
CSU-transferable elective units0-7
Total units 60

DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE

BS DEGREE UPPER DIVISION COURSEWORK

Required Dental Hygiene courses..... 56

DEN HY 300	Principles of Dental Hygiene.....	3
DEN HY 311	Pre-Clinical Dental Hygiene.....	2
DEN HY 314	Dental Morphology	2
DEN HY 354	Pathology-General and Oral.....	3
DEN HY 306	Anatomy of the Head and Neck.....	2
DEN HY 303	Infection Control in Dentistry.....	1
DEN HY 312	Radiology.....	2
DEN HY 308	Periodontics I	2
DEN HY 327	Local Anesthesia and Sedation Techniques	3
DEN HY 351	Clinical Dental Hygiene II.....	3
DEN HY 352	Care for Patients with Special Needs	2
DEN HY 355	Preventive Dentistry and Nutrition	3
DEN HY 356	Histology & Embryology of.....	2
DEN HY 388	Introductory Seminar	1
	in Dental Hygiene	
DEN HY 389	Intermediate Seminar	1
	in Dental Hygiene	
DEN HY 400	Cariology and Occlusion.....	1
DEN HY 401	Clinical Dental Hygiene III.....	4
DEN HY 304	Dental Health Education	2
	and Practicum	
DEN HY 406	Periodontics II	1
DEN HY 415	Dental Material & Expanded	3
	Functions	
DEN HY 489	Advanced Seminar in Dental Hygiene	1
DEN HY 410	Emergencies in Dental Practice.....	1
DEN HY 450	Advanced Periodontal Seminar	1
DEN HY 451	Clinical Dental Hygiene IV	5
DEN HY 452	Law and Ethics of Dental Hygiene.....	2
DEN HY 305	Community Dental Health.....	3
	and Practicum	

Required upper division general education courses* 9

ANTHRO 322	Cultural Perspectives in Health and Healing.....	3
BIOLOGY 408	Pharmacology	3
ENGLISH 420	Research Design and Methodology.....	3

*must be completed at WLAC

Total units **65**

BS DEGREE COURSE SEQUENCE

SEMESTER 1 19

DEN HY 300	Principles of Dental Hygiene.....	3
DEN HY 311	Dental Hygiene Clinical I.....	2
DEN HY 314	Dental Morphology	2

DEN HY 354	Pathology-General and Oral	3
DEN HY 306	Anatomy of the Head and Neck	2
DEN HY 303	Infection Control in Dentistry	1
DEN HY 312	Radiology	2
ANTHRO 322	Cultural Perspectives in Health	3
	and Healing	
DEN HY 410	Emergencies in Dental Practice	1

SEMESTER 2 17

DEN HY 308	Periodontics I	2
DEN HY 351	Clinical Dental Hygiene II.....	3
DEN HY 352	Care for Patients with Special Needs	2
DEN HY 355	Preventive Dentistry and Nutrition	3
DEN HY 388	Introductory Seminar.....	1
	in Dental Hygiene	
DEN HY 327	Local Anesthesia and Sedation	3
	Techniques	
BIOLOGY 408	Pharmacology	3

SEMESTER 3 14

DEN HY 356	Histology & Embryology	2
	of Oral Tissues	
DEN HY 389	Intermediate Seminar	1
	in Dental Hygiene	
DEN HY 400	Cariology and Occlusion	1
DEN HY 401	Clinical Dental Hygiene III.....	4
DEN HY 304	Dental Health Education	2
	and Practicum	
DEN HY 406	Periodontics II	1
DEN HY 415	Dental Material & Expanded	3
	Functions	
ENGLISH 420	Research Design and Methodology	3

SEMESTER 4 12

DEN HY 489	Advanced Seminar in	1
	Dental Hygiene	
DEN HY 450	Advanced Periodontal Seminar	1
DEN HY 451	Clinical Dental Hygiene IV	5
DEN HY 452	Law and Ethics of Dental Hygiene	2
DEN HY 305	Community Dental Health	3
	and Practicum	

Note: Students are eligible to take the Dental Hygiene National Board Examination while in the last semester of their senior year (Semester 4). Upon satisfactory program completion, students will earn a Bachelor of Science Degree in Dental Hygiene and will be eligible to take the licensing board practicum and state jurisprudence examination to obtain a license.

For more information, call (310) 287-4464 or visit the [Dental Hygiene website](#) or visit the Dental Hygiene Department, located in building MSB room 100.

**BS DEGREE COMPLETION PROGRAM
IN DENTAL HYGIENE
HEALTH SCIENCES DIVISION**

MAJOR CODE: 1240.20
ACADEMIC PROGRAM CODE: W124000B

WLAC also offers a Bachelor of Science (BS) Degree Completion program in Dental Hygiene for students who want to return to college and complete their Bachelor of Science degree in Dental Hygiene.

This completion program allows the dental hygienist to pursue many opportunities outside of clinical hygiene. The American Dental Hygienists' Association (ADHA) promotes an advanced degree for alternative career paths for a dental hygienist. Many of the advanced roles in health careers require a minimum of a bachelor degree and more.

Students who have completed the CODA-accredited Dental Hygiene Associate Degree, and completed their General Education transfer certificate (CSU GE-Breadth or IGETC) can attain a bachelor degree by completing an additional 40 upper division units in dental hygiene courses.

Note: Students can earn 85 college credits through previous Associate of Science degree coursework in dental hygiene from regionally accredited and CODA-accredited programs. The total required program units for the BS degree is 125 units. Students that graduated from a CODA-accredited dental hygiene program will need to meet with a counselor to identify any transferrable credits. Credit for Prior Learning (CPL) for a California-registered dental hygiene license will be given after completing fifteen units or more at WLAC. CPL credit is granted for an active dental hygiene license, which is evidence of completion of the CA Dental Hygiene Jurisprudence examination, clinical licensing examination, and National Board examination.

Students in the completion program are advised to [meet with a counselor](#) to develop a Student Education Plan (SEP) since each student's curriculum plan will be dependent on the course availability and the time enrolled in the program. An application for the completion program can be downloaded from the [Bachelor Degree Completion webpage](#) or obtained by calling (310) 287-4464.

**COMPLETION PROGRAM
PREREQUISITES**

Students wishing to enroll in the Bachelor of Science Degree Completion program in Dental Hygiene must meet the following prerequisite coursework.

Required courses 85

ANTHRO 102	Cultural Anthropology.....	3
ENGLISH 103	Critical Thinking.....	3
MATH 227	Statistics.....	4

**COMPLETION PROGRAM COURSE
SEQUENCE**

All courses are offered online and do not include clinical instruction. Entrance in the program is permitted during any intersession or semester. Courses can be taken as a full-time or part-time student.

Upper Division GE Courses: 9

ANTHRO 322	Cultural Perspectives in Health and Healing OR	3
CHICANO 505	Chicana/o/x Art, Literature, and Film	3
BIOLOGY 408	Pharmacology	3
ENGLISH 420	Research Design and Methodology	3

Upper Division Major Core Course:..... 31

DEN HY 304	Dental Health Education and Practicum	2
DEN HY 305	Community Dental Health	3
DEN HY 323	Dental Practice Management and Leadership	3
DEN HY 355	Preventive Dentistry and Nutrition	3
DEN HY 452	Law and Ethics for Dental Hygiene.....	2
DEN HY 450	Advanced Periodontal Seminar	1
DEN HY 462	Survey of Oral Health Care Systems	3
DEN HY 461	Teaching Methodology for Health Professions	3
DEN HY 463	Health Careers Research and Practice.....	3
DEN HY 421	Dental Hygiene Capstone	5
DEN HY 460	Dental Hygiene Leadership Study & Practice.....	3

DENTAL HYGIENE COURSE LISTINGS & DESCRIPTIONS



Note: The following DEN HY courses are open only to students enrolled in the Bachelor of Science Degree in Dental Hygiene program or the Bachelor of Science Degree Completion program in Dental Hygiene. See the coursework sequences in the previous catalog section.

DEN HY 300 Principles of Dental Hygiene (3) CSU

Corequisite: DEN HY 311

This course provides the foundational clinical skills. Students will develop concepts of professionalism, scope of practice, standards of care, and clinical practice parameters to enable the student to apply strategies for comprehensive patient care.

DEN HY 303 Infection Control in Dentistry (1) CSU

Prerequisites: CHEM 051, CHEM 101

Corequisite: DEN HY 300

This course is designed to provide in-depth exploration of infection control concepts for the dental health care provider. Emphasis will be on principles and practical application in dentistry. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC) and other governmental agency standards will be presented.

DEN HY 304 Dental Health Education and Practicum (2) CSU

This course explores the concepts and methods of preventive dentistry as they relate to the oral health of groups. This course will also introduce and develop research concepts and data collection and analysis for public health events in schools, communities, and various health care settings.

DEN HY 305 Community Dental Health and Practicum (3) CSU

Prerequisites: ENGLISH 101, MATH 227

This course provides in-depth concepts and methods of preventive dentistry as they relate to the oral health of groups. This course covers issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy, and community program development. This course includes a practicum component and is designed to provide experience in program planning and implementation at various governmental and community settings. Smoking cessation and the recognition and reporting of abuse as mandated reporters are integrated.

DEN HY 306 Anatomy of the Head and Neck (2) CSU

Corequisite: DEN HY 300

This course is designed to expand student knowledge of the anatomical structures of the head and neck, with a focus on vasculature, nervous system innervation, and musculature. Emphasis will be on physiological and biochemical aspects of the skull. Students will examine clinical correlations relevant for dental professionals in the clinical setting. Anatomical anomalies and pathology aspects will also be integrated.

DEN HY 308 Periodontics I (2) CSU

Prerequisites: DEN HY 300, DEN HY 312

Corequisite: DEN HY 351

This course is designed to provide knowledge in periodontal disease etiology, histology, diagnosis and classification of periodontal diseases according to the Academy of Periodontology. Emphasis will be on principles of periodontal disease preventive therapy, treatment planning, reassessment, implantology, periodontal surgical procedures,

DENTAL HYGIENE COURSE DESCRIPTIONS

supportive periodontal therapy and referral to periodontal specialty practice.

DEN HY 311 Pre-Clinical Dental Hygiene (2) CSU

Corequisite: DEN HY 300

This course provides students the experience to discern and apply the knowledge gained in didactic courses into the clinical setting, including; infection control parameters, medical and dental assessments, interpretation of vital signs, oral cancer examination, periodontal instrumentation and other clinical techniques using clinical simulators and student partners.

DEN HY 312 Radiology (2) CSU

Corequisite: DEN HY 300

This course is designed to examine the principles of dental radiographic techniques, including digital and conventional imaging. Topics include history of radiography, principles of processing, legal considerations, and radiation safety. Clinical applications include exposure technique, film processing, mounting and uploading of radiographs into the electronic medical record, charting and preparing and interpreting dental radiographs. Emphasis is placed on radiation safety and protection.

DEN HY 314 Dental Morphology (2) CSU

Prerequisite: CHEM 066

This course is designed to provide knowledge in anatomical concepts of deciduous and permanent dentition. Emphasis is on comparative coronal and root anatomy, dental terminology, tooth morphology, the relationship of occlusion and function of the maxilla and mandible, and the role of occlusion to supporting facial musculature and other oral structures.

DEN HY 323 Dental Practice Management and Leadership (3) CSU

Prerequisite: ENGLISH 103

An introduction to business practices, finance, management, and policy creation for healthcare programs and businesses. This course examines current societal and professional issues and their impact on medical and dental business practices and management. The course will cover the following areas: planning, strategy and leadership, legal and ethical issues affecting businesses in the healthcare sector, financial statements, and personnel considerations. This course is intended for dental hygiene students admitted to the bachelor's degree completion program.

DEN HY 327 Local Anesthesia, Sedation Techniques (3) CSU

Prerequisite: DEN HY 306

This course will cover the theory and clinical methodology for pain control and anxiety management through the use of local anesthesia techniques in dentistry; anesthetic compounds, conscious sedation (inhalation-nitrous oxide and oxygen), safety measures, and management of medical complications. This course meets the requirements of the Dental Hygiene

Board of California, California Code of Regulation, Title 16, Division 11.

DEN HY 351 Clinical Dental Hygiene II (3) CSU

Prerequisites: DEN HY 300, DEN HY 303, DEN HY 311

Corequisites: DEN HY 388

Students will build upon knowledge and skills learned in prior semesters' didactic and lab classes and integrate them into the clinical setting. Emphasis of learning will be on Periodontal Therapy for re-care and maintenance patients with mild to moderate active periodontal disease. In a variety of clinics, students will provide dental hygiene services to children, adults, geriatric, and medically compromised patients.

DEN HY 352 Care for Patients with Special Needs (2) CSU

This course is designed to provide the dental hygienist with concepts pertaining to individuals with special needs, the issues they face, referral to supportive services, and dental treatment modalities to meet their needs; Emphasis will be on medical, behavioral, physical and psychological considerations for the special population. Students will integrate the parameters of the American Disabilities Practice Act to a classroom and corequisite clinical setting.

DEN HY 354 Pathology-General and Oral (3) CSU

This course is designed to provide concepts in etiology and pathogenesis of major human diseases, and the effects of these conditions to clinical features of oral diseases. Students learn to recognize and interpret tissue responses to antigens, allergic reactions, and assess lesions that occur in the oral cavity, jaws, and neck. Students will formulate a differential diagnosis of lesions seen in the practice of dentistry so to make appropriate referrals.

DEN HY 355 Preventive Dentistry and Nutrition (3) CSU

Prerequisites: CHEM 051, CHEM 060, CHEM 066, COMM 101, MICRO 020, ANATOMY 001, PHYSIOL 001, SOC 001, PSYCH 001, ENGLISH 103, MATH 227

This course is designed to provide knowledge on the preservation of oral health, tooth structures and gingival tissues, and the prevention of oral disease. Emphasis will be on etiologic factors, nutritional principles of the human body, risk assessment and integration of preventative strategies and skills necessary for the management of periodontal disease and dental caries through effective patient education and behavior modification techniques and motivation.

DEN HY 356 Histology and Embryology of Oral Tissues (2) CSU

Corequisite: DEN HY 308

This course includes the theory of the embryological human development of the oral cavity and identification and classification of normal and abnormal conditions of the oral cavity and supporting structures during development.

DEN HY 388 Introductory Seminar in Dental Hygiene (1)

Prerequisites: DEN HY 300, DEN HY 312, DEN HY 354

Corequisite: DEN HY 351

DENTAL HYGIENE COURSE DESCRIPTIONS

This course is designed for group discussion on best practices for dental hygiene clinical care. Discussions will center on accumulated theoretical knowledge, clinical experience, and case studies for Level I Clinical Dental Hygiene practice. Techniques in alternative instrumentation and e-portfolio concepts will be presented.

DEN HY 389 Intermediate Seminar in Dental Hygiene (1) CSU

Prerequisites: DEN HY 351, DEN HY 388

Corequisite: DEN HY 401

This course is designed to build on the knowledge from the junior year Introductory Seminar Course. The students will collaborate with peers and faculty on best practices for dental hygiene clinical care and the research project. Discussions and exercises will center on accumulated theoretical knowledge, clinical experience, and case studies for Clinical Dental Hygiene practices.

DEN HY 400 Cariology and Occlusion (1) CSU

Prerequisites: DEN HY 308, DEN HY 351

Corequisite: DEN HY 401

This course provides concepts related to normal and abnormal occlusal function, assessment of Temporal Mandibular Joint (TMJ) Disorder and treatment options for dental tissue pathology as it relates to cariology and occlusion. Emphasis will be on aspects of occlusal dysfunction, dental caries, dental hypersensitivity and dental trauma. The student will gain the knowledge to identify, document, and make a differential diagnosis for patient referrals.

DEN HY 401 Clinical Dental Hygiene III (4) CSU

Prerequisite: DEN HY 327

This course is designed to evaluate the integration of medical and dental assessments, provide periodontal instrumentation and integrate the skills necessary for the prevention and treatment of oral disease. Emphasis will be on the assessment, treatment and re-evaluation of the dental patient with active moderate to advanced periodontal disease and the medically compromised patient: Level III periodontal case.

DEN HY 406 Periodontics II (1) CSU

Corequisite: DEN HY 308

This course is designed to analyze the anatomy, histology and pathogenesis of the periodontium, and how they are correlated with the surgical and non-surgical therapy strategies currently in use. Emphasis will be on disease prevention, assessment, treatment planning and referral to specialty referrals.

DEN HY 410 Emergencies in Dental Practice (1) CSU

Corequisite: DEN HY 451

This course is designed to provide knowledge in the methods of medical and dental emergency prevention and management in the dental office. Emphasis is on recognizing signs, symptoms, and treatment of the more common medical emergencies which may occur in the dental setting. Drugs and equipment that are utilized in the management of medical

emergencies are applied through case scenarios and in the clinical setting.

DEN HY 415 Dental Materials and Expanded Functions (3) CSU

Corequisite: DEN HY 400

This course is designed to provide students with the knowledge of the material properties, composition and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand and assess the conduction of various materials, and provides a scientific rationale for selecting, using and understanding the varied relationships of dental biocompatible-materials.

DEN HY 421 Dental Hygiene Capstone (3) CSU

This advanced course will include research on contemporary issues in the field of dental hygiene, and implementation of a capstone project in poster presentation or online or journal publication. The completion of the capstone project includes evidence-based literature, project planning, implementation, and evaluation of project outcome, with an analysis and written literature review. Scientific communication methods with an emphasis on poster presentation techniques. Contemporary issues in dental hygiene, including healthcare reform and access to care, will be discussed. Practice management techniques will be examined. The course is intended for dental hygiene students admitted to the bachelor's degree completion program.

DEN HY 450 Advanced Periodontal Seminar (1) CSU

Prerequisites: DEN HY 401, DEN HY 406

Corequisite: DEN HY 451

This course is designed to enable students to enhance and develop knowledge applicable in the treatment of patients with advanced periodontal disease. Concepts of implantology, grafts, surgical, and non-surgical periodontal therapy modalities are emphasized.

DEN HY 451 Clinical Dental Hygiene IV (5) CSU

Prerequisite: DEN HY 401

This course is designed to provide advanced clinical experience in performing treatment for a variety of clinical patient cases. Students use local anesthesia, nitrous oxide sedation, oral antimicrobials, and dietary analysis. Licensing examination requirements and protocol are reviewed and simulated through practical exercises. Identification of an appropriate patient for licensure examination is made.

DEN HY 452 Law and Ethics of Dental Hygiene (2) CSU

Prerequisites: DEN HY 304, 389, 400, 401, 406, 415

Corequisite: DEN HY 305, 410, 450, 489

Students study ethical theories and issues related to the practice of dental hygiene and professionalism. A personal philosophy of professional conduct, continuous quality assurance and self-assessment is explored. Fundamental factors necessary to practice within existing regulatory frameworks are stressed.

DENTAL HYGIENE COURSE DESCRIPTIONS

DEN HY 460 Dental Hygiene Leadership Study and Practice (3) CSU

Prerequisites: ENGLISH 103, DEN HY 305

This course is designed to provide dental hygienists the foundations and resources necessary to become effective leaders in dental health care. Students will analyze personal leadership, contrast leadership theories and models, identify leadership skills needed to manage resources in health organizations and discuss fundamental principles of leadership.

DEN HY 461 Teaching Methodology in Health Careers (3) CSU

Prerequisite: ENGLISH 101.

This course is designed to provide instructional theories and their practical application. Students will be prepared in the art and science of teaching and demonstrate competency in developing and implementing critical teaching methods. Teaching methodologies are presented through the topics of classroom, clinic and laboratory management including lesson planning, instructional aides, assessment tools and instructional practice.

DEN HY 462 Survey of Oral Health Care Systems (3) CSU

Prerequisites: ENGLISH 101.

This course will examine public health issues, policies and services that affect health care and oral health. Exploration of the dental hygienist's role in public health services and community-based programs is included. Topics that will be covered include an in-depth review of assessment, planning and implementation of community-based programs, the grant process and the impact of the direct access provider on programs and initiatives.

DEN HY 463 Health Careers Research and Capstone Project (3) CSU

This course provides an introduction to the Capstone project and evaluation of scientific evidence-based literature. Basic research design components and writing skills will be discussed. Analysis of career options for the health sciences as well as an in-depth discussion of health science education including teaching methodology and learning styles are included in this course.

DEN HY 489 Advanced Seminar in Dental Hygiene (1) CSU

This course will center on case reasoning for clinical dental hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

WLAC LEARNING CAREER PATHWAYS

Arts & Humanities	Business	Health Sciences
<p>Associate Degrees for Transfer</p> <ul style="list-style-type: none"> • Art History • Communication Studies • English • Philosophy • Social Justice Studies – Chicana/o Studies • Social Justice Studies – LGBTQ Studies • Spanish • Studio Arts <p>Associate Degrees</p> <ul style="list-style-type: none"> • Art – Ceramics • Art – Drawing & Painting • French • International Area Studies – Africa, Asia, Latin America, or Middle East • Liberal Arts & Science – Arts & Humanities • Philosophy • Spanish <p>Certificates of Achievement</p> <ul style="list-style-type: none"> • CSU GE-Breadth • Film/TV Production Crafts • Graphic Design I • Graphic Design II • IGETC • Interactive Design I • Interactive Design II 	<p>Associate Degrees for Transfer</p> <ul style="list-style-type: none"> • Business Administration 2.0 • Economics • Hospitality Management <p>Associate Degrees</p> <ul style="list-style-type: none"> • Accounting • Business • Economics • Hospitality • Management -Small Business • Marketing • Paralegal • Real Estate <p>Certificates of Achievement</p> <ul style="list-style-type: none"> • Accounting • Business • Hospitality • Hospitality – Event & Convention Planning • Hospitality – Hotel Front Desk & Back Office Operations • Hospitality – Hotel Sales & Marketing • Management – Small Business • Paralegal • Real Estate • Real Estate Appraiser I • Real Estate Appraiser II • Real Estate Appraiser III • Real Estate Broker • Real Estate Salesperson 	<p>Bachelor Degree</p> <ul style="list-style-type: none"> • Dental Hygiene <p>Associate Degrees for Transfer</p> <ul style="list-style-type: none"> • Kinesiology • Nutrition & Dietetics • Public Health Science <p>Associate Degrees</p> <ul style="list-style-type: none"> • Addiction Studies • Athletic Training & Sports Medicine • Dental Assistant • Health Science • Kinesiology • Liberal Arts & Science – Health Professions • Medical Assisting • Paramedicine • Pharmacy Technician <p>Certificates of Achievement</p> <ul style="list-style-type: none"> • Addiction Studies • Advanced Athletic Training & Sports Medicine • Autism Services Technician II • Dental Assistant • Emergency Medical Technician • Fundamentals of Athletic Training & Sports Medicine • Fundamentals of Dental Assisting • Fundamentals of Medical Assisting • Medical Assisting – Administrative • Medical Assisting – Clinical • Medical Assisting – Administrative & Clinical • Paramedic • Pharmacy Technician – Basic • Pharmacy Technician - Advanced

Behavioral & Social Sciences	Applied Technology & Computer Science	STEM
<p>Associate Degrees for Transfer</p> <ul style="list-style-type: none"> Administration of Justice Anthropology Early Childhood Education Economics Elementary Teacher Education Global Studies History Law, Public Policy & Society Political Science Psychology Social Justice Studies – Chicana/o Studies Social Justice Studies – LGBTQ Studies Sociology <p>Associate Degrees</p> <ul style="list-style-type: none"> Administration of Justice Anthropology Child Development Economics Global Studies History Liberal Arts & Sciences: Behavioral & Social Sciences Political Science Sociology <p>Certificates of Achievement</p> <ul style="list-style-type: none"> Corrections Child Development 	<p>Associate Degrees for Transfer</p> <ul style="list-style-type: none"> Computer Science <p>Associate Degrees</p> <ul style="list-style-type: none"> Aviation Maintenance Technician Computer Network & Security Management Computer Science Information Technology Computer Web Support and Database Administration Engineering – Computer Software Track Fire Technology <p>Certificates of Achievement</p> <ul style="list-style-type: none"> Aircraft Power Plant Technician Airframe Maintenance Technician Business Application & Database Management Cloud Computing - Amazon Web Services Computer Network Management Computer Network & Security Management Computer Science Information Technology Computer Web Support and Database Administration Fire Technology Legal Secretary Mobile Application Development Mobile Application Development Essentials Network Computer and Information Systems Security Web Support & Administration 	<p>Associate Degrees for Transfer</p> <ul style="list-style-type: none"> Biology Computer Science Environmental Science Geology Mathematics Physics <p>Associate Degrees</p> <ul style="list-style-type: none"> Chemistry Climate Change & Environmental Studies Computer Science Information Technology Engineering – Computer Software Track Engineering – Civil Track Engineering – Electrical Track Engineering – Mechanical Track Liberal Arts & Sciences: Math, Science & Computer Science Mathematics <p>Certificates of Achievement</p> <ul style="list-style-type: none"> Biotechnology Lab Technician Climate Change Studies – Natural Science Climate Change Studies – Social Science Engineering I Engineering II Engineering III

WLAC DEGREES & CERTIFICATES

ACCOUNTING

BUSINESS DIVISION

ACCOUNTING (AA)

MAJOR CODE: 0502.00

ACADEMIC PROGRAM CODE: W003305C

The [Associate of Arts degree in Accounting](#) is primarily designed for career and technical education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP). Students interested in transferring to a four-year college or university with a major in accounting or business administration (accounting-related option) may consider the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Create basic financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. Read basic financial statements, analyze, and understand the contents and be able to explain them to others
3. Record and understand the processing of accounting transactions and to prepare financial statements
4. Understand accounting as a professional discipline, and its contemporary setting and social responsibility
5. Understand the role of accounting in promoting the efficient use of resources, sustainable practices, critical thinking, and analytical techniques

Required core courses 25

ACCTG 001*	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
BUS 005*	Business Law I.....	3
CIS 101*	Introduction to Computers and Their Uses	3
CIS 104*	Microcomputer Application Software	3
ECON 001*	Principles of Microeconomics	3
ECON 002*	Principles of Macroeconomics	3

Major elective units (choose three from the following).... 9

ACCTG 015	Tax Accounting I	3
ACCTG 025	Automated Accounting	3
BUS 001*	Introduction to Business.....	3
BUS 032	Business Communications.....	3
MGMT 001	Principles of Management	3

Total Major Units	34
GE Plan Units (less double-counted)	18
Additional Degree-applicable Elective Units	8
Total Units	60

** courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0.*

ACCOUNTING (CA)

MAJOR CODE: 0502.00

ACADEMIC PROGRAM CODE: W020229D

The [Certificate of Achievement in Accounting](#) is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught. Students are encouraged to [meet with a counselor](#) to develop an education plan to align this Certificate of Achievement with the accounting degree.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Create basic financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
2. Read basic financial statements, analyze, and understand the contents and be able to explain them to others
3. Record and understand the processing of accounting transactions and to prepare financial statements
4. Understand accounting as a professional discipline, and its contemporary setting and social responsibility
5. Understand the role of accounting in promoting the efficient use of resources, sustainable practices, critical thinking, and analytical techniques

Required core courses 25

ACCTG 001*	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
BUS 001*	Introduction to Business.....	3
BUS 005*	Business Law I.....	3
CIS 101*	Introduction to Computers and Their Uses.....	3
ECON 001*	Principles of Microeconomics	3
ECON 002*	Principles of Macroeconomics	3

Major elective units (choose three from the following) 9

CREDIT PROGRAMS: DEGREES & CERTIFICATES

ACCTG 015	Tax Accounting I	3
ACCTG 025	Automated Accounting.....	3
BUS 032	Business Communications	3
MGMT 001	Principles of Management	3

Total Units **34**

* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0.

ADDICTION STUDIES

HEALTH SCIENCES DIVISION

ADDICTION STUDIES (AA)

MAJOR CODE: 2104.40

ACADEMIC PROGRAM CODE: W016828C

The [Associate of Arts degree in Addiction Studies](#) is primarily designed for career and technical education and workforce training/ development. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions. Students interested in transferring to a four-year college or university should consult the [Transfer Center](#) and the [Counseling Office](#) for major preparation and general education requirements of the particular transfer institution of their choice.

Note: Any coursework taken outside of WLAC (including those within any LACCD colleges) must be submitted as a petition for credit.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
2. Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.
3. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
4. Demonstrate and apply knowledge of biological issues as a major factor in Psychology.
5. Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.

Required core courses36

ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 002	Physiology and Pharmacology of Of Psychoactive Drugs.....	3
ADDICST 004	Clinical Counseling Law and Ethics	3
ADDICST 005	Group Skills for Addiction Counselors	3
ADDICST 007	Addiction Treatment and Recovery.....	3
ADDICST 010	Addiction and the Family.....	3
ADDICST 016	Continuing Recovery: Strategies & Basic skills	3
ADDICST 084	Fieldwork Practicum.....	3
ADDICST 085	Advanced Fieldwork Practicum.....	3
PSYCH 001	Introductory Psychology.....	3
PSYCH 014	Abnormal Psychology	3
SOC 011	Race and Ethnic Relations.....	3

Total Major Units **36**

GE Plan Units (less double-counted) **18**

Additional Degree-applicable Elective Units **6**

Total Units **60**

ADDICTION STUDIES (CA)

MAJOR CODE: 2104.40

ACADEMIC PROGRAM CODE:W020260D

Students may also earn a [Certificate of Achievement in Addiction Studies](#) by completing the 36-unit course requirements listed below. The coursework indicated below will prepare students with all necessary coursework to take the written licensing exam for either the California Association of Alcohol and Drug Educators (CAADE) or the California Consortium of Addiction Programs and Professionals (CCAPP). Several classes may be used for continuing education credit for counseling licenses or public safety professions.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
2. Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.
3. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
4. Demonstrate and apply knowledge of biological issues as a major factor in Psychology.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.

Required courses..... 36

ADDICST 001	Understanding Addiction and Counseling	3
ADDICST 002	Physiology and Pharmacology of Of Psychoactive Drugs	3
ADDICST 004	Clinical Counseling Law and Ethics	3
ADDICST 005	Group Skills for Addiction Counselors	3
ADDICST 007	Addiction Treatment and Recovery	3
ADDICST 010	Addiction and the Family	3
ADDICST 016	Continuing Recovery: Strategies & Basic skills	3
ADDICST 084	Fieldwork Practicum	3
ADDICST 085	Advanced Fieldwork Practicum	3
PSYCH 001	Introductory Psychology	3
PSYCH 014	Abnormal Psychology	3
SOC 011	Race and Ethnic Relations	3

Total Units 36

ADMINISTRATION OF JUSTICE

PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

ADMINISTRATION OF JUSTICE (AS-T)

MAJOR CODE: 2105.00

ACADEMIC PROGRAM CODE: W031011H

The [Associate in Science in Administration of Justice for Transfer \(AS-T\) Degree](#) is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement. The program is an interdisciplinary approach with academic and professional coursework to enhance the students' training. Therefore, the program provides preparation for employment as well as transfer to the CSU. Students who successfully complete the Associate in Science in Administration of Justice for Transfer will be guaranteed admission to a CSU, but not to any particular campus or program in the CSU system. This coursework may satisfy the lower division requirements at some CSU campuses. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Administration of Justice for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)
- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
- Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

Required core courses 6

ADM JUS 001	Introduction to Administration of Justice	3
ADM JUS 002	Concepts of Criminal Law	3

Major electives, List A (choose two from the following) 6

ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles & Procedures of the Justice System	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 008	Juvenile Procedures	3
ADM JUS 067	Community Relations I	3
ADM JUS 075	Introduction to Corrections	3

Major electives, List B (choose two from the following) 6-7

MATH 227	Statistics	4
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CREDIT PROGRAMS: DEGREES & CERTIFICATES

PSYCH 001	Introductory Psychology	3
SOC 001	Introduction to Sociology	3

Total Major Units **18-19**

	CSU	IGETC
GE Units (less double-counted)	32-33	30-31
CSU-transferable Elective Units	8-10	10-12
Total Units	60	

ADMINISTRATION OF JUSTICE (AA)

MAJOR CODE: 2105.00

ACADEMIC PROGRAM CODE: W003328C

The [Associate of Arts in Administration of Justice](#) is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
2. Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
3. Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)
4. Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
5. Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

Required core courses **30**

ADM JUS 001	Introduction to Administrative Justice	3
ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence	3
ADM JUS 004	Principles & Procedures Justice System.....	3
ADM JUS 005	Criminal Investigation	3
ADM JUS 008	Juvenile Procedures	3
ADM JUS 014	Report Writing for Peace Officers	3
ADM JUS 067	Community Relations I.....	3
ADM JUS 075	Introduction to Corrections.....	3
ADM JUS 160	Police Organization & Administration	3

Major elective units (choose two from the following)..... 6

ADM JUS 006	Patrol Procedures	3
ADM JUS 060	Arrest, Search, and Seizure	3
ADM JUS 062	Fingerprint Classification	3

Total Major Units **36**

GE Plan Units (less double-counted) **18-33**

Additional Degree-applicable Elective Units **6**

Total Units **60**

CORRECTIONS (CA)

MAJOR CODE: 2105.10

ACADEMIC PROGRAM CODE: W043260D

The [Certificate of Achievement in Corrections](#) provides students with a high-quality education that prepares them for professional career in the Corrections field under the direct supervision of a seasoned Corrections Officer. It provides the student with the basic knowledge, skills, and a strong foundation needed to function at a competent level. It would also satisfy the minimum requirements for applicants applying for employment at the entry level in any juvenile or adult correctional facility in the State of California.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand how the corrections subsystem fits into the whole system of criminal justice.
2. Identify the primary differences between jails, prisons, juvenile halls, and probation camps.
3. Understand the concept of incapacitation.
4. Have a clear understanding of the juvenile justice system as it relates to delinquent, dependent, and status offenders.
5. Explain the juvenile court concept of least restrictive alternative.
6. Distinguish the basic difference between an interview with an interrogation.
7. Understand the purposes and goals of different correctional system programs offered to inmates such as educational programs, health programs, life skills, religious programs, and vocational programs.
8. Describe the three components of the criminal justice system: Explain the relationship
9. between the police, courts and corrections.
10. Understand the problems of parolees, and describe how they differ from those of probationers. Describe the concept of prisonization.
11. Explain the problem involved in confining elderly criminals, female prisoners, and the mentally ill prisoners.
12. Compare and contrast the difference between how adults, juveniles, gays, homosexuals, lesbians, and

CREDIT PROGRAMS: DEGREES & CERTIFICATES

cross-gender persons are handled by the criminal justice system: Explain why this is important.

- Understand the basic rights each inmate is entitled to under the 1st, 4th, 8th, and 14th Amendments.
- Understand the conflicting roles of being a cop and social worker as a Probation Officer and Parole agent.

Required core courses 15

ADM JUS 008	Juvenile Procedures	3
ADM JUS 039	Probation and Parole	3
ADM JUS 075	Introduction to Corrections.....	3
ADM JUS 309	Correctional Interviewing and Counseling.....	3
CORR 002	Correctional Institutions	3

Total Units 15

ANTHROPOLOGY

HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

ANTHROPOLOGY (AA-T)

MAJOR CODE: 2202.00

ACADEMIC PROGRAM CODE: W032990G

The [Associate in Arts in Anthropology for Transfer degree](#) is designed to impart to the student the critical importance of understanding the human condition and its relevancy to an increasingly diverse world. The Associate in Arts in Anthropology for Transfer degree includes course work that aligns with specific lower-division major requirements for the Anthropology major at various universities within the University of California (UC) and California State University (CSU) systems. The college will not demand any additional local units beyond what is required for the Associate in Art in Anthropology for Transfer degree. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Anthropology for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and

- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance academically and professionally in the discipline.
- Address social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world.
- Apply to life the principles of cultural relativism.
- Apply critical thinking to investigate and interpret the influences of heredity and environment upon human beings.
- Critically analyze anthropological topics.
- Collect and synthesize research data using credible sources to write a cohesive document.

Required core courses9

ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ANTHRO 103	Archaeology: Reconstructing The Human Past	3

Major elective units, List A (choose one from the following) 3-4

ANTHRO 104	Human Language and Communication .	3
MATH 227	Statistics.....	4

Major elective units, List B (choose from the following) 4

GEOLOGY 001	Physical Geology	3
	AND	
GEOLOGY 006	Physical Geology Laboratory	1
	OR	
EARTH 001	Earth Science	3
	AND	
EARTH 002	Earth Science Laboratory	1
	Any course from List A not already used	

Major elective units, List C (choose one from the following)3-4

ANTHRO 121	Anthropology of Religion, Magic, and Witchcraft.....	3
ANTHRO 132	Native People of North America.....	3
	Any course from List A or List B not already used	

Total Major Units19-21

	CSU	IGETC
GE Units (less double-counted)	23-30	21-28
CSU-transferable Elective Units	9-18	11-20

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Units 60

ANTHROPOLOGY (AA)

MAJOR CODE: 2202.00

ACADEMIC PROGRAM CODE: W003329C

The [Associate of Arts degree in Anthropology](#) includes foundational coursework in all four fields of the discipline: biological anthropology, cultural anthropology, archaeology, and linguistics. While not primarily designed for transfer (see also the Anthropology AA-T), this sequence of courses aligns with lower-division requirements in anthropology at various California State University (CSU) campuses. Students interested in transferring to a four-year college or university with a major in anthropology may also consider the Associate of Arts degree in Liberal Arts and Science (Behavioral and Social Sciences emphasis). Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Apply critical thinking to investigate and interpret the influences of heredity and environment upon human beings.
2. Critically analyze anthropological topics.
3. To collect and synthesize research data using credible sources to write a cohesive document.
4. Practice and demonstrate behaviors, skills, and knowledge necessary to advance academically and professionally in the discipline.
5. Address social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world.
6. Apply to life the principles of cultural relativism.

Required courses 13

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	1

Major elective units, List A (choose two from the following) 6

ANTHRO 109	Gender, Sex, and Culture	3
ANTHRO 121	Anthropology of Religion,	

	Magic, and Witchcraft.....	3
ANTHRO 132	Native Peoples of North America	3

Major elective units, list B (choose from the following) 4

EARTH 001	Earth Science.....	3
EARTH 002	Earth Science Laboratory	1
GEOLOGY 001	Physical Geology	3
GEOLOGY 006	Physical Geology Laboratory	1

Total Major Units 22-23

GE Plan Units (less double-counted) 12-15

Additional Degree-applicable Elective Units 22-26

Total Units 60

ARCHITECTURE

ARTS & PERFORMANCE DIVISION

ARCHITECTURE TECHNOLOGY (CA)

MAJOR CODE: 0201.00

ACADEMIC PROGRAM CODE: W041145D

The [Certificate of Achievement in Architecture Technology](#) is a lecture and studio-based program basic architectural design. Through a series of design problems, students will be introduced to the conceptual, design and presentation skills necessary to assist in the completion and communicate the design of a medium- complexity building. The goal is to introduce students to integration of concepts, site, program, organization, structure, enclosure, circulation, and materials in the formation of architectural solutions. Upon successful completion of this program, students will have acquired foundational knowledge, and initiate a portfolio of creative work suitable for employment.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe two- and three-dimensional architectural ideas through manual hardline drawings and digital computer modeling.
2. Demonstrate digital drafting competency by creating different drawings /views of an object in CAD software, and then creating layout views for printing and presentation purposes.
3. Complete a design for a simple to medium complexity building incorporating program, site design based on analysis, environmental considerations, and preliminary structural system as factors in the design.
4. Use various computer software applications (separately and in combination) to design and create graphic layouts, presentation panels, and a multi-page portfolio.
5. Demonstrate digital 3D drafting competency by creating 3D architectural models in AutoCAD and Rhino.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

6. Create professional quality architectural 3D computer renderings.

Required courses..... 10

ARC 161	Intro to Computer-Aided Architectural Design	2
ARC 180	Computer Aided Architectural Laboratory	1
ARC 162	Computer-Aided Design and Drafting	3
ARC 130	History of Architecture I	2
ARC 131	History of Architecture II	2

ART

ARTS & PERFORMANCE DIVISION

STUDIO ARTS (AA-T)

MAJOR CODE: 1002.00

ACADEMIC PROGRAM CODE: W032975G

The [Associate in Arts in Studio Arts for Transfer \(AA-T\)](#) includes coursework that aligns with lower-division requirements for transfer to various universities within the University of California (UC) and California State University (CSU) systems. Completion of this AA-T program will provide students the foundation to pursue careers in therapy, liberal arts, education, graphic design, publishing, advertising, marketing, computer animation, and web design. This degree is designed to provide a clear pathway and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division Studio Art requirements at some CSU campuses. Students will not be required to complete additional local graduation requirements to obtain this AA-T degree. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Studio Arts for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and

- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Learn the fundamentals of craftsmanship and exemplify competence in the use of tools, materials and concepts.
2. Evaluate works of art and design and possess knowledge and mastery of a variety of art making skills.
3. Identify major movements in art and architecture and learn to appreciate the diversity of world art and its contribution to the human experience.
4. Convey ideas and concepts about artwork through critical discussion and written assignments.
5. Explore artistic expression through the analysis of aesthetic and cultural values in 2- and 3-dimensional media and convey ideas and concepts about artwork.

Required core courses 12

ART 102	Survey of Art History II	3
ART 201	Drawing I	3
ART 501	Beginning Two-Dimensional Design	3
ART 502	Beginning Three-Dimensional Design	3

Major electives, list A..... 3

ART 101	Survey of Art History I	3
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Major electives, list B (choose three from the following)..... 9

ART 202	Drawing II	3
ART 204	Life Drawing I	3
ART 300	Introduction to Painting	3
ART 708	Introduction to Ceramics	3
ART 709	Ceramics I	3

Total Major Units 24

	CSU	IGETC
GE Units (less double-counted)	33	31
CSU-transferable Elective Units	3	5
Total Units	60	

ART – CERAMICS (AA)

MAJOR CODE: 1002.30

ACADEMIC PROGRAM CODE: W008605C

The [Associate of Arts degree in Ceramics](#) is designed for students interested in the field(s) of ceramic arts and will provide students with a basic foundation in these areas. This program adequately prepares students for transfer to many 4-year institutions. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Student Educational Plan (SEP). Visit the [Transfer Center](#) for complete information regarding transfer requirements.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Secure Technique.
2. Cultivate relationship to other disciplines.
3. Develop individual creative process.
4. Practice and develop creative routine.
5. Discover inspiration and how to use it.
6. Learn self-assessment for personal fulfillment and growth.

Required courses..... 30

ART 101	Survey of Art History I.....	3
ART 102	Survey of Art History II.....	3
ART 201	Drawing I.....	3
ART 202	Drawing II.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 708	Introduction to Ceramics.....	3
ART 709	Ceramics I.....	3
ART 710	Ceramics II.....	3
ART 711	Ceramics III.....	3

Total Major Units 30

GE Plan Units (less double-counted)..... 18

Additional Degree-applicable Elective Units..... 12

Total units 60

ART – DRAWING & PAINTING (AA)

MAJOR CODE: 1002.10

ACADEMIC PROGRAM CODE: W003314C

The [Associate of Arts degree in Drawing and Painting](#) is designed for students intending to enter the fields of design, illustration, art history, and art education. Students interested in transferring to a four-year college or university with a major in Art are encouraged to pursue the Associate in Arts Degree for Transfer (AA-T) in Art History or Studio Art. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP). Visit the [Transfer Center](#) for complete information regarding transfer requirements.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Secure Technique.
2. Cultivate relationship to other disciplines.
3. Develop individual creative process.
4. Practice and develop creative routine.
5. Discover inspiration and how to use it.
6. Learn self-assessment for personal fulfillment and growth.

Required core courses 18

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

Major elective units (choose four from the following) 12

ART 204	Life Drawing I.....	3
ART 205	Life Drawing II.....	3
*ART 300	Introduction to Painting.....	3
ART 301	Water Color Painting I.....	3
ART 302	Water Color Painting II.....	3
ART 307	Oil Painting I.....	3

* Courses align with the Art History AA-T

Total Major Units 30

GE Plan Units (less double-counted)..... 18

Additional Degree-applicable Elective Units..... 12

Total units 60

ART HISTORY

ARTS AND PERFORMANCE DIVISION

ART HISTORY (AA-T)

MAJOR CODE: 1001.00

ACADEMIC PROGRAM CODE: W033024G

The [Associate in Arts in Art History for Transfer degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in art history. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division art history requirements at some CSU campuses. Completion of this AA-T program will provide students the foundation to pursue careers as art curator, interior designer, graphic designer, photographer, teacher, administrative assistant, and teacher's assistant. Students will not be required to complete additional local graduation requirements to obtain this AA-T degree. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Art History for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate an understanding of works of art and architecture from diverse genres and historical periods.
2. Demonstrate familiarity with more than one artistic culture of a particular time and place.
3. Utilize critical thinking to discuss and explore basic historical art concepts and terminology.
4. Demonstrate mastery of analytical skills such as observation and inductive reasoning in interpreting works of art.
5. Learn to apply fundamental art historical terminology when analyzing the principle developments and primary problems of interpretation and an awareness of critical and theoretical perspectives.

Required core courses 9

ART 101	Survey of Art History I.....	3
ART 102	Survey of art History II.....	3
ART 201	Drawing I.....	3

Major elective units, list A..... 3

ART 117	Meso-American Art: Olmec to Aztec.....	3
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Major elective units, list B (choose one from the following) 3

ART 107	Mexican Art Modern.....	3
ART 111	History of Contemporary Art.....	3
ART 204	Life Drawing.....	3
ART 501	Beginning Two-Dimensional Design.....	3
ART 502	Beginning Three-Dimensional Design.....	3
ART 708	Introduction to Ceramics.....	3
ART 709	Ceramics I.....	3

Major elective units, list C (choose one from the following) 3

ART 103	Art Appreciation.....	3
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ART 111	History of Contemporary Art.....	3
ART 115	History of Modern Art.....	3
Or any course from List A or B not already used		

Total Major Units 18

	CSU	IGETC
GE Units (less double-counted)	30	31-34
CSU-transferable Elective Units	12	8-11
Total Units	60	

ATHLETIC TRAINING

HEALTH SCIENCES DIVISION

ATHLETIC TRAINING AND SPORTS MEDICINE (AS)

MAJOR CODE: 1228.00

ACADEMIC PROGRAM CODE: W042558C

The [Athletic Training and Sports Medicine \(ATSM\) Associate of Science degree](#) is part of a CTE-stackable program that included the Fundamentals of Athletic Training and Advanced Athletic Training Certificates of Achievement. This degree program is designed for students interested in the healthcare fields of athletic training and physical therapy. Students take on an evidence-based practice approach during their academic course work and clinical experience. The clinical domains include emergency care, injury prevention, clinical diagnosis, therapeutic intervention, and the management of medical conditions. The education in these fields vary depending on which career path a student decides to take. They range from an associate, masters, or doctoral degree. Obtaining an Associate of Science degree in ATSM will only allow a student to seek employment as a physical therapy assistant/aide. However, the program is designed to encourage students to continue to pursue graduate school and terminal degrees in these fields of study. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe the evidence-based practice approach for the management of athletic injuries and general medical conditions.
2. Integrate patient-education and self-management strategies to enhance compliance.
3. Analyze and apply appropriate patient care that is consistent with the APTA and the NATA Code of Ethics and Standards of Professional Practice.

Required core courses 30

CREDIT PROGRAMS: DEGREES & CERTIFICATES

HEALTH 011	Principles of Healthful Living.....	3
HEALTH 012	Safety Education & First Aid	3
BIOLOGY 003	Introduction to Biology	4
ANATOMY 001	Introduction to Human Anatomy	4
KIN MAJ 100	Introduction to Kinesiology.....	3
KIN MAJ 126	Fundamentals of Athletic Training	3
KIN MAJ 127	Advanced Athletic Training	3
KIN MAJ 128	Care & Prevention of Athletic Injuries	3
PHYSIO 001	Introduction to Human Physiology	4

Total Major Units	30
GE Plan Units (less double-counted)	30
Total Units	60

FUNDAMENTALS OF ATHLETIC TRAINING AND SPORTS MEDICINE (CA)

MAJOR CODE: 1228.00
ACADEMIC PROGRAM CODE: W042485D

The [Fundamentals of Athletic Training and Sports Medicine \(ATSM\) Certificate of Achievement](#) is part of a CTE-stackable certificate program that introduces students to the healthcare fields of athletic training and physical therapy. Students take an evidence-based practice approach during their academic course work and clinical experience. The clinical domains include emergency care, injury prevention, clinical diagnosis, therapeutic intervention, and the management of medical conditions. The education in these fields vary depending on which career path a student decides to take. They range from an associate, masters, or doctoral degree.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe the evidence-based practice approach for the management of athletic injuries and general medical conditions.
2. Integrate patient-education and self-management strategies to enhance compliance.
3. Analyze and apply appropriate patient care that is consistent with the APTA and the NATA Code of Ethics and Standards of Professional Practice.

Required core courses 17

ANATOMY 001	Introduction to Human Anatomy	4
BIOLOGY 003	Introduction to Biology	4
HEALTH 011	Principles of Healthful Living.....	3
HEALTH 012	Safety Education & First Aid	3
KIN MAJ 126	Fundamentals of Athletic Training	3

Total Units 17

ADVANCED ATHLETIC TRAINING AND SPORTS MEDICINE (CA)

MAJOR CODE: 1228.00
ACADEMIC PROGRAM CODE: W042555D

The [Advanced Athletic Training and Sports Medicine \(ATSM\) Certificate of Achievement](#) is part of a CTE-stackable program that continues to build upon the Fundamentals in ATSM Certificate of Achievement. This program is designed for students interested in going into the healthcare fields of athletic training and physical therapy. Students take on an evidence-based practice approach during their academic course work and clinical experience. The clinical domains include emergency care, injury prevention, clinical diagnosis, therapeutic intervention, and the management of medical conditions. The education in these fields vary depending on which career path a student decides to take. They range from an associate, masters, or doctoral degree.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe the evidence-based practice approach for the management of athletic injuries and general medical conditions.
2. Integrate patient-education and self-management strategies to enhance compliance.
3. Analyze and apply appropriate patient care that is consistent with the APTA and the NATA Code of Ethics and Standards of Professional Practice.

Required core courses 30

ANATOMY 001	Introduction to Human Anatomy	4
BIOLOGY 003	Introduction to Biology	4
HEALTH 011	Principles of Healthful Living	3
HEALTH 012	Safety Education & First Aid	3
KIN MAJ 100	Introduction to Kinesiology.....	3
KIN MAJ 126	Fundamentals of Athletic Training	3
KIN MAJ 127	Advanced Athletic Training	3
KIN MAJ 128	Care and Prevention of Athletic Injuries.....	3
PHYSIOL 001	Introduction to Human Physiology	4

Total Units 30
(added 02/07/2023)

AVIATION TECHNOLOGY APPLIED TECHNOLOGY DIVISION

FAA Certification

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Students seeking Federal Aviation Administration (FAA) certification must grant the FAA permission to review their college transcripts for certification purposes.

Credit for Prior Learning

Please consult with the chair of the Applied Technology Division regarding credit for ~~FAA Airframe and/or Power plant licenses.~~ **FAA-issued Airman certificate with Airframe and/or PowerPlant ratings.**

Course Substitution

Course Substitution for Aviation courses will only be considered when student provides official transcripts from an FAA-approved Part 147 Aviation Maintenance Technician program along with catalog and course syllabi information.

AVIATION MAINTENANCE TECHNICIAN (AS)

MAJOR CODE: 0905.00

ACADEMIC PROGRAM CODE: W003313C

The [Aviation Maintenance Technician Associate of Science degree](#) meets the aerospace industry's demand for well-trained, certificated aircraft mechanics. The program is comprised of stackable certificates in Airframe Maintenance Technician and Aircraft Power Plant Technician. Upon completion of various certificates, students will qualify to sit for the written, oral and practical examinations. Successful completion of the Federal Aviation Administration (FAA) required examinations will lead to a certification from the FAA. The program prepares graduates to work in the aviation industry and other related fields. The program is regulated by the Federal Aviation Administration (FAA) and is a pathway to the Aviation Maintenance Technician: Avionics bachelor's degree program and other CSU programs. The Aviation Maintenance program is a cohort sequenced program with classes starting every eight weeks, with full-time evening schedules. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
2. Apply basic mathematics and graphic principles as used in aviation (aerospace).
3. Apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.

4. Apply basic electrical principals as it applies to electrical and mechanical components.
5. Properly inspect, check, service, repair and overhaul airframe and airframe components.
6. Properly use tools, equipment, safety apparel. The proper procedures for safety in and around aircraft and equipment.
7. Display proper work ethics for independent and collectively working with management, co-workers, and the FAA in order to maximize efficiency in the workplace.
8. Apply the knowledge from theory and laboratory training gained in the program to pass the required examinations for certification.

Required courses 60

AVIATEK 001	Maintenance Procedures	4
AVIATEK 002	Maintenance Procedures Lab	2
AVIATEK 003	Basic Aircraft Science	4
AVIATEK 004	Basic Aircraft Science Lab	2
AVIATEK 005	Basic Electricity and Auxiliary Systems ..	4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 007	Electrical and Instrument Systems.....	4
AVIATEK 008	Electrical and Instrument Systems Lab...	2
AVIATEK 009	Assembly, Rigging, and Inspection	4
AVIATEK 010	Assembly, Rigging, and Inspection Lab ..	2
AVIATEK 011	Aircraft Metal Assembly, Inspection, and Evaluation	4
AVIATEK 012	Aircraft Metal Assembly Inspection and Evaluation Laboratory	2
AVIATEK 013	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 014	Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 015	Propeller and Power Plant Systems	4
AVIATEK 016	Propeller and Power Plant Systems Lab	2
AVIATEK 017	Ignition and Fuel Metering Systems.....	4
AVIATEK 018	Ignition and Fuel Metering Systems Lab	2
AVIATEK 019	Powerplant Turbine and Reciprocating Systems	4
AVIATEK 020	Powerplant Turbine and Reciprocating Systems Lab	2

Total Major Units	60
GE Plan Units (less double counted)	18
Total Units	78

AIRCRAFT POWER PLANT TECHNICIAN (CA)

MAJOR CODE: 0950.20

CREDIT PROGRAMS: DEGREES & CERTIFICATES

ACADEMIC PROGRAM CODE: W008604D

The [Aircraft Power Plant Technician Certificate of Achievement](#) program is designed for workforce training/preparation. The program meets the aerospace industry's demand for well-trained, certificated aircraft power plant technicians and related fields. Upon successful completion of the certificate program, students are eligible to sit for the Federal Aviation Administration's written, knowledge (oral), and skill (practical) examinations. The program is equipped with a repair station and three well-equipped laboratories for students to work through their hands-on, modularized sequence of courses. This program is certified by the Federal Aviation Administration (FAA). Cohorts begin year-round with day and evening courses available.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
2. Apply basic mathematics and graphic principles as used in aviation (aerospace).
3. Apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
4. Apply basic electrical principals as it applies to electrical and mechanical components.

Required courses 42

AVIATEK 001	Maintenance Procedures	4
AVIATEK 002	Maintenance Procedures Lab	2
AVIATEK 003	Basic Aircraft Science	4
AVIATEK 004	Basic Aircraft Science Lab	2
AVIATEK 005	Basic Electricity and Auxiliary Systems ...	4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 007	Electrical and Instrument Systems	4
AVIATEK 008	Electrical and Instrument Systems Lab ...	2
AVIATEK 015	Propeller and Power Plant Systems	4
AVIATEK 016	Propeller and Power Plant Systems Lab	2
AVIATEK 017	Ignition and Fuel Metering Systems	4
AVIATEK 018	Ignition and Fuel Metering Systems Lab	2
AVIATEK 019	Powerplant Turbine and Reciprocating Systems	4
AVIATEK 020	Powerplant Turbine and Reciprocating Systems Lab	2

Total Units 42

AIRFRAME MAINTENANCE TECHNICIAN (CA)

MAJOR CODE: 0950.10

ACADEMIC PROGRAM CODE: W008603D

The [Airframe Maintenance Technician Certificate of Achievement](#) program is designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are preparing to work in the aircraft maintenance industry and related fields. Training is given in servicing and overhauls of various powerplant systems and its components. The program is equipped with a repair station and three well-equipped laboratories for students to work through their hands-on, modularized sequence of courses. The program is certified by the Federal Aviation Administration (FAA). Cohorts begin year-round with day and evening courses available.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Properly inspect, check, service, repair and overhaul airframe and airframe components
2. Properly use tools, equipment, safety apparel, and use proper safety procedures in and around aircraft and equipment
3. Display proper work ethics for independent and collectively working with management, co-workers, and the FAA in order to maximize efficiency in the workplace
4. Apply the knowledge from theory and laboratory training gained in the program to pass the required examination for certification

Required courses 42

AVIATEK 001	Maintenance Procedures	4
AVIATEK 002	Maintenance Procedures Lab	2
AVIATEK 003	Basic Aircraft Science	4
AVIATEK 004	Basic Aircraft Science Lab	2
AVIATEK 005	Basic Electricity and Auxiliary Systems ..	4
AVIATEK 006	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 007	Electrical and Instrument Systems	4
AVIATEK 008	Electrical and Instrument Systems Lab ...	2
AVIATEK 009	Assembly, Rigging, and Inspection	4
AVIATEK 010	Assembly, Rigging, and Inspection Lab ..	2
AVIATEK 011	Aircraft Metal Assembly, Inspection, and Evaluation	4
AVIATEK 012	Aircraft Metal Assembly Inspection and Evaluation Laboratory	2
AVIATEK 013	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 014	Hydraulic, Landing Gear, and Fuel Systems Lab	2

Total Units 42

BIOLOGY

CREDIT PROGRAMS: DEGREES & CERTIFICATES

SCIENCE DIVISION

BIOLOGY (AS-T)

MAJOR CODE: 0401.00

ACADEMIC PROGRAM CODE: W035761H

The [Associate in Science in Biology for Transfer \(AS-T\) Degree](#) is designed to provide a solid lower division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in biology or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Biology for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Explain how scientists investigate causes of natural biological phenomena.
2. Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
3. Utilize biological information to make informed decisions about environmental issues.
4. Utilize biological information to make informed decisions about personal issues.
5. Perform basic biological lab procedures.

Required core courses 10

BIOLOGY 006 General Biology I 5

BIOLOGY 007 General Biology II 5

Major electives, List A 25

CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 261	Calculus I	5
PHYSICS 037	Physics for Engineers and Scientists I....	5
PHYSICS 038	Physics for Engineers and Scientists II...	5

Total Major Units 35

	CSU	IGETC
GE Units (less double-counted)	22	21
CSU-transferable Elective Units	2	4
Total Units	60	

BIOTECHNOLOGY

SCIENCE DIVISION

BIOTECHNOLOGY LAB TECHNICIAN (CA)

MAJOR CODE: 0430.00

ACADEMIC PROGRAM CODE: W039419D

The [Biotechnology Lab Technician Certificate of Achievement](#) is designed to prepare students for employment in a biotechnology laboratory conducting advanced research. This certificate will give students both theoretical knowledge of, as well as hands-on training in, several basic and advanced biotechnology procedures used in today's microbiology, cell and molecular biology, biomedical and pharmaceutical research facilities. The certificate's curriculum does not align to transfer to a specific major at a four-year college or university.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use, maintain, calibrate and/or validate standard laboratory equipment
2. Demonstrate competency in several basic laboratory skills, including pipetting, weighing, centrifugation and volumetric measuring
3. Demonstrate competency in several advanced laboratory skills, such as spectroscopy, microscopy, electrophoresis and sterilization techniques
4. Demonstrate competency in several laboratory procedures, such as sterile media and solution preparation; DNA and protein isolation, quantitation and analysis; and bacterial transformation and propagation
5. Demonstrate competency in several cell culture laboratory procedures, such as sterile media and solution preparation and eukaryotic cell maintenance
6. Properly collect, analyze and document all forms of laboratory data

CREDIT PROGRAMS: DEGREES & CERTIFICATES

7. Present research data in a clear and professional manner
8. Discuss the scientific concepts underlying the laboratory skills learned

Required courses 20

BIOTECH 001	Fundamentals of Biotechnology	3
BIOTECH 002	Biotechnology I	4
BIOTECH 003	Biotechnology II	4
BIOTECH 102	Cell Culture	4
CHEM 060	Introduction to General Chemistry	5

Total Units 20

BUSINESS

BUSINESS DIVISION

BUSINESS (AA)

MAJOR CODE: 0501.00

ACADEMIC PROGRAM CODE: W003304C

The [Associate of Arts in Business degree](#) is a survey of the fundamental aspects of all phases of business including entrepreneurship, management/leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets. The Associate in Arts degree in Business is primarily designed for career and technical education and workforce training/development. The Associate in Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses.

Students interested in transferring to a four-year college or university with a major in Business Administration or other Business-related major may consider the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0. Students should consult the [Transfer Center](#) or the [Counseling Office](#) for major preparation and general education requirements of the particular transfer institution of their choice.

Program Learning Outcomes: Upon successful completion of this program, students will...

1. Possess the communicative, technological, and analytical skills necessary to operate a successful business.
2. Be aware of domestic and global business issues and how they can improve business functions.
3. Be trained to apply the moral base of good business ethics.

Required core courses 31

ACCTG 001*	Introductory Accounting I	5
ACCTG 002*	Introductory Accounting II	5
CIS 101*	Introduction to Computers and Their Uses	3
BUS 001*	Introduction to Business	3
BUS 005	Business Law I	3
MGMT 001	Principles of Management	3
MGMT 013	Small Business Entrepreneurship	3
MARKET 001	Principles of Selling	3
MARKET 021	Principles of Marketing	3

Major elective units (choose one from the following) 3

BUS 031	Business English	3
BUS 032	Business Communications	3
BUS 038	Business Computations	3
MGMT 002	Organization and Management Theory	3
FINANCE 002	Investments	3

Total Major Units 34

GE Plan Units (less double-counted) 18

Additional Degree-applicable Elective Units 8

Total Units 60

* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0

BUSINESS (CA)

MAJOR CODE: 0501.00

ACADEMIC PROGRAM CODE: W020228D

The [Business Certificate of Achievement](#) is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

Program Learning Outcomes: Upon successful completion of this program, students will

1. Possess the communicative, technological, and analytical skills necessary to operate a successful business.
2. Be aware of domestic and global business issues and how they can improve business functions.
3. Be trained to apply the moral base of good business ethics.

Required core courses 29

ACCTG 001	Introductory Accounting I	5
BUS 001	Introduction to Business	3
BUS 005	Business Law I	3
BUS 031	Business English	3
BUS 032	Business Communications	3
CIS 101	Introduction to Computers and Their	

CREDIT PROGRAMS: DEGREES & CERTIFICATES

	Uses.....	3
MARKET 001	Principles of Selling	3
MARKET 021	Principles of Marketing	3
MGMT 001	Principles of Management	3

BUSINESS ADMINISTRATION

BUSINESS DIVISION

BUSINESS ADMINISTRATION 2.0 (AS-T)

MAJOR CODE: 0505.00

ACADEMIC PROGRAM CODE: W041378H

The [Associate in Science in Business Administration for Transfer \(AS-T\) 2.0 Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Business Administration. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Students who complete the program will be able to demonstrate the following program student learning outcomes (PSLOs):

1. Students will apply listening, nonverbal, and interpersonal communications techniques in a business setting to compose clear and concise written communications to effectively deal with diverse business situations.

2. Students will be able to analyze business situations and recommend appropriate courses of action pursuant to professional standards and moral values.
3. Students will conduct concise analyses and create clearly written text to create impactful, well-organized, and persuasive presentations.

Required core courses 31

ACCTG 001	Introductory Accounting I	5
ACCTG 002	Introductory Accounting II	5
BUS 001	Introduction to Business.....	3
BUS 005	Business Law I.....	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
MATH 227	Statistics.....	4
MATH 236	Calculus for Business and Social Science	5
	OR	
MATH 261	Calculus I	5

Total Major Units 31

	CSU	IGETC
GE Units (less double-counted)	25	26
CSU-transferable elective units	4	3
Total Units	60	

CHEMISTRY

SCIENCE DIVISION

CHEMISTRY (AA)

MAJOR CODE: 1905.00

ACADEMIC PROGRAM CODE: W003326C

The [Associate of Arts degree in Chemistry](#) includes coursework that aligns with specific lower-division major requirements for the Chemistry major at various universities within the University of California (UC) and California State University (CSU) systems. Additional coursework in math and physics is required at some UC and CSU campuses. The Associate of Arts degree in Chemistry is designed to provide students with a strong basic foundation for baccalaureate study in chemistry. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Utilize an appropriate and effective scientific methodology to analyze physical and chemical processes in the workplace and in everyday living.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Explain and analyze the chemical world – as chemistry is a basic science with connections to many careers
3. Research and interpret scientific literature.

Required courses..... 45

CHEM 101	General Chemistry I.....	5
CHEM 102	General Chemistry II.....	5
CHEM 211	Organic Chemistry for Science Majors I ..	5
CHEM 212	Organic Chemistry for Science Majors II ..	5
MATH 261	Calculus I.....	5
MATH 262	Calculus II.....	5
MATH 263	Calculus III.....	5
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II ...	5

Total Major Units 45

GE Plan Units (less double-counted)..... 15

Total Units 60

CHILD DEVELOPMENT

HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

Students wishing to prepare for employment in early childhood programs or other related fields in early care and education and those currently employed may select several alternative patterns of study. The curriculum prepares students to teach or administer programs for young children, including private early childhood programs, public programs such as school district children's centers and Head Start or state preschool programs, infant programs, and school-age before and after-school programs. Courses allow students to prepare for increasingly higher levels of employment and certification. The programs may prepare the student for the educational requirements of the Department of Social Services Community Care Licensing, the California Child Development Permit, the Associate of Arts degree in Child Development, or the associate in science transfer degree in Early Childhood Education.

Credit for child development courses taken outside of the LACCD shall be determined by the Division Chair. Transcripts from institutions outside the Los Angeles Community College District must be evaluated by a counselor prior to applying for a certificate or degree.

CHILD DEVELOPMENT (AA)

MAJOR CODE: 1305.00

ACADEMIC PROGRAM CODE: W008607C

The [Associate of Arts degree in Child Development](#) prepares those entering or currently employed in the rapidly expanding

field of early childhood education. This degree is designed to meet the educational and vocational training needs to either prepare students for employment or broaden their knowledge of best practices if already employed in public (Title 5) or private (Title 22) preschools. Students who complete this AA degree are eligible to apply for the "Teacher Level" Child Development Permit through the California Department of Education Commission on Teacher Credentialing. Students can apply for the Child Development Permit through the [California Commission on Teacher Credentialing](#) or through the [Child Development Training Consortium](#). Upon completion of the program, the student will be able to assess children's behavior through observations and document improvement plans via a written report and apply critical thinking to design and implement academic subjects, and assessment tools to enhance developmentally appropriate learning experiences.

To complete this AA degree, students must complete all the program course requirements with a "C" or better. It is recommended that students consult with the [Counseling Office](#) to develop a comprehensive Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
2. Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.
4. Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

6. Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

Required courses..... 34

CH DEV 001	Child Growth and Development.....	3
CH DEV 002	Early Childhood Principles and Practices	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education.....	3
CH DEV 008	Curriculum in Early Childhood Education.....	3
CH DEV 010	Health, Safety, and Nutrition.....	3
CH DEV 011	Child, Family, and Community	3
CH DEV 022	Practicum in Child Development I.....	4
CH DEV 023	Practicum in Child Development II	4
CH DEV 034	Observing and Recording	3
	Children's Behavior	
CH DEV 042	Teaching in a Diverse Society	3
CH DEV 065	Adult Supervision and	2
	Early Childhood Mentoring	

Specialization electives (choose any one of the following sets) 6

Child Health, Safety, and Nutrition:

FAM & CS 021	Nutrition	3
Any CH DEV course not used in the degree		3

Infant Studies:

CH DEV 030	Infant and Toddler Studies I..... AND	3
CH DEV 031	Infant Studies II.....	3

Administration and Supervision:

CH DEV 038	Administration and Supervision Early Childhood Programs I	3
	AND	
CH DEV 039	Administration and Supervision Early Childhood Programs II	3

Special Needs:

CH DEV 044	Early Intervention Children with Special Needs.....	3
	AND	
CH DEV 045	Programs for Children with Special Needs.....	3

School Age Programs:

CH DEV 046	School Age Programs I..... AND	3
CH DEV 047	School Age Programs II.....	3

Total Major Units	40
GE Plan Units (less double-counted).....	18
Additional Degree-applicable Elective Units.....	2
Total Units	60

CHILD DEVELOPMENT (CA)

MAJOR CODE: 1305.00

ACADEMIC PROGRAM CODE: W020247D

The [Child Development Certificate of Achievement](#) prepares those entering or currently employed in the rapidly expanding field of early childhood education. This certificate is designed to meet the educational and vocational training needs to either prepare students for employment or broaden their knowledge of best practices if already employed in public (Title 5) or private (Title 22) preschools. Upon completion of the program, the student will be able to assess children's behavior through observations and document improvement plans via a written report and apply critical thinking to design and implement academic subjects, and assessment tools to enhance developmentally appropriate learning experiences.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
2. Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
3. Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.
4. Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.
5. Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.
6. Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

Required core courses 28

CREDIT PROGRAMS: DEGREES & CERTIFICATES

CH DEV 001	Child Growth and Development.....	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education.....	3
CH DEV 008	Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety, & Nutrition	3
CH DEV 011	Child, Family, and Community	3
CH DEV 022	Practicum in Child Development I.....	4
CH DEV 042	Teaching in a Diverse Society	3
FAM & CS 021	Nutrition	3

Elective units (choose from the following)..... 3-4

CH DEV 023	Practicum in Child Development II.....	4
CH DEV 030	Infant and Toddler Studies I.....	3
CH DEV 031	Infant and Toddler Studies II.....	3
CH DEV 034	Observing and Recording Children's Behavior.....	3
CH DEV 038	Administration and Supervision of Early Childhood Programs I.....	3
CH DEV 039	Administration and Supervision of Early Childhood Programs II.....	3
CH DEV 046	School Age Programs I.....	3
CH DEV 047	School Age Programs II.....	3

Total Units 31-32

CLIMATE CHANGE AND ENVIRONMENTAL STUDIES

SCIENCE DIVISION

CLIMATE CHANGE AND ENVIRONMENTAL STUDIES (AA)

MAJOR CODE: 0302.00

ACADEMIC PROGRAM CODE: W037026C

The [Associate of Arts degree in Climate Change and Environmental Studies](#) is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments. The degree is designed as a pathway for students wishing to transfer to environmental studies or other programs at four- year universities, or for students wishing to bring new expertise to their current careers. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also

encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Explain how the climate system operates and how we can use data from the past and today to model future changes.
2. Discuss the impact of human activity on the climate system.
3. Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities disciplines to make informed decisions about climate change and other environmental issues.

Required courses 10

ENV SCI 024	Global Climate Change	3
PHILOS 028	Environmental Ethics	3
MATH 227	Statistics	4

Major elective units, list A (choose one course)..... 4

BIOLOGY 003	Introduction to Biology	4
BIOLOGY 010	Natural History I	4

Major elective units, list B (choose one to two courses) (must include a lab component) 4-5

CHEM 056	Chemistry for Non-science Majors	4
CHEM 060	Introduction to General Chemistry	5
EARTH 001	Earth Science	3
	and	
EARTH 002	Earth Science Laboratory	1
GEOG 001	Physical Geography	3
	and	
GEOG 015	Physical Geography Laboratory.....	2
GEOLOGY 001	Physical Geology	3
	and	
GEOLOGY 006	Physical Geology Laboratory	1

Major elective units, list C (choose two courses) 6

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
COMM 122	Intercultural Communication	3
ECON 001	Principles of Microeconomics	3
ECON 011	Economics of Globalization	3
GEOG 002	Cultural Elements of Geography	3
POL SCI 060	Introduction to Globalization	3
SOC 002	American Social Problems	3

Total Major Units 24-25

GE Plan Units (less double-counted) 9-12

Additional Degree-applicable Elective Units 23-27

Total Units 60

**CLIMATE CHANGE STUDIES:
NATURAL SCIENCE (CA)**

MAJOR CODE: 0302.00
ACADEMIC PROGRAM CODE: W038944D

The [Certificate of Achievement in Climate Change Studies: Natural Science](#) emphasis is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments. The certificate is designed as a pathway for students wishing to transfer to environmental studies or other programs at four-year universities, to assist in lifelong learning about climate change issues, or for students wishing to bring new expertise to their current careers. The certificate is stackable with the Climate Change Studies – Social Science Emphasis Certificate of Achievement and can be built up into the Climate Change and Environmental Studies Associate of Arts degree.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Explain how the climate system operates and how we can use data from the past and today to model future changes.
2. Discuss the impact of human activity on the climate system.
3. Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities disciplines to make informed decisions about climate change and other environmental issues.

Required core courses 6

ENV SCI 024	Global Climate Change3
PHILOS 028	Environmental Ethics3

Major electives, list A (choose from the following lectures with corresponding lab) 4-5

BIOLOGY 003	Introduction to Biology4
BIOLOGY 010	Natural History4
CHEM 056	Chemistry for Non-Science Majors4
CHEM 060	Introduction to General Chemistry5
EARTH 001	Earth Science3
and		
EARTH 002	Earth Science Laboratory1
GEOG 001	Physical Geography3
and		
GEOG 015	Physical Geography Laboratory2
GEOLOGY 001	Physical Geology3
and		
GEOLOGY 006	Physical Geology Laboratory1

Total Units10-11

CLIMATE CHANGE STUDIES: SOCIAL SCIENCE (CA)

MAJOR CODE: 0302.00
ACADEMIC PROGRAM CODE: W038943D

The [Certificate of Achievement in Climate Change Studies: Social Science](#) emphasis is an interdisciplinary program designed to provide students with the background necessary to understand the impacts that climate change will have on their personal lives and careers, their local communities, our global society, and local to global ecosystems and environments. The certificate is designed as a pathway for students wishing to transfer to environmental studies or other programs at four-year universities, to assist in lifelong learning about climate change issues, or for students wishing to bring new expertise to their current careers. The certificate is stackable with the Climate Change Studies – Natural Science Emphasis Certificate of Achievement and can be built up into the Climate Change and Environmental Studies Associate of Arts degree.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Explain how the climate system operates and how we can use data from the past and today to model future changes.
2. Discuss the impact of human activity on the climate system.
3. Evaluate and interpret qualitative and quantitative data from multiple science, social science, and humanities disciplines to make informed decisions about climate change and other environmental issues.

Required core courses 6

ENV SCI 024	Global Climate Change 3
PHILOS 028	Environmental Ethics 3

Major elective units, list A (choose from the following) 3

ANTHRO 102	Human Ways of Life: Cultural Anthropology 3
ECON 011	Economics of Globalization 3
GEOG 002	Cultural Elements of Geography 3
POL SCI 060	Introduction to Globalization 3
SOC 002	American Social Problems 3

Total Units 9

COMMUNICATION STUDIES

LANGUAGE ARTS DIVISION

COMMUNICATION STUDIES (AA-T)

MAJOR CODE: 1506.00

ACADEMIC PROGRAM CODE: W032974G

The [Associate in Arts in Communication Studies for Transfer degree](#) includes coursework that aligns with lower-division requirements for transfer to various universities within the University of California (UC) and California State University (CSU) systems.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Communication Studies for Transfer (AA-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Students interested in transferring to a four-year college or university may also consider the Associate in Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning.

This degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Research and collect data on the demographics, needs and expectations of the audience.
2. Analyze the audience and adjust to its needs when delivering a speech.
3. Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
4. Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.

5. Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
6. Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
7. Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
8. Employ small group communication strategies.
9. Employ relaxation techniques to prepare for delivery.
10. Script a speech.

Required core course 3

COMM 101 Public Speaking 3

Major elective units, list A (choose two from the following) 6

COMM 104 Argumentation and Debate 3

COMM 121 Interpersonal Communication 3

COMM 151 Small Group Communication 3

Major elective units, list B (choose two from the following) 6

CINEMA 001 Introduction to Motion Picture Production 3

COMM 122 Intercultural Communication 3

Any course from List A not already used

Elective units, list C (choose one from the following) 3

ANTHRO 102 Human Ways of Life: Cultural Anthropology 3

COMM 190 Communication and New Media 3

ENGLISH 102 College Reading and Composition II 3

PSYCH 001 General Psychology I 3

SOC 001 Introduction to Sociology 3

Any course from List A or B not already used

Total Major Units 18

	CSU	IGETC
GE Units (less double-counted)	27	31
CSU-transferable elective units	15	11
Total Units 60	

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES

COMPUTER SCIENCE & APPLICATION DIVISION

LEGAL SECRETARY (CA)

MAJOR CODE: 0514.10

ACADEMIC PROGRAM CODE: W015011D

The [Legal Secretary Certificate of Achievement](#) is primarily designed for students interested in legal secretary and secretarial careers that integrate office technology. The program prepares students for office administration occupations with an emphasis on performing secretarial duties using legal terminology, procedures, and documents. Students will learn a variety of computer and technology skills such as preparing legal papers and correspondence as well as word processing, customer service, e-filing and electronic spreadsheets.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use current and emerging computing technology to enhance business and individual productivity including customer service.
2. Use general and specialized computer software employed in offices and the courts.
3. Attend to details accurately in the preparation, perfection and assembly of appropriate forms, documents, exhibits, and records.
4. Demonstrate knowledge of practices used in major corporations, businesses and industry.

Required core courses 17

CIS 101	Introduction to Computers and Their Uses	3
PALEGAL 010	Intro to Law and Legal Profession	3
PALEGAL 046	Technology Use for Paralegals.....	3
	OR	
(CAOT 023A	Legal Secretarial Procedures IA	1
	AND	
CAOT 023B	Legal Secretarial Procedures IB	1
	AND	
CAOT 023C	Legal Secretarial Procedures IC	1
(CAOT 048	Customer Service	3
	OR	
CAOT 079	Microsoft Word: Advanced.....	3
(CAOT 085	Microcomputer Office Applications	3
	Spreadsheet	
	OR	
CIS 104	Microcomputer Application Software	3
(CAOT 093	Legal Document Production	2
	OR	
CAOT 114	Adobe Acrobat for the Office and Web	2
Total Units	17

COMPUTER NETWORK AND SECURITY MANAGEMENT

COMPUTER SCIENCE & APPLICATION DIVISION

COMPUTER NETWORK AND SECURITY MANAGEMENT (AS)

MAJOR CODE: 0708.10

ACADEMIC PROGRAM CODE: W017111C

The [Computer Network and Security Management Associate of Science degree](#) is a two-year degree program. This program prepares individuals for employment in the Information Technology (IT) field in such positions as network system and security administrator. Network security specialist may plan, coordinate, and implement the organization's network and information security. These workers may be called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber-attacks, and, in some cases, gather data and evidence to be used in prosecuting cybercrime. Students pursuing this AS degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Install, configure and manage industry standard computer operating system with security emphasis.
2. Install, configure, manage and troubleshoot industry leading network systems.
3. Install and configure routers and switches internetwork operating systems.
4. Understand a full range of security concepts & techniques.
5. Learn cloud technology and virtualization technologies.

Required courses21

CIS 211	Security+ Certification Preparation	3
CIS 213	A+ Certification Preparation Software.....	3
CIS 214	Introduction to Network +	3
CIS 215	Network Security Fundamentals	3
CIS 227	Server Administration and Network Security	3
CIS 229	Introduction to CISCO Network Fundamentals	3
CIS 230	Intro to Cisco Routers	3

Major elective units (choose three from the following)9

CIS 101	Introduction to Computers
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CREDIT PROGRAMS: DEGREES & CERTIFICATES

	and Their Uses	3
CIS 110	Apple Administration	3
CIS 112	Operating Systems - Beginning Linux	3
CIS 113	Intermediate Linux	3
CIS 166	Computer Forensics I	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware	3
CIS 225	Enterprise Networking, Security, & Automation	3
CIS 236	Palo Alto Network Cybersecurity Essentials	3
CIS 237	Installing, Configuring, and Administering Microsoft SLQ	3
CS 101	Introduction to Computer Science	3
Total Major Units		30
GE Plan Units (less double-counted)		18
Additional Degree-applicable Elective Units		12
Total Units		60

COMPUTER NETWORK AND SECURITY MANAGEMENT (CA)

MAJOR CODE: 0708.10

ACADEMIC PROGRAM CODE: W020236D

The [Certificate of Achievement in Computer Network and Security Management](#) combines CompTIA, Microsoft system administration, CISCO networking, VMware virtualization technology and other in-demand IT certification training to help students develop skills to manage and maintain industry leading computer operating and network system with security emphasis. Microsoft and Cisco network training prepare students to pass Microsoft and Cisco certification exams. These industry-demand certifications are important to those who wish to pursue a career working with Microsoft and CISCO network. This program helps students build core foundation for Microsoft domain network and learn Cisco router configuration techniques. This program is also intended to help students develop skills to administer industry standards network and information system with security emphasis.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Install, configure and manage industry standard computer operating system with security emphasis
2. Install, configure, manage and troubleshoot industry leading network systems
3. Install and configure routers and switches internetwork operating systems
4. Administer server network operating systems and infrastructure

5. Understand a full range of security concepts & techniques and apply them to the network, application and information system
6. Learn cloud technology and manage virtualized environments.

Required core courses

CIS 211	Security+ Certification Preparation	3
CIS 213	A+ Certification Preparation Software	3
CIS 214	Introduction to Network +	3
CIS 215	Network Security Fundamentals	3
CIS 227	Server Administration and Network Security	3
CIS 229	Introduction to CISCO Network Fundamentals	3
CIS 230	Intro to Cisco Routers	3

Major elective units (choose three from the following)

CIS 101	Introduction to Computers and Their Uses	3
CIS 110	Apple Administration	3
CIS 112	Operating Systems - Beginning Linux	3
CIS 113	Intermediate Linux	3
CIS 166	Computer Forensics I	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware	3
CIS 225	Enterprise Networking, Security, & Automation	3
CIS 236	Palo Alto Network Cybersecurity Essentials	3
CIS 237	Installing, Configuring, and Administering Microsoft SLQ	3
CS 101	Introduction to Computer Science	3
Total Units		30

COMPUTER NETWORK MANAGEMENT (CA)

MAJOR CODE: 0708.10

ACADEMIC PROGRAM CODE: W016585D

The [Computer Network Management Certificate of Achievement](#) program prepares individuals for employment in the Information Technology field in such positions as network system and security administrator. Network security specialist may plan, coordinate, and implement the organization's network and information security. These workers may be called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber-attacks, and, in some cases, gather data and evidence to be used in prosecuting cybercrime. This program is intended to help students develop skills to design, administer and manage the heterogeneous corporate network

CREDIT PROGRAMS: DEGREES & CERTIFICATES

with security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Install, configure and manage industry standard computer operating system with security emphasis
2. Install, configure, manage and troubleshoot industry leading network systems
3. Install and configure routers and switches internetwork operating systems
4. Understand a full range of security concepts & techniques
5. Learn cloud technology and virtualization technologies

Required core courses 9

CIS 227	Server Administration and Network Security.....	3
CIS 229	Introduction to CISCO Network Fundamentals	3
CIS 230	Intro to Cisco Routers	3

Major elective units* (choose three from the following) 8-9

CIS 101	Introduction to Computers and Their Uses	3
CIS 110	Apple Administration	3
CIS 113	Intermediate Linux	3
CIS 166	Computer Forensics I	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware.....	3
CIS 213	A+ Certification Preparation Software	3
CIS 225	Enterprise Networking, Security, & Automation.....	3
CIS 236	Palo Alto Network Cybersecurity Essentials	3
CS 101	Introduction to Computer Science	3

Total Units 17-18

* Students may take CIS 285 as a substitute for an elective course (see counselor for more information)

NETWORK & INFORMATION SYSTEM SECURITY (CA)

MAJOR CODE: 0708.10

ACADEMIC PROGRAM CODE: W019525D

The [Network and Information Security Management Certificate of Achievement program](#) prepares individuals for employment

in the Information Technology field in such positions as network system and security administrator. Network security specialist may plan, coordinate, and implement the organization's network and information security. These workers may be called upon to educate users about computer security, install security software, monitor the network for security breaches, respond to cyber-attacks, and, in some cases, gather data and evidence to be used in prosecuting cybercrime. This program is intended to help students develop skills to design, administer and manage the heterogeneous corporate network with security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses will assist students in preparing for related industry certification exams.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Install, configure and manage industry standard computer operating system with security emphasis
2. Install, configure, manage and troubleshoot industry leading network systems
3. Install and configure routers and switches internetwork operating systems
4. Understand a full range of security concepts & techniques
5. Learn cloud technology and virtualization technologies

Required core courses 9

CIS 211	Security+ Certification Preparation	3
CIS 214	Introduction to Network +	3
CIS 215	Network Security Fundamentals	3

Major elective units (choose two from the following)..... 6

CIS 101	Introduction to Computers and Their Uses	3
CIS 110	Apple Administration	3
CIS 113	Intermediate Linux	3
CIS 166	Computer Forensics I.....	3
CIS 192	Introduction to Cloud Computing	3
CIS 212	A+ Certification Preparation-Hardware ...	3
CIS 213	A+ Certification Preparation-Software.....	3
CIS 236	Palo Alto Network Cybersecurity Essentials.....	3
CIS 237	Installing, Configuring, and Administering Microsoft SLQ	3
CS 101	Introduction to Computer Science.....	3

Total Units 15

CYBER SECURITY ESSENTIALS (CA)

MAJOR CODE: 0708.10

ACADEMIC PROGRAM CODE: W0433359D

CREDIT PROGRAMS: DEGREES & CERTIFICATES

The Cyber Security Essentials Certificate of Achievement prepares individuals for employment in Information Technology fields in positions such as system and security technicians. This program is intended to help students develop skills to administer heterogeneous operating systems with a security emphasis. The courses examine and illustrate network security with various industrial leading network operating systems. Individual courses also assist students in preparing for related industry certification exams. To complete the certificate of achievement in Cyber Security Essentials, it is recommended that students meet with a counselor to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Install, configure and administer industry standard computer operating systems with security emphasis.
2. Configure, administer and troubleshoot industry leading network systems.
3. Understand a full range of security concepts & techniques.

Required core courses 9

CIS 112	Operating Systems Beginning Linux.....3
CIS 211	Security + Certification Preparation3
CIS 213	A+ Certification Preparation - Software ...3

Total Units 9

COMPUTER SCIENCE INFORMATION TECHNOLOGY

COMPUTER SCIENCE & APPLICATION DIVISION

COMPUTER SCIENCE (AS-T)

MAJOR CODE: 0706.00

ACADEMIC PROGRAM CODE: W039126H

The [Associate in Science in Computer Science for Transfer Degree](#) is designed for students desiring advanced degrees in computer science. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless

transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#). Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

To earn the Associate in Science in Computer Science for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Be academically prepared to transfer to a Computer Science program at a four-year university
2. Demonstrate the ability to solve a variety of problems using computational skills necessary for careers in computer science and other related fields

Required courses 32

CS 118	Beginning Micro Assembly Language 3
CS 131	Discrete Structures for Computer Science..... 3
CS 136	Introduction to Data Structures 3
CS 213	Advanced Programming in Java 3
BIOLOGY 006	General Biology I..... 5
MATH 261	Calculus I 5
MATH 262	Calculus II 5
PHYSICS 037	Physics for Engineers and Scientists I 5

Total Major Units 32

	IGETC
GE Units (less double-counted)	27
CSU-transferable elective units	1
Total Units	60

COMPUTER SCIENCE INFORMATION TECHNOLOGY (AA)

MAJOR CODE: 0702.00

ACADEMIC PROGRAM CODE: W003310C

The [Associate of Arts degree in Computer Science Information Technology](#) provides students with a high-quality education that prepares them for professional career pathway in computer science information technology. This program is

CREDIT PROGRAMS: DEGREES & CERTIFICATES

designed to give students a strong background in the fundamentals of computer science, software design and development. Students will be able to document software system requirements and use different programming languages to design, implement, test and deploy software solutions to solve technical/business problems. This program also covers designing and administering operating systems and security. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the system, assess the need, develop algorithms, and create a program using computer technology.
2. Design, develop, implement, and test software programs which demonstrate the use of classes, objects, and file operations to solve business and scientific problems using computer programming language.
3. Design, develop, implement, and test software programs which demonstrate the use of data structures, lists, and queues/stacks to solve business and scientific problems using computer programming language.
4. Understand the core components of operating systems and security.

Required core courses 21

CIS 112	Operating Systems – Beginning Linux	3
CIS 211	Security+ Certification Preparation	3
CS 101	Introduction to Computer Science	3
CS 116	Programming in C++	3
CS 118	Beginning Micro Assembly Language	3
CS 136	Introduction to Data Structures	3
CS 213	Advanced Programming in Java	3

Major electives units (choose three from the following) 9

CIS 120	Introduction to Databases	3
CIS 192	Introduction to Cloud Computing	3
CIS 213	A+ Certification Preparation Software	3
CS 112	Programming in Java Script	3
CS 119	Programming in Python	3
CS 121	Python Programming for Data Science and Machine Learning	3
CS 131	Discrete Structures for Computer Science	3
CS 140	Programming for Mobile Application	3
CS 159	Foundation of Data Science	3
CS 216	Object-Oriented Programming in C++	3
MIT 220	Introduction to Robotics	3

Total Major Units 30

GE Plan Units (less double-counted)	21
Additional Degree-applicable Elective Units	9
Total Units	60

COMPUTER SCIENCE INFORMATION TECHNOLOGY (CA)

MAJOR CODE: 0702.00

ACADEMIC PROGRAM CODE: W020234D

The [Certificate of Achievement in Computer Science Information Technology](#) program provides students with a high-quality education that prepares them for professional career pathway in Computer Science Information Technology (CSIT). The CSIT program is designed to give students a strong background in the fundamentals of computer science, software design and development. Students will be able to document software system requirements and use different programming languages to design, implement, test and deploy software solutions to solve technical/business problems. This program also covers designing and administering operating systems and security.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the system, assess the need, develop algorithms, and create a program using computer technology.
2. Design, develop, implement, and test software programs which demonstrate the use of classes, objects, and file operations to solve business and scientific problems using computer programming language.
3. Design, develop, implement, and test software programs which demonstrate the use of data structures, lists, and queues/stacks to solve business and scientific problems using computer programming language.
4. Understand the core components of operating systems and security.

Required core courses 21

CIS 112	Operating Systems – Beginning Linux	3
CIS 211	Security+ Certification Preparation	3
CS 101	Introduction to Computer Science	3
CS 116	Programming in C++	3
CS 118	Beginning Micro Assembly Language	3
CS 136	Introduction to Data Structures	3
CS 213	Advanced Programming in Java	3

Major electives units (choose three from the following) 9

CIS 120	Introduction to Databases	3
CIS 192	Introduction to Cloud Computing	3

CREDIT PROGRAMS: DEGREES & CERTIFICATES

CIS 213	A+ Certification Preparation Software	3
CS 112	Programming in Java Script.....	3
CS 119	Programming in Python	3
CS 121	Python Programming for Data Science and Machine Learning	3
CS 131	Discrete Structures for Computer Science	3
CS 140	Programming for Mobile Application	3
CS 159	Foundation of Data Science	3
CS 216	Object-Oriented Programming in C++	3
MIT 220	Introduction to Robotics	3
Total Units	30

CLOUD COMPUTING – AMAZON WEB SERVICES (CA)

MAJOR CODE: 0708.00

ACADEMIC PROGRAM CODE: W037840D

The [Cloud Computing-Amazon Web Services Certificate of Achievement](#) provides students with a high-quality education that prepares them for a professional career as an Amazon Web Services (AWS) solution architect. The curriculum prepares students to define a solution using AWS architectural design principles based on customer requirements and provide an AWS infrastructure implementation guidance based on best practices to the organization throughout the life cycle of the project. This program of study is designed to prepare students to work successfully as a member of an information technology department.

Program Learning Outcomes: Upon successful completion of this program, students will be able to demonstrate...

1. Understand basic cloud principles
2. Understand AWS global infrastructure
3. Understand computing technologies supported by AWS
4. Understand database services and features offered by AWS
5. Understand network technologies offered by AWS
6. Understand security features and tools that AWS provides and how they relate to traditional services

Required core courses **12**

CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essential in Amazon Web Services	3
CIS 194	Compute Engines in Amazon Web Services	3
CIS 195	Security in the Cloud.....	3
Total Units	12

COMPUTER WEB SUPPORT AND DATABASE ADMINISTRATION

COMPUTER SCIENCE & APPLICATION DIVISION

COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION (AS)

MAJOR CODE: 0709.00

ACADEMIC PROGRAM CODE: W019848C

The [Associate of Science degree in Computer Web Support and Database Administration](#) provides students with a high-quality education that prepares them for professional career path for web development and database administration. This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database. Students pursuing this AS degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand how the Internet uses HTML, Client side and Server-side scripting to build modern web sites.
2. Design and maintain websites using HTML, CSS, and JavaScript.
3. Design and develop web applications using ASP.Net, JavaScript and HTML5 technologies.
4. Design and maintain databases that are used to server dynamic data to websites.
5. Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL Server and MySQL.
6. Understand the core concepts in building an E-Commerce site that is published on the Internet.

Required core courses **18**

CIS 120	Introduction to Databases	3
CIS 148	Introduction to Web Development Using HTML5 and CSS.....	3
CIS 150	Advanced Website Development Using JavaScript and Ajax	3
CIS 219	Introduction to Oracle: SQL and PL/SQL.....	3
CIS 237	Installing, Configuring, and Administering Microsoft SQL	3

CREDIT PROGRAMS: DEGREES & CERTIFICATES

CS 112 Programming in Javascript3

Major elective units (choose four from the following) ... 12

CIS 101 Introduction to Computers and Their Uses3
 CIS 104 Microcomputer Application Software3
 CIS 105 Introduction to Data Analytic Techniques and Tools3
 CIS 124 Data Analytics (Advanced Excel and Access)3
 CIS 190 E-Commerce Essentials3
 CIS 192 Introduction to Cloud Computing3
 CIS 193 Database Essentials in Amazon Web Services3
 CIS 194 Compute Engines in Amazon Web Services3
 CIS 195 Security in the Cloud3
 CS 111 Programming in Visual Basic3
 CS 140 Programming for Mobile Application3
 CS 141 Advanced Programming for Mobile Devices3

Total Major Units 30
GE Plan Units (less double-counted) 18
Additional Degree-applicable Elective Units 12
Total Units 60

COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION (CA)

MAJOR CODE: 0709.00
ACADEMIC PROGRAM CODE: W019847D

The [Certificate of Achievement in Computer Web Support and Database Administration](#) provides students with a high-quality education that prepares them for professional career path for web development and database administration. This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand how the Internet uses HTML, client side and server-side scripting to build modern web sites.
2. Design and maintain websites using HTML technologies, CSS and JavaScript.
3. Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL server and MySQL.

4. Design and maintain databases that are used to serve dynamic data to websites.
5. Understand the core concepts in building an e-Commerce site that is published on the Internet.

Required core courses 18

CIS 120 Introduction to Databases 3
 CIS 148 Introduction to Web Development Using HTML5 CSS 3
 CIS 150 Advanced Website Development Using JavaScript and Ajax 3
 CIS 219 Introduction to Oracle: SQL and PL/SQL 3
 CIS 237 Installing, Configuring, and Administering Microsoft SQL 3
 CS 112 Programming in Javascript 3

Major elective units (choose four from the following) 12

CIS 101 Introduction to Computers and Their Uses 3
 CIS 104 Microcomputer Application Software 3
 CIS 105 Introduction to Data Analytic Techniques and Tools 3
 CIS 124 Data Analytics (Advanced Excel and Access) 3
 CIS 190 E-Commerce Essentials 3
 CIS 192 Introduction to Cloud Computing 3
 CIS 193 Database Essentials in Amazon Web Services 3
 CIS 194 Compute Engines in Amazon Web Services 3
 CIS 195 Security in the Cloud 3
 CS 111 Programming in Visual Basic 3
 CS 140 Programming for Mobile Application 3
 CS 141 Advanced Programming for Mobile Devices 3

Total Units 30

WEB SUPPORT & ADMINISTRATION (CA)

MAJOR CODE: 0709.00
ACADEMIC PROGRAM CODE: W019526D

The [Certificate of Achievement in Web Support and Administration](#) provides students with a high-quality education that prepares them for professional career path for web development and database administration. This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, marketing, supporting and managing websites. This program also provides students with the knowledge and skills to administer website security and to manage client-server database.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand how the Internet uses HTML, client side and server-side scripting to build modern web sites.
2. Design and maintain websites using HTML technologies, CSS and JavaScript.
3. Design and maintain databases that are used to serve dynamic data to websites.
4. Understand the core concepts in building an e-Commerce site that is published on the Internet.

Required courses 9

CIS 120	Introduction to Databases.....	3
CIS 148	Introduction to Web Development Using HTML5 CSS.....	3
CIS 150	Advanced Website Development Using JavaScript and Ajax.....	3

Major elective units (choose two from the following) 6

CIS 101	Introduction to Computers and Their Uses	3
CIS 104	Microcomputer Application Software	3
CIS 105	Introduction to Data Analytic Techniques and Tools	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 190	E-Commerce Essentials	3
CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CIS 194	Compute Engines in Amazon Web Services	3
CIS 195	Security in the Cloud.....	3
CS 111	Programming in Visual Basic.....	3
CS 112	Programming in Javascript	3
CS 140	Programming for Mobile Application.....	3

Total Units 15

BUSINESS APPLICATION & DATABASE MANAGEMENT (CA)

MAJOR CODE: 0701.00

ACADEMIC PROGRAM CODE: W019524D

The [Certificate of Achievement in Business Application and Database Management](#) provides students with a high-quality education that prepares them for professional career path for web development and database administration. This program is intended to help students develop skills in designing, building, programming, populating with contents, branding, marketing, supporting and managing websites. This program also provides students with the knowledge and skills to

administer website security and to manage client-server database.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL server and MySQL.
2. Design and maintain databases that are used to serve dynamic data to websites.
3. Understand the core concepts in building an e-Commerce site that is published on the Internet.

Required core courses 9

CIS 120	Introduction to Databases	3
CIS 219	Introduction to Oracle: SQL and PL/SQL.....	3
CIS 237	Installing, Configuring, and Administering Microsoft SQL	3

Major elective units (choose two from the following)..... 6

CIS 101	Introduction to Computers and Their Uses	3
CIS 104	Microcomputer Application Software	3
CIS 105	Introduction to Data Analytic Techniques and Tools	3
CIS 124	Data Analytics (Advanced Excel and Access)	3
CIS 190	E-Commerce Essentials.....	3
CIS 192	Introduction to Cloud Computing	3
CIS 193	Database Essentials in Amazon Web Services	3
CS 111	Programming in Visual Basic	3
CS 112	Programming in Javascript	3
CS 140	Programming for Mobile Application	3

Total Units 15

MOBILE APPLICATION DEVELOPMENT ESSENTIALS (CA)

MAJOR CODE: 0707.10

ACADEMIC PROGRAM CODE: W038647D

The [Certificate of Achievement in Mobile Application Development Essentials](#) provides students with a high-quality education that prepares them for professional career in mobile application development. The curriculum prepares students to develop mobile application for popular platforms such as Android and Apple IOS and to work successfully as a member of a Mobile Application Development team. Students will be able to pursue careers in the following areas such as software engineer, web and mobile application developer.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Design and develop, implement various mobile applications for platforms such as iOS.
2. Understand how to design various screens, navigation between screens, events and event handling for a mobile application.
3. Deploy the mobile applications to mobile app stores.
4. Develop mobile applications that use the hardware features of devices such as GPS, cameras, etc.

Required core courses 9

CIS 148	Introduction to Web Development Using HTML CSS	3
CS 101	Introduction to Computer Science	3
CS 140	Programming for Mobile Application.....	3

Total Units 9

MOBILE APPLICATION DEVELOPMENT (CA)

MAJOR CODE: 0707.10
ACADEMIC PROGRAM CODE: W035619D

The [Certificate of Achievement in Mobile Application Development](#) provides students with a high-quality education that prepares them for professional career in mobile application development. The curriculum prepares students to develop mobile application for popular platforms such as Android and Apple IOS and to work successfully as a member of a Mobile Application Development team. Students will be able to pursue careers in the following areas such as software engineer, web and mobile application developer.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Design and develop, implement various mobile applications for platforms such as iOS.
2. Understand how to design various screens, navigation between screens, events and event handling for a mobile application.
3. Deploy the mobile applications to mobile app stores.
4. Develop mobile applications that use the hardware features of devices such as GPS, cameras, etc.

Required courses..... 15

CIS 148	Introduction to Web Development Using HTML CSS	3
CS 116	Programming in C++	3
CS 140	Programming for Mobile Application.....	3
CS 141	Advanced Programming for Mobile Devices	3

CS 213 Advanced Programming in Java 3

DENTAL ASSISTANT

HEALTH SCIENCES DIVISION

DENTAL ASSISTANT (AS)

MAJOR CODE 1240.10

ACADEMIC PROGRAM CODE: W033794C

The [Associate of Science in Dental Assistant \(ASDA\) program](#) is a CTE program that provides students with a high quality education that prepares them to be highly, competent, professional, and caring licensed dental assistants. This degree is designed to prepare students to work successfully as a member of the dental team. Upon completion of the program the student will be prepared and eligible to take both the California State Board Examination as a Registered Dental Assistant (RDA) and the national Certifying Board Examination as a Certified Dental Assistant (CDA).

The Dental Assistant curriculum is planned in sequence. All required courses in each semester are corequisites and prerequisites for the next semester. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the program. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.

Note: Clinical rotations will require students to obtain a medical clearance, background check and a Healthcare worker Cardiovascular Pulmonary Certification.

Note: In order to be admitted into the Dental Assistant Program, students must submit an admission application directly to the Health Science Division. For additional information, application procedures, and entry requirements please contact a college counselor or call (310) 287-4464 or visit the [Dental Assistant Program webpage](#).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental

CREDIT PROGRAMS: DEGREES & CERTIFICATES

procedures within the scope of dental assisting practice in the state of California.

3. Perform front office duties including communicating with patients, other health professionals, dental suppliers, business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.

Required core courses 29

DEN AST 001	Orientation to Dental Assisting	2
DEN AST 003	Dental Seminar	1
DEN AST 005	Preclinical Chairside Assisting	5
DEN AST 006	Dental Sciences for the Dental Assistant	2
DEN AST 007	Infection Control for the Dental Setting	1
DEN AST 008	Introduction to Dental Radiology	3
DEN AST 009	Medical Emergencies	2
DEN AST 010	Intermediate Chairside Assisting	3
DEN AST 012	Dental Assisting Clinical Science	3
DEN AST 013	Practice Management	2
DEN AST 015	Advanced Chairside Assisting	5

Total Major Units 29

GE Plan Units (less double-counted) 18

Additional Degree-applicable Elective Units 13

Total Units 60

DENTAL ASSISTANT (CA)

MAJOR CODE 1240.10

ACADEMIC PROGRAM CODE: W033798D

The [Dental Assistant Certificate of Achievement](#) provides students with a high-quality education that prepares them to be highly, competent, professional, and caring licensed dental assistants. This program of study is designed to prepare students to work successfully as a member of the dental team. Upon completion of this Certificate of Achievement the student will be prepared and eligible to take both the California State Board Examination as a Registered Dental Assistant (RDA) and the national Certifying Board Examination as a Certified Dental Assistant (CDA).

The Dental Assistant curriculum is a planned in sequence. All required courses in each semester are corequisites and prerequisites for the subsequent semester. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the Dental Assistant Program. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental procedures within the scope of dental assisting practice in the state of California.
3. Perform front office duties including communicating with patients, other health professionals, dental suppliers, business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.

Required core courses 29

DEN AST 001	Orientation to Dental Assisting	2
DEN AST 003	Dental Seminar	1
DEN AST 005	Preclinical Chairside Assisting	5
DEN AST 006	Dental Sciences for the Dental Assistant	2
DEN AST 007	Infection Control for the Dental Setting	1
DEN AST 008	Introduction to Dental Radiology	3
DEN AST 009	Medical Emergencies	2
DEN AST 010	Intermediate Chairside Assisting	3
DEN AST 012	Dental Assisting Clinical Science	3
DEN AST 013	Practice Management	2
DEN AST 015	Advanced Chairside Assisting	5

Total Units 29

FUNDAMENTALS OF DENTAL ASSISTING (CA)

MAJOR CODE 1240.10

ACADEMIC PROGRAM CODE: W041381D

The [Fundamentals of Dental Assisting Certificate of Achievement](#) is an entry level workforce preparation program that prepares students for employment as a dental assistant in basic chairside assisting and front office procedures. These courses are also requirements for the Dental Assistant Certificate of Achievement award that prepares students to become licensed dental assistants, as well as for the Dental Assistant Associate of Science degree.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

The Dental Assistant curriculum is a planned in sequence. All required courses in each semester are corequisites and prerequisites for the subsequent semester. Satisfactory completion of all courses with a grade of "C" or better in a given semester is required before the student may continue to the second semester of the Dental Assistant Program. Students must satisfactorily complete all of the courses in the Dental Assistant Program according to the State of California Dental Practice Act guidelines for curriculum.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Provide comprehensive dental assisting care to individuals from diverse socioeconomic, educational, and cultural backgrounds according to state regulations in a safe and ethical manner.
2. Assist in the clinical setting with dental treatment procedures while assuming responsibility for prevention of disease transmission in the work environment. Responsibilities include: using dental instruments and materials, taking and processing dental radiographs, taking impressions and performing many other dental procedures within the scope of dental assisting practice in the state of California.
3. Perform front office duties including communicating with patients, other health professionals, dental suppliers, business contacts and insurance companies, scheduling appointments, managing insurance and/or financial aspects of the dental practice and using dental management software systems.

Required core courses 8

DEN AST 001	Orientation to Dental Assisting	2
DEN AST 007	Infection Control for the Dental Setting....	1
DEN AST 013	Practice Management.....	2
DEN AST 008	Introduction to Dental Radiology.....	3
	OR	
DEN AST 012	Dental Assisting Clinical Science.....	3

Total Units 8

DENTAL HYGIENE

HEALTH SCIENCES DIVISION

(See the BACHELOR OF SCIENCE DEGREE in DENTAL HYGIENE)

EARLY CHILDHOOD EDUCATION

HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

EARLY CHILDHOOD EDUCATION (AS-T)

MAJOR CODE: 1305.00

ACADEMIC PROGRAM CODE: W032935H

The [Associate in Science in Early Childhood Education for Transfer \(AS-T\)](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in child development, human development, child and adolescent development, or education programs. The degree is designed to provide a clear pathway to a CSU and guaranteed admission to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students will only be required to complete an additional 60 units to earn a bachelor's degree. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Early Childhood Education for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate the use of developmentally appropriate practices for young children.
2. Evaluate and demonstrate the roles of Early Childhood Education professionals in preparing children for school success.
3. Plan and implement curriculum domain experiences/activities for preschool and/or school-age children.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Advocate for children's rights to develop their potential for becoming productive, well-adjusted members of society.
- Implement a plan for professional success to include obtaining a California Child Development Permit to qualify for employment in programs receiving funding from Federal, State, private (profit and non-profit), and family child care sources.
- Develop practical ideas for implementing culturally relevant and anti-bias education in core curriculum areas.

Required core courses 25

CH DEV 001	Child Growth and Development.....	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 007	Introduction to Curriculum in Early Childhood Education.....	3
CH DEV 010	Health, Safety and Nutrition.....	3
CH DEV 011	Child, Family and Community.....	3
CH DEV 022	Practicum in Child Development	4
CH DEV 034	Observation and Recording Children's Behavior.....	3
CH DEV 042	Teaching in a Diverse Society	3

Total Major Units 25

	IGETC
GE Units (less double-counted)	34
CSU-transferable elective units	1
Total Units	60

ECONOMICS

SOCIAL SCIENCES DIVISION

ECONOMICS (AA-T)

MAJOR CODE: 2204.00

ACADEMIC PROGRAM CODE: W032977G

The [Associate in Arts in Economics for Transfer \(AA-T\)](#) is a [degree](#) that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in economics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Economics (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including macroeconomic and microeconomic theories, economic history or history of economic thought.
- Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
- Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.
- Effectively communicate economic ideas, problems, and findings.

Required core courses 15

ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
MATH 227	Statistics	4
MATH 236	Calculus for Business and Social Science	5
	OR	
MATH 261	Calculus I	5

Major elective units, List A (choose one from the following)3-5

ACCTG 001	Introductory Accounting I	5
ACCTG 002	Introductory Accounting II	5
MATH 262	Calculus II	5
CIS 101	Introduction to Computers and Their Uses	3

Major elective units, List B (choose one from the following)3-5

ECON 010	Economic History of the United States ...	3
	OR	
ECON 011	Economics of Globalization.....	3
MATH 263	Calculus III	5
MATH 270	Linear Algebra.....	3

Any List A course not used in List A

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Major Units 21-25

	CSU	IGETC
GE Units (less double-counted)	27	25
CSU-transferable elective units	8-12	10-14
Total Units	60	

ECONOMICS (AA)

MAJOR CODE: 2204.00

ACADEMIC PROGRAM CODE: W003330C

The [Associate of Arts degree in Economics](#) includes coursework that aligns with specific lower-division major requirements for the economics major at various universities within the University of California (UC) and California State University (CSU) systems. Careers in business, education, writing, and government are open to individuals with advanced study in the field of economics. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in economics may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Employ economic reasoning and logic to explain the world and make better decisions.
2. Achieve a basic understanding of markets, economic institutions, and the globaleconomy.
3. Locate, utilize, and critically interpret economic information and data using statisticalmethods or economic theories.
4. Use the theory of demand and supply to explain market equilibrium and the effects ofgovernment interventions.
5. Analyze and evaluate fiscal and monetary theory and policy.
6. Identify the various market structures; demonstrate the firm's decision under different market structures; evaluate the effects of government intervention such as anti-trustlegislation and regulation.

Required core courses 20

ACCTG 001*	Introductory Accounting I	5
ECON 001*	Principles of Microeconomics	3
ECON 002*	Principles of Macroeconomics	3
MATH 227*	Statistics	4
MATH 236	Calculus for Business and Social Sciences	5
	OR	
MATH 261	Calculus I	5

Major elective units (choose one from the following) 3-5

ACCTG 002	Introductory Accounting II	5
CIS 101	Introduction to Computers and Their Uses	3
ECON 010	Economic History of the United States	3
ECON 011	Economics of Globalization	3
MATH 262	Calculus II	5
POL SCI 001	The Government of the United States	3

* Recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0 or the Associate in Arts in Economics for Transfer Degree.

Total Major Units 23-25

GE Plan Units (less double-counted) 12-15

Additional Degree-applicable Elective Units 20-25

Total Units 60

ELEMENTARY TEACHER EDUCATION

HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

ELEMENTARY TEACHER EDUCATION (AA-T)

MAJOR CODE: 4901.00

ACADEMIC PROGRAM CODE: W037029G

The [Associate in Arts in Elementary Teacher Education for Transfer \(AA-T\) degree](#) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. The program is designed for students who wish to earn a multiple-subject teaching credential authorizing them to teach in grades K-5. Students will study a broad range of subjects to prepare them for teaching, including English, mathematics, science, social science, visual and performing arts, and human development. Competencies will be assessed regularly through projects, examinations, laboratory experiments, and presentations. Students completing this AA-T are guaranteed admission to the CSU system, but not to a particular campus or major. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students should [meet with a counselor](#) for specific university major preparation at the college of their choice in order to facilitate a seamless transition. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Elementary Teacher Education for Transfer (AA-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Implement various environmental rating scales and assessment tools for school-age programs.
2. Be able to design and implement age appropriate activities.
3. Identify opportunities that support school-age student learning and development.

Required core courses 47

EDUC 001	Introduction to Teaching	3
BIOLOGY 003	Introduction to Biology	4
COMM 101	Public Speaking	3
MATH 215	Principles of Math	3
CH DEV 001	Child Growth and Development.....	3
ENGLISH 101	College Reading and Composition I	3
ENGLISH 102	College Reading and Composition II	3
GEOG 007	World Regional Geography	3
HISTORY 086	Introduction to World Civilization I	3
HISTORY 011	Political and Social History of the United States I to 1877.....	3
POL SCI 001	The Government of the United States	3
EARTH 001	Earth Science	3
and		
EARTH 002	Earth Science Laboratory	1
PHYS SC 001	Physical Science I.....	3
and		
PHYS SC 014	Physical Science Laboratory	1
CHEM 051	Fundamentals of Chemistry I.....	5
	OR	
CHEM 060	Introductory General Chemistry.....	5

Major elective units, List A (choose one from the following) 3

ENGLISH 103 Composition and Critical Thinking3

Major elective units, List B (choose from the following) 3

ART 101	Survey of Art History I	3
ART 102	Survey of Art History II	3
ART 103	Art Appreciation.....	3
MUSIC 111	Music Appreciation.....	3
THEATER 100	Introduction to the Theater.....	3

Total Major Units53

	CSU	IGETC
GE Units (less double-counted)	3	3
CSU-transferable elective units	4	4
Total Units60	

EMERGENCY MEDICAL TECHNICIAN

HEALTH SCIENCES DIVISION

EMERGENCY MEDICAL TECHNICIAN (CA)

MAJOR CODE: 1250.00

ACADEMIC PROGRAM CODE: W040223D

Emergency Medical Technicians (EMTs) are professional medical responders that work to help and transport ill and injured patients in various emergency field and clinical settings. They work for various Fire Departments and private ambulance companies. Principles that are covered throughout the [Emergency Medical Technician Certificate of Achievement](#) program include, but are not limited to: leadership, followership, communication, safety, situational awareness, decision making, patient assessment, and professionalism. EMT students will be trained to recognize and treat medical illnesses and traumatic injuries through facilitated discussion, skills lab, simulations, scenarios, role-play, tactical decision games and field experience.

Students successfully completing this program will be eligible to take the National Registry of Emergency Medical Technicians (NREMT) written exam. They will also be eligible for licensure in the State of California. Students are required to pay for a background check and additional material fees. Proof of immunizations is required to complete hospital and ambulance field work and must include: Measles-Mumps-Rubella (MMR), Tetanus-Diphtheria-Pertussis (Tdap), Varicella, and Tuberculosis results.

Program Learning Outcomes: Upon successful completion of this program, students will:

1. Be eligible to sit for the national certifying examination offered through the National Registry of EMTs.
2. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

3. Administer appropriate emergency medical care based on assessment findings of the patient's condition.
4. Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.

Required courses 9.5

ALD HTH 021	Basic Life Support for the Healthcare Provider (CSU – P/NP)	0.5
ALD HTH 052	Emergency Medical Technician	9

ENGINEERING

COMPUTER SCIENCE & APPLICATION DIVISION AND SCIENCE DIVISION

ENGINEERING: CIVIL TRACK (AS)

MAJOR CODE: 0901.00

ACADEMIC PROGRAM CODE: W037864C

The [Associate of Science degree in Engineering: Civil Track](#) provides students with the lower division course work required to transfer to most four-year colleges and universities. This degree will prepare students for a bachelor's degree in civil engineering from a four-year college or university or may provide students with a foundation for further study in other areas of science. This degree may not satisfy all transfer requirements for specific institutions. Students are encouraged to [consult with a counselor](#) to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

Program Learning Outcomes: Students who complete the program will be able to:

1. Use the knowledge of mathematics, science, and engineering to solve complex but relevant engineering problems.
2. Communicate effectively both orally as well as in writing and become critical thinkers and lifelong learners.
3. Show professionalism by following ethical principles, which are vital in civil engineering disciplines.

Required core courses 49

Core Courses for Engineering Major30

ENG GEN 101	Introduction to Science Engineering and Technology	2
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 275	Ordinary Differential Equations	3
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II	5

Civil Engineering Courses for Major 19

CHEM 101	General Chemistry I	5
EGD TEK 101	Engineering Graphics	3
ENG GEN 220	Electrical Circuit I	4
ENG GEN 131	Statics	3
ENG GEN 150	Materials Science and Engineering	4

Total Major Units49

GE Plan Units (less double-counted)24-27

ENGINEERING: COMPUTER & SOFTWARE TRACK (AS)

MAJOR CODE: 0934.10

ACADEMIC PROGRAM CODE: W039123C

The [Associate of Science degree in Engineering: Computer and Software Track](#) prepares students to transfer to a four-year university for a bachelor's degree in engineering. Additional courses may be required by the transfer institution. Students are encouraged to [consult with a counselor](#) to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use the knowledge of mathematics, science, and engineering to identify, formulate, and solve complex relevant engineering problems.
2. Capability to communicate, and work effectively individually or as a team member.
3. Show professionalism by following ethical principles, which are vital in engineering discipline.
4. Learn the development, design and application of circuits, computers, embedded systems, digital systems simulation and digital control systems.

Required core courses44

Core Courses for Engineering Major 30

ENG GEN 101	Introduction to Science Engineering and Technology	2
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 275	Ordinary Differential Equations	3
PHYSICS 037	Physics for Engineers and Scientists I	5
PHYSICS 038	Physics for Engineers and Scientists II	5

Computer and Software Engineering Courses

for Major 14

CS 131	Discrete Structure for Computer Science	3
CS 136	Introduction to Data Structure	3
ENG GEN 120	Introduction to Programming Concepts and Methodologies	3

CREDIT PROGRAMS: DEGREES & CERTIFICATES

	for Scientists and Engineers	4
ENG GEN 220	Electrical Circuits I	4

Total Major Units 44
GE Plan Units (less double-counted) 21-27

ENGINEERING: ELECTRICAL TRACK (AS)

MAJOR CODE: 0934.00
ACADEMIC PROGRAM CODE: W039122C

The [Associate of Science degree in Engineering: Electrical Track](#) prepares students to transfer to a four-year university for a bachelor's degree in electrical engineering. Additional courses may be required by the transfer institution, please see a counselor for additional information. Students are encouraged to [consult with a counselor](#) to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use the knowledge of mathematics, science, and engineering to identify, formulate, and solve complex relevant engineering problems.
2. Develop the capability to communicate, and work effectively individually or as a team member.
3. Show professionalism by following ethical principles which are vital in engineering discipline.
4. Learn the development, design and application of circuits, electronic devices, computers, and systems for communication, controls, information processing and display, and system instrumentation.

Required courses..... 43

Core Courses for Engineering Major30

ENG GEN 101	Introduction to Science Engineering and Technology	2
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 275	Ordinary Differential Equations.....	3
PHYSICS 037	Physics for Engineers and Scientists I ...	5
PHYSICS 038	Physics for Engineers and Scientists II ...	5

Electrical Engineering Courses for Major13

CHEM 101	General Chemistry I.....	5
ENG GEN 120	Introduction to Programming Concepts and Methodologies for Scientists and Engineers	4
ENG GEN 220	Electrical Circuits I	4

Total Major Units 43
GE Plan Units (less double-counted) 21-27

ENGINEERING: MECHANICAL TRACK (AS)

MAJOR CODE: 0901.00
ACADEMIC PROGRAM CODE: W037863C

The [Associate of Science degree in Engineering: Mechanical Track](#) will prepare students for a bachelor's degree in mechanical, aerospace and manufacturing engineering from a four-year college or university or may provide students with a foundation for further study in other areas of science. This AS degree may not satisfy all transfer requirements for specific institutions. Students are encouraged to [consult with a counselor](#) to develop a comprehensive Student Educational Plan for this degree and its general education requirements.

Program Learning Outcomes: Students who complete the program will be able to:

1. Use the knowledge of mathematics, science, and engineering to solve complex but relevant engineering problems.
2. Communicate effectively both orally as well as in writing and become critical thinkers and lifelong learners.
3. Show professionalism by following ethical principles, which are vital in mechanical, aeronautical or manufacturing engineering disciplines.

Required courses 52

Core Courses for Major 30

ENG GEN 101	Introduction to Science Engineering and Technology.....	2
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
MATH 275	Ordinary Differential Equations	3
PHYSICS 037	Physics for Engineers and Scientists I....	5
PHYSICS 038	Physics for Engineers and Scientists II...	5

Mechanical Engineering Courses for Major 22

CHEM 101	General Chemistry I	5
ENG GEN 220	Electrical Circuit I	4
EGD TEK 101	Engineering Graphics.....	3
ENG GEN 131	Statics	3
ENG GEN 150	Materials Science and Engineering	4
ENG GEN 122	Programming and Problem-Solving in MATLAB	3
	OR	
ENG GEN 120	Introduction to Programming Concepts and Methodologies for Scientists and Engineers	4

Total Major Units 52
GE Plan Units (less double-counted) 21-27

CREDIT PROGRAMS: DEGREES & CERTIFICATES

ENGINEERING I (CA)

MAJOR CODE: 0901.00

ACADEMIC PROGRAM CODE: W041358D

The [Engineering I Certificate of Achievement](#) is designed to give students an introduction the field of engineering by applying theories and principles of science and mathematics to research and develop economical solutions to practical technical problems. This is the first of three stackable certificates in engineering that prepare students for an Associate of Science degree in Engineering and transfer to a UC or CSU to earn a bachelor's degree in engineering.

Program learning outcomes: Upon completion of this certificate, students will be able to:

1. Identify and distinguish between different fields of engineering by researching information about them and further select one of them as a career
2. Analyze engineering problems using the engineering design process.

Required courses 22

ENG GEN 101	Introduction to Science,2
	Engineering and Technology
MATH 261	Calculus I5
MATH 262	Calculus II5
PHYSICS 037	Physics for Engineers and5
	Scientists I
CHEM 101	General Chemistry I5

Total Units 22

ENGINEERING II: MECHANICAL AND CIVIL ENGINEERING (CA)

MAJOR CODE: 0901.00

ACADEMIC PROGRAM CODE: W041359D

The [Engineering II: Mechanical and Civil Engineering Certificate of Achievement](#) is designed to build on the basic Engineering I certificate. Completion of the Engineering II certificate provides a direct pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in engineering.

Program learning outcomes: Upon completion of this certificate, students will be able to:

1. Design, implement, test, and debug programs that use each of the following: basic computation, simple input/output, standard conditional and iterative structures, user-defined functions, arrays, pointers, classes, and external data files.
2. Analyze and solve a wide variety of problems in the areas of mechanics, gravity, conservation of energy

and momentum, kinematics, and solids and fluids using skills in algebra, trigonometry, and calculus.

Required courses 41

CHEM 101	General Chemistry I..... 5
ENG GEN 101	Introduction to Science, 2
	Engineering and Technology
ENG GEN 122	Programming and Problem-Solving in
	MATLAB..... 3
ENG GEN 131	Statics 3
	OR
ENG GEN 150	Materials Science and Engineering 3
MATH 261	Calculus I 5
MATH 262	Calculus II 5
MATH 263	Calculus II 5
MATH 270	Linear Algebra..... 3
	OR
MATH 275	Ordinary Differential Equations 3
PHYSICS 037	Physics for Engineers and 5
	Scientists I
PHYSICS 038	Physics for Engineers and 5
	Scientists II
	OR
PHYSICS 039	Physics for Engineers and 5
	Scientists III

Total Units 41

ENGINEERING III: COMPUTER AND SOFTWARE AND ELECTRICAL (CA)

MAJOR CODE: 0901.00

ACADEMIC PROGRAM CODE: W041360D

The [Engineering III: Computer and Software, and Electrical Certificate of Achievement](#) is designed to build on the basic Engineering I certificate. Completion of the Engineering III certificate provides a direct pathway towards earning an Associate Degree in Engineering and transfer to a UC or CSU to earn a baccalaureate degree in engineering.

Program learning outcomes: Upon completion of this certificate, students will be able to:

1. Design and construct a circuit to meet a given specification.
2. Analyze and solve a wide variety of problems in the areas of electricity, magnetism, and thermodynamics using skills in algebra, trigonometry, and calculus.

Required courses 43

CHEM 101	General Chemistry I..... 5
ENG GEN 101	Introduction to Science, 2
	Engineering and Technology
ENG GEN 120	Introduction to Programming Concepts

CREDIT PROGRAMS: DEGREES & CERTIFICATES

	and Methodologies for Scientists and Engineers.....	4
ENG GEN 220	Electrical Circuits I	4
	OR	
ENG GEN 225	Digital Circuit Analysis	4
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus II	5
MATH 270	Linear Algebra	3
	OR	
MATH 275	Ordinary Differential Equations.....	3
PHYSICS 037	Physics for Engineers and	5
	Scientists I	
PHYSICS 038	Physics for Engineers and	5
	Scientists II	
Total Units	43

ENGLISH

LANGUAGE ARTS DIVISION

ENGLISH (AA-T)

MAJOR CODE: 1501.00

ACADEMIC PROGRAM CODE: W032887G

The [Associate in Arts in English for Transfer degree](#) provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, and identify their distinguishing characteristics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admission, it is not to any particular campus or program. The coursework will satisfy lower division requirements in English at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in English for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and

- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze college-level texts, both non-fiction and fiction.
2. Write coherent, thesis-driven prose.
3. Gather, evaluate and synthesize information to produce a correctly-documented research paper.
4. Revise written work as part of the writing process.
5. Describe and evaluate literary elements and genres.
6. Identify periods and authors by their defining characteristics such as language choice, imagery, theme and context.
7. Analyze a given literary passage for meaning and subtext by identifying literary elements, such as language, setting, imagery, tone, them and context.

Required core courses **6**

ENGLISH 102	College Reading and Composition II	3
ENGLISH 103	Composition and Critical Thinking	3

Major elective units, List A (choose from the following) **6**

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

Major elective units, List B (choose from the following) **3**

ENGLISH 127	Creative Writing.....	3
Any course from list A not already used.....		3

Major elective units, List C (choose from the following) **3**

ENGLISH 215	Shakespeare	3
ENGLISH 219	Literature of American Ethnic Groups	3
ENGLISH 234	African-American Literature	3
ENGLISH 239	Woman in Literature	3
ENGLISH 245	Queer Literature	3
Any course from List A or B not already used.....		3

Total Major Units **18**

	CSU	IGETC
GE Units (less double-counted)	30	28
CSU-transferable elective units	12	14
Total Units	60	

ENVIRONMENTAL SCIENCE

SCIENCE DIVISION

ENVIRONMENTAL SCIENCE (AS-T)

MAJOR CODE: 0301.00

ACADEMIC PROGRAM CODE: W040106H

The [Associate in Science in Environmental Science for Transfer \(AS-T\) degree](#) is designed to provide a multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in environmental science or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. The coursework of this degree may satisfy the lower division requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Environmental Science for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Students who complete the program will be able to

1. Describe how matter and energy cycle within the Earth system (atmosphere, biosphere, geosphere, and hydrosphere)
2. Explain the impact of human activity on the Earth system.
3. Evaluate and interpret qualitative and quantitative data from multiple disciplines to make informed decisions about environmental issues.

Required courses..... 15
(Choose Option 1 or Option 2)

Option 1

BIOLOGY 006	General Biology I.....	5
BIOLOGY 007	General Biology II.....	5
CHEM 101	General Chemistry I.....	5

OR

Option 2

BIOLOGY 006	General Biology I.....	5
CHEM 101	General Chemistry I.....	5
CHEM 102	General Chemistry II.....	5

Major elective units, list A 16

ENV SCI 001	Introduction to Environmental Science	3
GEOLOGY 001	Physical Geology	3
GEOLOGY 006	Physical Geology Laboratory	1
MATH 227	Statistics	4
MATH 261	Calculus I	5

Major elective units, list B 11

ECON 001	Principles of Microeconomics	3
PHYSICS 006	General Physics I	4
PHYSICS 007	General Physics II	4

Total Major Units 42

	IGETC	
GE Units (less double-counted)		18
Total Units		60

FACILITIES MANAGEMENT

BUSINESS DIVISION

FACILITIES MANAGEMENT (CA)

MAJOR CODE: 0506.00

ACADEMIC PROGRAM CODE: W042377D

The [Certificate of Achievement in Facilities Management](#) prepares students to work in a profession that encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology. Core competencies for a facility manager include communication, emergency preparedness and business continuity, environmental stewardship and sustainability, finance and business, human factors, leadership and strategy, operations and maintenance, project management, quality, real estate and property management, and technology. This certificate will prepare students for entry-level positions in the field of facilities management.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate a working knowledge of the functional areas of facilities management.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Demonstrate the ability to work effectively as a member of a team.
3. Students shall demonstrate the ability to convey an idea orally or in writing so that the intended audience understands the idea. This shall include the ability to conduct business research, analyze, and interpret the findings.

Required core courses 26

ACCTG 001	Accounting I	5
BUS 001	Introduction to Business	3
BUS 005	Business Law.....	3
BUS 032	Business Communications	3
BUS 045	Facilities Management Essentials	3
BUS 046	Introduction to Facilities Project Management.....	3
MGMT 001	Principles of Management	3
MGMT 031	Introduction to Human Relations	3

Total Units 26

FILM AND TV

ARTS & PERFORMANCE DIVISION

FILM/TV PRODUCTION CRAFTS (CA)

MAJOR CODE: 0612.20

ACADEMIC PROGRAM CODE: W019709D

The [Certificate of Achievement in Film/TV Production Crafts](#) provides education and training in essential entry-level skills in the arts, crafts, and technicians' departments of film, television and stage crafts. Upon completing the program, students will be able to apply for entry level positions in Film, Television, Internet, Multi-Media, Entertainment Production, Animation, Visual Effects, Gaming, Virtual Reality, Stagecraft, Set Dressing, Grip/ Craft Service, Camera Loader, Apprentice/Assistant Editor, Sound Utility, Costume Manufacturing, Set Lighting, Set Painting, and Scenic/Graphic Arts.

WLAC has a partnership with Hollywood Cinema Production Recourses (Hollywood CPR). Hollywood CPR has the only IATSE & AMPTP recognized Entertainment Artists, Crafts and Technicians Certificate which provides a pathway into careers in the entertainment industry.

Note: The Hollywood CPR Entertainment Artists, Crafts and Technicians Certificate is an additional merit-based distinction above and beyond the Film/TV Crafts Certificate of Achievement that signifies a proficiency of entry-level skills to employers and trade unions. In order to be eligible to apply to Hollywood CPR, students need to complete the Film/TV Production Crafts certificate with a GPA of 3.0 or better, and additional criteria including granting Hollywood CPR

permission to review their grades and records for certification purposes.

Please consult with the [Chair of the Arts & Performance Division](#) if you are interested in the Hollywood CPR Entertainment Artists, Crafts and Technicians Certificate.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively communicate both verbally and in writing with a variety of crew-members using entertainment industry terminology, records and forms.
2. Understand all aspects of the production of a film, television show or stage performance from script-to-screen: pre-production to post production.
3. Apply technological principals in the use of camera, grip, lighting and sound equipment.
4. Apply basic mathematics and graphic principals as used in motion picture, television and stage production.
5. Learn the proper use of tools, equipment, and safety apparel. The proper procedures for safety in and around the set.
6. Demonstrate proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.
7. Search for career opportunities regularly and effectively network for work with crew on future productions.
8. Use proper set etiquette; always be punctual; maintain a positive attitude.

Required core course 3

FLM PRD 100	Intro to Film, TV, and Video Production Crafts	3
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Major elective units 24

FLM PRD 101	Production Skills.....	3
FLM PRD 101A	Production Skills.....	4
FLM PRD 101B	Production Skills.....	4
FLM PRD 101C	Production Skills.....	4
FLM PRD 103	Tools and Rigging for Production Crafts .	3
FLM PRD 103A	Tools and Rigging for Production Crafts .	3
FLM PRD 105	Stagecraft.....	6
FLM PRD 106	Tech Literacy for Production & Post	3
FLM PRD 110	Set Dressing Crafts	6
FLM PRD 110A	Set Dressing Crafts A.....	4
FLM PRD 110B	Set Dressing Crafts B.....	3
FLM PRD 115	Grip Crafts.....	6
FLM PRD 115A	Grip Crafts A	4
FLM PRD 115B	Grip Crafts B	3
FLM PRD 120	Camera/Digital Utility Crafts	6
FLM PRD 121	Camera/Digital Utility Crafts	1
FLM PRD 125	Editing Crafts in Film, TV, and Video	6
FLM PRD 126	Introduction to Editing Crafts.....	3
FLM PRD 127	Editing Crafts Lab 1.....	2
FLM PRD 128	Editing Crafts Lab 2.....	1

CREDIT PROGRAMS: DEGREES & CERTIFICATES

FLM PRD 129	Intermediate Editing Crafts	3
FLM PRD 130	Costume Manufacturing Crafts	6
FLM PRD 140	Set Lighting Crafts	6
FLM PRD 140A	Set Lighting Crafts A.....	4
FLM PRD 140B	Set Lighting Crafts B.....	3
FLM PRD 145	Set Painting Crafts.....	6
FLM PRD 146	Set Painting Crafts.....	3
FLM PRD 147	Set Painting Lab 1	3
FLM PRD 148	Set Painting Lab 2	2
FLM PRD 150	Scenic Artists Crafts	6
FLM PRD 200	Introduction to Photoshop & Illustrator	3
FLM PRD 202	Visual Effects and Motion Graphics.....	3
FLM PRD 205	2D Digital Production	3
FLM PRD 207	CG Production	4
FLM PRD 212	Production Team	3
FLM PRD 215	Demo Reel.....	2
FLM PRD 290A	Production Crafts Lab A.....	1
FLM PRD 290B	Production Crafts Lab B.....	1
FLM PRD 291A	Post Production Lab A	1
FLM PRD 291B	Post Production Lab B.....	1
FLM PRD 185	Directed Study	1
FLM PRD 185A	Directed Study	1
FLM PRD 285	Directed Study	2
FLM PRD 285A	Directed Study	2
FLM PRD 385	Directed Study	3
FLM PRD 385A	Directed Study	3
Total Units	27

FIRE TECHNOLOGY

PUBLIC SAFETY & PARALEGAL STUDIES

FIRE TECHNOLOGY (AS)

MAJOR CODE: 2133.00

ACADEMIC PROGRAM CODE: W023061C

The [Associate of Science degree in Fire Technology](#) is primarily designed for career and technical education and workforce training/ development. It 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. The majority of courses within the fire technology discipline meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee. This curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. Students pursuing this degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Note: Students completing the Hazardous Materials course (FIRETEK 216) may also be eligible for a state certificate in that area.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe the NFPA Standards for all various types of fire sprinkler systems.
2. Describe the components of a fire sprinkler system. Include the required earthquake provisions.
3. Compare and contrast the difference between the five types of fires.
4. Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
5. Demonstrate an awareness of cultural diversity.

Required courses 18

FIRETEK 201	Introduction to Fire Protection.....	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems.....	3
FIRETEK 204	Building Construction Related to Fire Service	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3

Elective units (choose two from the following)..... 6

FIRETEK 207	Wild Land Fire Fighting	3
FIRETEK 208	Fire Hydraulics	3
FIRETEK 209	Structural Fire Fighting.....	3
FIRETEK 210	Company Officer	3
FIRETEK 213	Fire Investigation.....	3
FIRETEK 217	Fire Apparatus	3

Total Major Units24

GE Plan Units (less double-counted)21

Additional Degree-applicable Elective Units 15

Total Units 60

FIRE TECHNOLOGY (CA)

MAJOR CODE: 2133.00

ACADEMIC PROGRAM CODE: W023062D

The [Certificate of Achievement in Fire Technology](#) is designed for students who are looking for instruction with a high degree of specialization to enhance professional development. The majority of courses within this certificate meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee, and the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Note: Students completing the Hazardous Materials course (FIRETEK 216) may also be eligible for a state certificate in that area.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe the NFPA Standards for all various types of fire sprinkler systems.
2. Describe the components of a fire sprinkler system. Include the required earthquake provisions.
3. Compare and contrast the difference between the five types of fires.
4. Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
5. Demonstrate an awareness of cultural diversity.

Required courses 15

FIRETEK 201	Introduction to Fire Protection.....	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems.....	3
FIRETEK 204	Building Construction Related to Fire Service.....	3
FIRETEK 205	Fire Behavior and Combustion	3

Elective units (choose one from the following) 3

FIRETEK 207	Wild Land Fire Fighting.....	3
FIRETEK 209	Structural Fire Fighting	3
FIRETEK 210	Company Officer.....	3
FIRETEK 213	Fire Investigation	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3
FIRETEK 217	Fire Apparatus	3

Total Units 18

FRENCH

LANGUAGE ARTS DIVISION

FRENCH (AA)

MAJOR CODE: 1102.00

ACADEMIC PROGRAM CODE: W003317C

The [Associate of Arts degree in French](#) includes coursework that aligns with specific lower-division major requirements for the French major at various universities within the University of California (UC) and California State University (CSU) systems. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in French may also consider the Associate in Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Listen with understanding to French conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.
4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight an understanding of the culture.
7. Interact sensitively and respectfully with the culture's mores, beliefs, and traditions in the target language.

Required core courses 20

FRENCH 001	Elementary French I.....	5
FRENCH 002	Elementary French II.....	5
FRENCH 003	Intermediate French I.....	5
FRENCH 004	Intermediate French II.....	5

Total Major Units 20

GE Plan Units (less double-counted) 24

Additional Degree-applicable Elective Units 16

Total units 60

GENERAL EDUCATION

ACADEMIC AFFAIRS

CSU GE-BREADTH (CA)

MAJOR CODE: 4901.10

The [CSU GE-Breadth Certificate of Achievement](#) is awarded to students who receive full certification of the CSU GE-Breadth transfer requirements. A course can be used only if it is on the list when it is taken. Courses on the CSU GE-Breadth list are approved for a specific academic year. See the CSU GE-Breadth courses listed in the previous section of the catalog. Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Check the [Assist website](#) regularly for the most current information about approved general education courses. Assist is the official repository of course articulation for California's public colleges and universities. A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. A course may not be used to satisfy more than one general education requirement.

For courses, see the CSU GE-Breadth Pattern in the "Transfer Requirements" section of this catalog.

Note: The CSU GE-Breadth may not be appropriate for some programs or high unit majors. Students should meet with a counselor to make sure that the CSU GE-Breadth plan is their

CREDIT PROGRAMS: DEGREES & CERTIFICATES

best option for transfer. Students who are awarded this Certificate of Achievement must also request CSU GE-Breadth certification from the [Admissions and Records Office](#) when sending their final transcript to the four-year school.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Communication: The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
2. Critical Thinking: The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
3. Research and Information Literacy: The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
4. Civic Responsibility and Ethical Reasoning in a Diverse Society: The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.
5. Quantitative Analysis and Scientific Reasoning: The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.
6. Arts & Cultural Awareness: The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

IGETC (CA)

MAJOR CODE: 4901.10

The [IGETC Certificate of Achievement](#) is awarded to students who receive full certification of the IGETC requirements. A course can be used only if it is on the list when it is taken. Courses on the IGETC list are approved for a specific academic year. See the IGETC courses listed in the previous section of the catalog. Every effort has been made to assure the accuracy of this list at the time of publication; however, additions or deletions sometimes occur during the year. Check the [Assist website](#) regularly for the most current information

about approved general education courses. Assist is the official repository of course articulation for California's public colleges and universities. A grade of "C" or better is required in all courses. Grades of "credit/pass" can be used if equivalent to a "C" grade. A course may not be used to satisfy more than one general education requirement.

For courses, see the IGETC Pattern in the "Transfer Requirements" section of this catalog.

Note: IGETC may not be appropriate for some programs or high unit majors. Students should meet with a counselor to make sure that the IGETC plan is their best option for transfer. Students who are awarded this Certificate of Achievement must also request IGETC certification at the [Admissions and Records Office](#) when sending their final transcript to the four-year school.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Communication: The student will demonstrate proficiency in communication skills, including active listening, textual interpretation and comprehension, and oral and written expression.
2. Critical Thinking: The student will demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
3. Research and Information Literacy: The student will demonstrate proficiency in modes of inquiry specific to the discipline of study and discernment of relevant and appropriate sources of information.
4. Civic Responsibility and Ethical Reasoning in a Diverse Society: The student will demonstrate proficiency in understanding, and engaging with, contemporary notions of the public good in a democratic and diverse society and the relevant principles, concepts, and arguments that guide ethical decision-making.
5. Quantitative Analysis and Scientific Reasoning: The student will demonstrate proficiency in the interpretation and description of quantitative data and situations and relevant graphs, symbols, or mathematical relationships and concepts to solve problems.
6. Arts & Cultural Awareness: The student will demonstrate proficiency in the identification, recognition, description, and explanation of his or her interaction with, and understanding of, cultural practices and social structures.

GEOLOGY

CREDIT PROGRAMS: DEGREES & CERTIFICATES

SCIENCE DIVISION

GEOLOGY (AS-T)

MAJOR CODE: 1914.00

ACADEMIC PROGRAM CODE: W040810H

The [Associate in Science in Geology for Transfer \(AS-T\) degree](#) is designed to meet the minimum requirements for transfer to a California State University (CSU) Bachelor of Science degree program in the geological sciences. The coursework in this transfer degree may satisfy lower-division major requirements for this major. While this degree guarantees admission to the CSU, it is not to any particular campus or program. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Geology for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Students who complete the program will be able to:

1. Explain the interrelationships between different disciplines to understand how the geological processes function
2. Apply the scientific method to the study of the geological materials and processes
3. Utilize information learned to make informed decisions about global and local environmental issues.

Required core courses 28

GEOLOGY 001	Physical Geology	3
and		
GEOLOGY 006	Physical Geology Laboratory	1
GEOLOGY 002	Earth History	3
and		
GEOLOGY 007	Earth History Laboratory	1
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5

Total Major Units 28

IGETC

GE Units (less double-counted)	30
CSU-transferable elective units	2
Total Units	60

GLOBAL STUDIES

SOCIAL SCIENCE DIVISION

GLOBAL STUDIES (AA-T)

MAJOR CODE: 2210.00

ACADEMIC PROGRAM CODE: W042249G

The [Associate in Arts in Global Studies for Transfer \(AA-T\) degree](#) cultivates global citizens who study the world from an international/global perspective. Integral to this is to be conversant with global politics and governance, markets, culture and society, and languages and area studies. Students who transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degree in 60 semester or 90 quarter units. The coursework in this transfer degree may satisfy lower-division major requirements for this major. While this degree guarantees admission to the CSU, it is not to any particular campus or program. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Global Studies for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Required core courses 6

POL SCI 060	Introduction to Globalization	3
POL SCI 061	Global Issues	3

List A: Select 5 courses from at least 4 of the following areas..... 15-17

Area 1: Culture and Society

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
HISTORY 087	Introduction to World Civilization II	3

Area 2: Geography

GEOG 001	Physical Geography.....	3
GEOG 002	Cultural Elements of Geography.....	3
GEOG 007	World Regional Geography	3

Area 3: Economics

ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3

Area 4: Politics

POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3

Area 5: Humanities

ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
SPANISH 004	Intermediate Spanish 2.....	5

Total Major Units 21-23

	CSU	IGETC
GE Units (less double-counted)	30	25
CSU-transferable elective units	7-9	12-14
Total Units		60

GLOBAL STUDIES (AA)

MAJOR CODE: 2210.00

ACADEMIC PROGRAM CODE: W033893C

The [Associate of Arts degree in Global Studies](#) cultivates global citizens who study the world from an international/global perspective. Integral to this is to be conversant with global politics and governance, markets, culture and society, and languages and area studies. Student learning outcomes promote knowledge of global studies as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community. By obtaining this degree, students will be able to use their knowledge of global studies to enter into career pathways leading to university teaching and research, governmental and non-governmental organizations, business and commerce, journalism, and other personal or professional pursuits.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

** in addition to the following degree requirements, two semesters of a foreign language are recommended*

Required courses 15

ECON 011	Economics of Globalization.....	3
ENGLISH 204	World Literature II.....	3
PHILOS 033	Comparative Study of World Religions ...	3
POL SCI 007	Introduction to International Relations	3
POL SCI 060	Intro to Globalization	3

Major elective units (choose four from the following).... 12

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ART 141	Introduction of African Art	3
ASIAN 003	People and Cultures of Asia	3
GEOG 002	Cultural Elements of Geography.....	3
HISTORY 027	History of Africa	3
HISTORY 087	Introduction to World Civilization II	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 014	Politics of the Middle East.....	3
POL SCI 017	Governments and Politics of Latin America.....	3
SPANISH 010	Latin American Civilization	3

Total Major Units	27
GE Plan Units (less double-counted)	15
Additional Degree-applicable Elective Units	18
Total Units	60

*Recommended foreign language courses:

ARABIC 001	Elementary Arabic I	5
ARABIC 002	Elementary Arabic II	5
FRENCH 001	Elementary French I	5
FRENCH 002	Elementary French II	5
JAPAN 001	Elementary Japanese I	5
SPANISH 001	Elementary Spanish I.....	5
SPANISH 002	Elementary Spanish II.....	5

GRAPHIC DESIGN

ARTS & PERFORMANCE DIVISION

GRAPHIC DESIGN I (CA)

MAJOR CODE: 1030.00

ACADEMIC PROGRAM CODE: W043073D

The [Graphic Design I Certificate of Achievement](#) prepares students for internships, assistant, and/or entry-level jobs in graphic & web design, advertising & marketing, social media, gaming, public relations, and entertainment occupations. The program begins with grounding in essential multimedia skills and design terminology. Students then study computer graphics, design principles, and create basic computer graphics projects for a portfolio. Students continue building their professional portfolio with more advanced projects in digital imaging and desktop publishing. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, commercial art, photojournalism, advertising & marketing. This certificate prepares students to obtain an advanced certificate in Graphic Design II.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate proper use of appropriate computer hardware and software for basic multimedia and graphic arts projects

2. Summarize the history of multimedia
3. Apply design skills and knowledge to create graphic art projects suitable for the commercial entertainment and communication industries.
4. Integrate a variety of computer applications to plan, compose and create graphic arts projects that apply to entertainment, commercial art, and/or advertising & marketing services.
5. Develop the technical skills required to produce substantial, comprehensive visually successful projects that demonstrate knowledge of design principles and basic drawing and illustration.
6. Practice self-assessment and articulate assessments of existing arts projects and the projects of their classmates
7. Develop the skills and processes to evaluate and edit work based on visual values, appropriate presentation methods, design principles and the needs of potential clients
8. Develop the skills and processes to collaborate with others to create, evaluate and edit graphic arts projects.

Required core courses..... 12

MULTIMD 100	Introduction to Multimedia	3
PHOTO 007	Exploring Digital Photography	3
ART 501	Beginning 2-Dimensional Design	3
ART 101	Survey of Art History I	3
	OR	
ART 102	Survey or Art History II	3
	OR	
ART 103	Art Appreciation.....	3

Major elective units 9

ART 633	Introduction to Computer Graphics	3
ART 639	Introduction to Digital Imaging	3
ART 635	Desktop Publishing Design	3

Total Units 21

GRAPHIC DESIGN II (CA)

MAJOR CODE: 1030.00

ACADEMIC PROGRAM CODE: W043178D

The [Graphic Design II Certificate of Achievement](#) prepares students for assistant, entry-level jobs or intermediate jobs in graphic & web design, advertising & marketing, social media, gaming, public relations, and entertainment occupations. The program begins with grounding in essential multimedia skills and design terminology. Then students study computer graphics, design principles and create basic computer graphics projects for a portfolio. Students then continue building their professional portfolio with more advanced projects in digital imaging and desktop publishing. Demonstrating these essential skills will help meet the growing

CREDIT PROGRAMS: DEGREES & CERTIFICATES

demand in creative industries for skills in digital fine arts, commercial art, photojournalism, advertising & marketing.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate proper use of appropriate computer hardware and software for basic multimedia and graphic arts projects
2. Summarize the history of multimedia
3. Apply design skills and knowledge to create graphic art projects suitable for the commercial entertainment and communication industries.
4. Integrate a variety of computer applications to plan, compose and create graphic arts projects that apply to entertainment, commercial art, and/or advertising & marketing services.
5. Develop the technical skills required to produce substantial, comprehensive visually successful projects that demonstrate knowledge of design principles and basic drawing and illustration.
6. Practice self-assessment and articulate assessments of existing arts projects and the projects of their classmates
7. Develop the skills and processes to evaluate and edit work based on visual values, appropriate presentation methods, design principles and the needs of potential clients
8. Develop the skills and processes to collaborate with others to create, evaluate and edit graphic arts projects.

Required core courses 12

MULTIMD 100	Introduction to Multimedia.....	3
PHOTO 007	Exploring Digital Photography	3
ART 501	Beginning 2-Dimensional Design.....	3
ART 101	Survey of Art History I.....	3
	OR	
ART 102	Survey or Art History II.....	3
	OR	
ART 103	Art Appreciation	3

Major elective units..... 15

ART 633	Introduction to Computer Graphics.....	3
ART 639	Introduction to Digital Imaging	3
ART 635	Desktop Publishing Design.....	3
ART 641	Advanced Desktop Publishing	3
MULTIMD 807	Interactive Media Design	5

Total Units 27

HEALTH SCIENCE

HEALTH SCIENCES DIVISION

HEALTH SCIENCE (AS)

MAJOR CODE: 1260.00

ACADEMIC PROGRAM CODE: W033861C

The [Associate of Science degree in Health Science](#) is for students who wish to transfer to a four-year institution or complete entrance requirements for health career programs. These career options include, but are not limited to, nursing, radiological sciences, physical therapy, occupational therapy, respiratory therapy and dental hygiene. The degree offers students a broad general education, and provides basic knowledge in microbiology, human anatomy, chemistry, physiology, and nutrition. Students are encouraged to [meet with a counselor](#) regarding specific course requirements for their particular educational and career goals and to develop a comprehensive Student Educational Plan for this degree and its general education requirements. It is recommended that students who intend to transfer select the IGETC or CSU GE-Breadth educational plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Apply evidence-based models to evaluate scientific literature and other health related concepts.
2. Critically analyze factors that influence human health, public health policy, socio-economics, and scientific data that contribute to health disparities.
3. Use scientific knowledge to efficaciously affect change in the health of local and global communities.
4. Integrate professional and ethical standards with a commitment to lifelong learning.

Required core courses24

ANATOMY 001	Introduction to Human Anatomy	4
BIOLOGY 003	Introduction to Biology	4
FAM & CS 021	Nutrition.....	3
MICRO 020	General Microbiology	4
PHYSIOL 001	Introduction to Human Physiology	4
CHEM 060	Introduction to General Chemistry	5
	OR	
CHEM 051	Fundamentals of Chemistry I	5
	OR	
CHEM 101	General Chemistry	5

Total Major Units24

GE plan units (less double-counted) *27-32

Additional Degree-applicable Elective Units *4-9

Total Units 60

***The following GE courses are recommended:**

ANTHRO 102 Human Ways of Life: Cultural

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	Anthropology.....	3
COMM 101	Public Speaking	3
PSYCH 001	Introductory Psychology	3
PSYCH 041	Life Span Psychology	3
SOC 001	Introduction to Sociology	3

HISTORY

SOCIAL SCIENCE DIVISION

HISTORY (AA-T)

MAJOR CODE: 2205.00

ACADEMIC PROGRAM CODE: W032976G

The [Associate in Arts in History for Transfer \(AA-T\) degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in History. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division history requirements at some CSU campuses. Students are encouraged to [meet with a counselor](#) regarding specific course requirements for their particular educational and career goals and to develop a comprehensive Student Educational Plan for this degree and its general education requirements. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in History for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Evaluate how the past relates to the present.
2. Utilize evidence from the past and the present to formulate and support constructive arguments in both written and verbal form.
3. Attain cultural/historic literacy: student will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire sociocultural spectrum.

4. Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work and attend class punctually, and follow a syllabus.
5. Be informed citizens who play active roles in the improvement of society at the local, state, and national levels.

Required core courses 6

HISTORY 011 Political and Social History of the United States I to 1877 3

HISTORY 012 Political and Social History of the United States II from 1865..... 3

Major elective units, List A 6

HISTORY 001 Introduction to Western Civilization I..... 3
OR

HISTORY 086 Introduction to World Civilization I..... 3

AND

HISTORY 002 Introduction to Western Civilization II..... 3
OR

HISTORY 087 Introduction to World Civilization II..... 3

Major elective units, List B (choose one course from each area) 6

Area 1 3

HISTORY 043 The Mexican-American in the History of the United States I 3

HISTORY 044 The Mexican-American in the History of the United States II 3

HISTORY 086 Introduction to World Civilization I..... 3
OR

HISTORY 087 Introduction to World Civilization II..... 3

Area 2 3

PSYCH 001 Introductory Psychology..... 3
OR

SOC 001 Introduction to Sociology..... 3

Total Major Units 18

	CSU	IGETC
GE Units (less double-counted)	24-27	25-22
CSU-transferable elective units	15-18	17-20
Total Units	60	

HISTORY (AA)

MAJOR CODE: 2205.00

ACADEMIC PROGRAM CODE: W003331C

The [Associate of Arts degree in History](#) includes coursework that aligns with specific lower-division major requirements for

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the history major at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring to a four-year college or university with a major in history may also consider the Associate of Arts degree in Liberal Arts and Science (Behavioral and Social Sciences emphasis). Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students are also encouraged to consult the [Counseling Office](#) for individualized educational planning.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Evaluate how the past relates to the present, so that the student may best prepare for the challenges of the future.
2. Utilize evidence from the past and the present to formulate and support constructive arguments and draw meaningful conclusions in both written and oral form. In pursuit of this, emphasis must be placed examining historical data with objectivity, setting aside preconceived ideological bias.
3. Attain cultural/historic literacy: students will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire sociocultural spectrum.
4. Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work, follow a syllabus, and attend class punctually.
5. Become informed and responsible citizens who play active roles in the improvement of society at the local, state, and national levels.
6. Enhance understanding of democratic traditions and their application to real world problems

Required courses..... 12

HISTORY 001	Introduction to Western Civilization I	3
	OR	
HISTORY 086	Introduction to World Civilization I	3
HISTORY 002	Introduction to Western Civilization II	3
	OR	
HISTORY 087	Introduction to World Civilization II	3
HISTORY 011	Political and Social History of the United States I to 1877	3
	OR	
HISTORY 041	African-American in the History	3
	of United States I	
HISTORY 012	Political and Social History of the United States II from 1865	3
	OR	
HISTORY 042	African-American in the History	3
	of United States II	

Major elective units (choose two from the following) 6

ANTHRO 101	Human Biological Evolution	3
	OR	
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 001	Principles of Microeconomics	3
GEOG 001	Physical Geography	3
HISTORY 029	Asian Civilization: The Middle East	3
POL SCI 001	The Government of the United States	3
Total Major Units		18
GE Plan Units (less double-counted)		15
Additional Degree-applicable Elective Units		27
Total Units		60

HOSPITALITY

BUSINESS DIVISION

HOSPITALITY MANAGEMENT (AS-T)

MAJOR CODE: 1307.00

ACADEMIC PROGRAM CODE: W041546H

The [Associate in Science in Hospitality Management for Transfer degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in hospitality management. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division requirements at some CSU campuses. Students will not be required to complete additional local graduation requirements to obtain this degree. Students are encouraged to [meet with a counselor](#) regarding specific course requirements for their particular educational and career goals and to develop a comprehensive Student Educational Plan for this degree and its general education requirements. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Hospitality Management for Transfer (AA-T) Degree, students must meet the following requirements:

1. Completion of 60 semester units or 90 quarter units of degree-applicable courses,
2. Minimum overall grade point average of 2.0,
3. Minimum grade of "C" (or "P") for each course in the major, and
4. Completion of IGETC and/or CSU GE-Breadth.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use knowledge and skills associated with problem solving and creative and critical thinking.
2. Apply the concepts and skills necessary to achieve guest satisfaction.
3. Conduct himself or herself in a professional and ethical manner, and practice industry-defined work ethics.
4. Demonstrate knowledge and appreciation of multicultural perspectives to meet the needs of the guests, employees, and stakeholders.
5. Communicate effectively and confidently in the classroom, community, and industry.

Required core course 3

HOSPT 100 Introduction to Hospitality 3

List A: Select 8-9 units or three courses 8-9

ECON 001 Principles of Microeconomics 3

HOSPT 110 Sanitation and Safety 2

HOSPT 302 Introduction to Hotel/Motel Operations 3

HOSPT 320 Hospitality Law 3

HOSPT 340 Introduction to Professional Food Service 3

List B: Select 6-7 units or two courses from list A not already used 6-7

ACCTG 001 Introductory Accounting I 5

BUS 005 Business Law I 3

MATH 227 Statistics 4

Total Major Units 17-19

	CSU	IGETC
GE Units (less double-counted)	32	30
CSU-transferable elective units	9-11	11-13
Total Units		60

HOSPITALITY (AA)

MAJOR CODE: 1307.00

ACADEMIC PROGRAM CODE: W017282C

The [Associate of Arts degree in Hospitality](#) is primarily designed for career and technical education and workforce training/development. The hospitality program prepares students to enter the continuously growing world of hotels, resorts, private clubs, convention centers, meeting centers, cruise ships, entertainment venues, and other commercial settings. Hospitality's wide range of careers opens the door to a future with small or large lodging, meeting, and food service companies. The program provides both classroom and exciting on-site internships. This curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. Students pursuing this AA degree

are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants
4. Develop an awareness of various cultural customs and practices for implementation in their service to clients

Required core courses 33

BUS 001 Introduction to Business 3

HOSPT 100 Introduction to Hospitality 3

HOSPT 302 Introduction to Hotel/Motel Operations..... 3

HOSPT 303 Hotel Front Office Operations 3

HOSPT 311 Hospitality Marketing 3

HOSPT 325 Guest Relations Management 3

HOSPT 330 Managing Technology and E-Commerce 3

MARKET 021 Principles of Marketing 3

MGMT 006 Public Relations in Business 3

HOSPT 310 Hospitality Sales..... 3
OR

MARKET 001 Principles of Selling..... 3

HOSPT 320 Hospitality Law 3
OR

BUS 005 Business Law I 3

Total Major Units 33

GE plan units (less double-counted)..... 18

Degree-applicable elective units..... 19

Total Units 60

HOSPITALITY (CA)

MAJOR CODE: 1307.00

ACADEMIC PROGRAM CODE: W020256D

The [Certificate of Achievement in Hospitality](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. Develop an awareness of various cultural customs and practices for implementation in their service to clients.

Required core courses 36

BUS 001	Introduction to Business	3
BUS 032	Business Communications	3
HOSPT 100	Introduction to Hospitality	3
HOSPT 135	Meeting, Convention Planning	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
HOSPT 303	Hotel Front Office Operations	3
HOSPT 330	Managing Technology & E-Commerce	3
MGMT 002	Organization & Management Theory	3
HOSPT 325	Guest Relations Management	3
	OR	
MGMT 006	Public Relations	3
HOSPT 310	Hospitality Sales	3
	OR	
MARKET 001	Principles of Selling	3
HOSPT 311	Hospitality Marketing	3
	OR	
MARKET 021	Principles of Marketing	3
HOSPT 320	Hospitality Law	3
	OR	
BUS 005	Business Law I	3

Total Units 36

HOSPITALITY EVENT & CONVENTION PLANNING (CA)

MAJOR CODE: 1307.00

ACADEMIC PROGRAM CODE: W017285D

The [Hospitality Event & Convention Planning Certificate of Achievement](#) helps to prepare students for successful careers in meetings, events, and conventions management, including the scope of the business and its relationship to other parts of the tourism, travel and hospitality industries. Students are taught the importance of first determining goals and objectives, budget preparation, and program development that ensure all stakeholders' meetings and events enjoy utmost success.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.

2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. Develop an awareness of various cultural customs and practices for implementation in their service to clients.

Required core courses 18

BUS 001	Introduction to Business	3
HOSPT 100	Introduction to Hospitality Industry	3
HOSPT 135	Meeting/Convention and Incentive Planning	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
MARKET 001	Principles of Selling	3
HOSPT 320	Hospitality Law	3
	OR	
BUS 005	Business Law I	3

Total Units 18

HOSPITALITY HOTEL FRONT DESK & BACK OFFICE OPERATIONS (CA)

MAJOR CODE: 1307.00

ACADEMIC PROGRAM CODE: W017283D

The [Hospitality Hotel Front Desk & Back Office Operations Certificate of Achievement](#) prepares students to enter the continuously growing world of hotels, resorts, private clubs, convention centers, meeting centers, cruise ships, entertainment venues, and other commercial settings. Hospitality's wide range of careers opens the door to a future with small or large lodging, meeting, and food service companies. The program provides both classroom and exciting on-site internships

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. Develop an awareness of various cultural customs and practices for implementation in their service to clients.

Required core courses 18

HOSPT 100	Introduction to Hospitality Industry	3
HOSPT 302	Introduction to Hotel/Motel	3

CREDIT PROGRAMS: DEGREES & CERTIFICATES

	Operations	
HOSPT 303	Hotel Front Office Operations	3
HOSPT 330	Managing Technology	3
	and E-Commerce.....	3
HOSPT 325	Guest Relations Management	3
	OR	
MGMT 006	Public Relations	3
HOSPT 310	Hospitality Sales	3
	OR	
MARKET 001	Principles of Selling	3
Total Units	18

HOSPITALITY HOTEL SALES & MARKETING (CA)

MAJOR CODE: 1307.00

ACADEMIC PROGRAM CODE: W017284D

The [Hotel Sales & Marketing Certificate of Achievement](#) provides students with the fundamental elements required for success in this field. This includes the foundations of hospitality sales, common traits in successful sales, selling approaches, steps in making a sales presentation, negotiation strategy, questioning skills, overcoming objections, closing techniques, ethical and legal responsibilities, sales channels, marketing process including product, place, promotion, and pricing, determining a target market, and SWOT analysis. These courses help to prepare students to consider employment in hospitality sales and marketing.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Manage hospitality tasks found in conferences, conventions, and other hospitality events.
2. Manage restaurants, hotels and motels, and convention centers.
3. Identify, hire, train, and manage staff for conventions, conferences, hotels, and restaurants.
4. Develop an awareness of various cultural customs and practices for implementation in their service to clients.

Required core courses **18**

BUS 001	Introduction to Business	3
HOSPT 100	Introduction to Hospitality Industry.....	3
HOSPT 302	Introduction to Hotel/Motel Operations	3
HOSPT 325	Guest Relations Management	3
HOSPT 310	Hospitality Sales	3
	OR	
MARKET 001	Principles of Selling	3
HOSPT 311	Hospitality Marketing	3
	OR	

MARKET 021	Principles of Marketing	3
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INTERACTIVE DESIGN

ARTS & PERFORMANCE DIVISION

INTERACTIVE DESIGN I (CA)

MAJOR CODE: 1030.00

ACADEMIC PROGRAM CODE: W043067D

The [Interactive Design I Certificate of Achievement](#) prepares students for assistant or entry-level jobs in graphic & web design, virtual reality, augmented reality, gaming, social media, public relations, and entertainment occupations. The program begins with grounding in essential multimedia skills and design terminology. Then students study computer graphics, design principles and create basic computer graphics projects for a portfolio. Students then continue building their professional portfolio with more advanced projects in web design, motion graphics and interactive media. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, entertainment, web design, advertising and marketing.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate proper use of appropriate computer hardware and software for basic multimedia and graphic arts projects
2. Summarize the history of multimedia
3. Acquire and apply design skills and knowledge to create graphic art projects suitable for the commercial and communication industries.
4. Integrate a variety of computer applications to plan, compose and create graphic arts projects that apply to entertainment, commercial art, and/or advertising & marketing services.
5. Develop the technical skills required to produce substantial, comprehensive visually successful projects that demonstrate knowledge of design principles and basic drawing and illustration.
6. Practice self-assessment and articulate assessments of existing arts projects and the projects of their classmates
7. Develop the skills and processes to evaluate and edit work based on visual values, appropriate presentation methods, design principles and the needs of potential clients
8. Develop the skills and processes to collaborate with others to create, evaluate and edit graphic arts projects.

Required core courses **12**

ART 101	Survey of Art History I	3
	OR	
ART 102	Survey of Art History II	3
	OR	

CREDIT PROGRAMS: DEGREES & CERTIFICATES

ART 103	Art Appreciation I	3
ART 501	Beginning Two-Dimensional Design	3
MULTIMD 100	Introduction to Multimedia	3
PHOTO 007	Exploring Digital Photography	3

Major elective courses 9

ART 633	Introduction to Computer Graphics	3
MULTIMD 320	Web Design I	3
MULTIMD 805	Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media	3

Total Units 21

INTERACTIVE DESIGN II (CA)

MAJOR CODE: 1030.00

ACADEMIC PROGRAM CODE: W043074D

The [Interactive Design II Certificate of Achievement](#) prepares students for assistant, entry-level or intermediate jobs in graphic & web design, virtual reality, augmented reality, gaming, social media, public relations, and entertainment occupations. The program begins with grounding in essential multimedia skills and design terminology. Then students study computer graphics, design principles and create basic computer graphics projects for a portfolio. Students then continue building their professional portfolio with more advanced projects in web design, motion graphics and interactive media. Demonstrating these essential skills will help meet the growing demand in creative industries for skills in digital fine arts, entertainment, web design, advertising and marketing. This certificate aligns with the college's mission to provide a transfer path for student success or to obtain professional skills for employment.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate proper use of appropriate computer hardware and software for basic multimedia and graphic arts projects
2. Summarize the history of multimedia
3. Acquire and apply design skills and knowledge to create graphic art projects suitable for the commercial and communication industries.
4. Integrate a variety of computer applications to plan, compose and create graphic arts projects that apply to entertainment, commercial art, and/or advertising & marketing services.
5. Develop the technical skills required to produce substantial, comprehensive visually successful projects that demonstrate knowledge of design principles and basic drawing and illustration.

6. Practice self-assessment and articulate assessments of existing arts projects and the projects of their classmates
7. Develop the skills and processes to evaluate and edit work based on visual values, appropriate presentation methods, design principles and the needs of potential clients
8. Develop the skills and processes to collaborate with others to create, evaluate and edit graphic arts projects

Required courses 9

ART 101	Survey of Art History I	3
	OR	
ART 102	Survey of Art History II	3
	OR	
ART 103	Art Appreciation I	3
ART 501	Beginning Two-Dimensional Design	3
MULTIMD 100	Introduction to Multimedia	3
PHOTO 007	Exploring Digital Photography	3

Major elective courses 15

ART 633	Introduction to Computer Graphics	3
MULTIMD 320	Web Design I	3
MULTIMD 350	Web Design II	3
MULTIMD 805	Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media	3
MULTIMD 807	Interactive Media Design	3

Total Units 27

INTERNATIONAL AREA STUDIES

SOCIAL SCIENCE DIVISION

INTERNATIONAL AREA STUDIES – AFRICA (AA)

MAJOR CODE: 2210.10

ACADEMIC PROGRAM CODE: W035058C

The [Associate of Arts International Area Studies - Africa](#) cultivates global citizens who specialize in Africa and who study the world from an international/global perspective. Integral to this is to be conversant with African and global politics and governance, markets, culture and society, languages and area studies. Student learning outcomes promote knowledge of Africa as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP).

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Required core courses 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ART 141	Introduction of African Art	3
ECON 002	Principles of Macroeconomics	3
GEOG 002	Cultural Elements of Geography.....	3
HISTORY 027	History of Africa	3
HISTORY 087	Introduction to World Civilization II	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3
POL SCI 060	Introduction to Globalization	3

Total Major Units 27

GE Plan Units (less double-counted)..... 18-24

Additional Degree-applicable Elective Units..... 9-15

Total units 60

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended (see below).

FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II	5
FRENCH 3	Intermediate French I.....	5
FRENCH 4	Intermediate French II.....	5

INTERNATIONAL AREA STUDIES – ASIA (AA)

MAJOR CODE: 2210.10

ACADEMIC PROGRAM CODE: W035203C

The [Associate of Arts International Area Studies - Asia](#) cultivates global citizens who specialize in Asia and who study the world from an international/global perspective. Integral to this is to be conversant with Asian and global politics and governance, markets, culture and society, languages and area studies. Student learning outcomes promote knowledge of Asia as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Required core courses 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
CHINESE 010	Chinese Civilization.....	3
ECON 002	Principles of Macroeconomics	3
GEOG 002	Cultural Elements of Geography	3
HISTORY 074	Asian Civilization	3
HISTORY 087	Introduction to World Civilization II.....	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3
POL SCI 060	Introduction to Globalization	3

Total Major Units 27

CREDIT PROGRAMS: DEGREES & CERTIFICATES

GE Plan Units (less double-counted).....	15-24
Additional Degree-applicable Elective Units.....	9-18
Total units	60

INTERNATIONAL AREA STUDIES – LATIN AMERICA (AA)

MAJOR CODE: 2210.10

ACADEMIC PROGRAM CODE: W035079C

The [Associate in Arts International Area Studies - Latin America](#) cultivates global citizens who specialize in Latin America and who study the world from an international/global perspective. Integral to this is to be conversant with Latin American and global politics and governance, markets, culture and society, languages and area studies. Student learning outcomes promote knowledge of Latin America as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.
6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Required core courses 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ECON 002	Principles of Macroeconomics	3
GEOG 002	Cultural Elements of Geography.....	3

HISTORY 087	Introduction to World Civilization II.....	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3
POL SCI 017	Governments & Politics of Latin America	3
POL SCI 060	Introduction to Globalization	3
SPANISH 010	Latin American Civilization	3

Total Major Units 27

GE Plan Units (less double-counted) 15-24

Additional Degree-applicable Elective Units 9-18

Total units 60

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended (see below).

SPANISH 001	Elementary Spanish I	5
SPANISH 002	Elementary Spanish II	5
SPANISH 003	Intermediate Spanish I	5
SPANISH 004	Intermediate Spanish II	5

INTERNATIONAL AREA STUDIES – MIDDLE EAST (AA)

MAJOR CODE: 2210.10

ACADEMIC PROGRAM CODE: W035064C

The [Associate of Arts International Area Studies - Middle East](#) cultivates global citizens who specialize in the Middle East and who study the world from an international/global perspective. Integral to this is to be conversant with the Middle East and global politics and governance, markets, culture and society, languages and area studies. Student learning outcomes promote knowledge of the Middle East as well as enhance awareness of the region and its diverse peoples and cultures and the roles these play in the larger global community. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a process that can lead to insights in understand a culture other than your own.
2. Interact with sympathy and respect to cultural mores, beliefs, and traditions within a global context.
3. Acquire knowledge of the key patterns, themes, events, and figures of the past and present, across the global spectrum.
4. Utilize and exercise available resources to conduct topic investigations in order to analyze what one sees and experiences within a global vision.
5. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorizations.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

6. Seek out and engage in opportunities that broaden their perspective and increase their responsibility to community both locally and globally.
7. Address social, behavioral, and cultural issues to respond to the challenges of work, family, community, and the world at large.
8. Apply and relate their understanding of international trade and initiatives to develop multiple perspective on globalization issues and their impact on economic decision makers.

Required courses..... 27

ANTHRO 102	Human Ways of Life: Cultural Anthropology.....	3
ANTHRO 134	Peoples and Cultures of the Middle East.....	3
ECON 002	Principles of Macroeconomics.....	3
GEOG 002	Cultural Elements of Geography.....	3
HISTORY 087	Introduction to World Civilization II.....	3
POL SCI 002	Introduction to Comparative Politics.....	3
POL SCI 007	Introduction to International Relations.....	3
POL SCI 014	Government and Politics of the Middle East.....	3
POL SCI 060	Introduction to Globalization.....	3

Total Major Units 27

GE Plan Units (less double-counted)..... 18-30

Additional Degree-applicable Elective Units..... 3-15

Total units 60

Note: in addition to the following degree requirements, two semesters of a foreign language are recommended (see below).

ARABIC 001	Elementary Arabic I.....	5
ARABIC 002	Elementary Arabic II.....	5

KINESIOLOGY

HEALTH SCIENCES DIVISION

KINESIOLOGY (AA-T)

MAJOR CODE: 1207.00

ACADEMIC PROGRAM CODE: W037050G

The [Associate in Arts in Kinesiology for Transfer degree](#) is designed to prepare students for transfer to bachelor degree programs in kinesiology, exercise science, physical education, physical therapy, athletic training, coaching or fitness management. The kinesiology courses in this degree align with lower-division major requirements at various institutions within the California State University (CSU) system and provide students with an opportunity to complete the first two years of study in the CSU system. This degree is designed to provide a clear pathway to a CSU and guarantee admissions

to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Kinesiology for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand, recognize, and appreciate the maximum benefits provided by physical movement for developing individual health and wellness.
2. Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
3. Assess the risk factors of specific training activity and practice safety precautions.
4. List activities that are beneficial for modifying body composition.
5. List activities that benefit the cardiovascular system.
6. Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.

Required core courses 11

ANATOMY 001	Introduction to Human Anatomy.....	4
KIN MAJ 100	Introduction to Kinesiology.....	3
PHYSIOL 001	Introduction to Human Physiology.....	4

Movement-based electives (choose one course from three of the following areas) 3

Area 1: Aquatics:

KIN 303	Aqua Aerobics.....	1
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Area 3: Dance:

DANCETQ 111	Ballet Techniques I.....	1
DANCETQ 121	Jazz Dance Techniques I.....	1

CREDIT PROGRAMS: DEGREES & CERTIFICATES

DANCETQ 141	Modern Dance Techniques I.....	1
DANCETQ 151	Dance for Film and Stage I.....	1
DANCETQ 171	Hip-Hop Techniques I.....	1
DANCETQ 211	Tap Dance Techniques I.....	1

Area 4: Fitness:

KIN 229	Body Conditioning.....	1
KIN 232	Step Aerobics Activity.....	1
KIN 245	Body Dynamics Skills.....	1
KIN 250	Weight Training Skills.....	1
KIN 326	Aerobic Super-Circuit Lab.....	1
KIN 329	Body Conditioning.....	1
KIN 334-1	Walking for Fitness I.....	1
KIN 345	Body Dynamics Activity.....	1
KIN 350	Weight Training.....	1
KIN 350-1	Weight Training I.....	1

Area 5: Individual Sports:

KIN 251	Yoga Skills.....	1
KIN 251-1	Yoga Skills - I.....	1

Area 6: Team Sports:

KIN 272	Track and Field Skills.....	1
KIN 286	Baseball Skills.....	1
KIN 287	Basketball Skills.....	1
KIN 288	Flag/Touch Football Skills.....	1
KIN 291	Volleyball Skills.....	1
KIN 386	Baseball Skills Activity.....	1
KIN 387	Basketball.....	1
KIN 389	Soccer.....	1
KIN 391	Volleyball.....	1

List A: Select two courses 7-9

MATH 227	Statistics.....	4
BIOLOGY 003	Introduction to Biology.....	4
HEALTH 012	Safety Education and First Aid.....	3
PHYSICS 006	General Physics I.....	4
CHEM 051	Fundamental Chemistry I.....	5
	OR	
CHEM 060	Introduction to General Chemistry.....	5
	OR	
CHEM 101	General Chemistry I.....	5

Total Major Units 21-23

	CSU	IGETC
GE Units (less double-counted)	29-35	27-33
CSU-transferable elective units	2-10	4-12
Total Units		60

KINESIOLOGY (AA)

MAJOR CODE: 0835.00

ACADEMIC PROGRAM CODE: W003311C

The [Associate of Arts degree in Kinesiology](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a 4-year institution for a bachelor's degree in kinesiology. Completion of this degree will provide students the foundation to pursue careers in education, professional sports, writing, and healthcare. This degree includes coursework that aligns with lower-division major requirements at various universities within the UC and CSU systems. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
2. Assess the risk factors of a specific training activity and practice safety precautions.
3. Distinguish how different types of activities (ex. Jazz Dance vs. Weight Training) relate to the five components of fitness.
4. List activities that are beneficial for modifying body composition.
5. List activities that benefit the cardiovascular system.
6. Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.
7. Demonstrate increased movement vocabulary.

Required courses 17

ANATOMY 001	Introduction to Human Anatomy.....	4
KIN MAJ 100	Introduction to Kinesiology.....	3
PHYSIOL 001	Introduction to Human Physiology.....	4

Major elective units (choose one course)..... 3

HEALTH 012	Safety, Education & First Aid.....	3
KIN MAJ 126	Fundamentals of Athletic Training.....	3

Movement-based electives (choose one course from three of the following areas) 3

Area 1: Aquatics:

KIN 303	Aqua Aerobics.....	1
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Area 3: Dance:

DANCETQ 111	Ballet Techniques I.....	1
DANCETQ 121	Jazz Dance Techniques I.....	1
DANCETQ 141	Modern Dance Techniques I.....	1
DANCETQ 151	Dance for Film & Stage.....	1
DANCETQ 171	Hip Hop Techniques I.....	1

Area 4: Fitness:

CREDIT PROGRAMS: DEGREES & CERTIFICATES

KIN 329	Body Conditioning.....	1
KIN 232	Step Aerobics Activity.....	1
KIN 350	Weight Training.....	1
KIN 350-1	Weight Training I.....	1

Area 5: Individual Sports

KIN 251-1	Yoga Skills - I.....	1
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Area 6: Team Sports:

KIN 286	Baseball Skills.....	1
KIN 287	Basketball Skills.....	1
KIN 288	Flag/Touch Football Skills.....	1
KIN 291	Volleyball Skills.....	1
KIN 387	Basketball.....	1
KIN 391	Volleyball.....	1

Total Major Units	20
GE Plan Units (less double-counted)	18
Additional Degree-applicable Elective Units	22
Total Units	60

LAW, PUBLIC POLICY AND SOCIETY

PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

LAW, PUBLIC POLICY AND SOCIETY (AA-T)

MAJOR CODE: 1401.00

ACADEMIC PROGRAM CODE: W037003G

The [Associate in Arts in Law, Public Policy and Society for Transfer Degree \(AA-T\)](#) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in public policy, law, sociology, economics or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division law, public policy and society requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Law, Public Policy and Society for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze social science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence-based arguments.

Required Courses 25

ENGLISH 101	College Reading and Composition I	3
MATH 227	Statistics.....	4
PHILOS 020	Ethics	3
POL SCI 001	The Government of the United States	3
ADM JUS 001	Introduction to Administration	3
	of Justice	
	OR	
BUS 005	Business Law I.....	3
COMM 101	Public Speaking	3
	OR	
COMM 104	Argumentation and Debate	3
	OR	
COMM 151	Small Group Communication	3
COMM 104	Argumentation and Debate	3
	OR	
ENGLISH 103	Composition and Critical Thinking	3
	OR	
PHILOS 008	Deductive Logic.....	3
HISTORY 011	Political & Social History of the	3
	United States I to 1877	
	OR	
HISTORY 012	Political & Social History of the	3
	United States II from 1865	

Major Elective units (Select two courses from two of the areas listed below. Note: courses must not have been used above) 6

Area 1:

ADM JUS 002	Concepts of Criminal Law	3
ADM JUS 003	Legal Aspects of Evidence.....	3
ADM JUS 008	Juvenile Procedures.....	3
ADM JUS 067	Community Relations I.....	3
ADM JUS 075	Introduction to Corrections.....	3

Area 2:

CREDIT PROGRAMS: DEGREES & CERTIFICATES

BUS 005 Business Law 13

Area 3:

ECON 001 Principles of Microeconomics3
 ECON 002 Principles of Macroeconomics3

Area 4:

POL SCI 002 Introduction to Comparative Politics3
 POL SCI 007 Introduction to International Relations3

Area 5:

POL SCI 060 Introduction to Globalization3
 SOC 002 American Social Problems.....3
 ALD HTH 102 Health and Social Justice3
 ALD HTH 103 Introduction to Public Health.....3

Area 6:

ANTHRO 102 Human Ways of Life: Cultural Anthropology.....3
 COMM 122 Intercultural Communication3
 SOC 011 Race and Ethnic Relations3

Area 7:

COUNSEL 040 College Success Seminar.....3

Total Major Units 31

	CSU	IGETC
GE Units (less double-counted)	12-18	13-16
CSU-transferable elective units	11-17	13-16
Total Units	60	

LIBERAL ARTS & SCIENCE

ACADEMIC AFFAIRS

The Liberal Arts and Sciences degree programs provide students with an opportunity to earn an Associate of Arts (AA) degree in one of four major areas of emphasis: Arts and Humanities, Behavioral and Social Sciences, Health Professions, and Math, Sciences, and Computer Science. These degrees are designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer and wish to earn a degree in a particular area of study that interests them. Each area of emphasis for the Liberal Arts and Sciences AA degree includes coursework that aligns with lower-division major requirements for various majors at universities within the University of California (UC) and California State University (CSU) systems. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for specific majors

at the institution of their choice. Students are also encouraged to consult the [Counseling Office](#) for individualized educational planning.

LIBERAL ARTS & SCIENCES: ARTS & HUMANITIES (AA)

MAJOR CODE: 4903.10

ACADEMIC PROGRAM CODE: W019431C

Coursework in the [Associate of Arts degree in Liberal Arts & Sciences: Arts & Humanities](#) emphasis aligns with lower-division major requirements for various majors at universities within the UC and CSU systems and is designed to prepare students for transfer to various CSU and UC degree programs in majors such as art, English, liberal studies, Spanish, and French. Students interested in completing this degree should [meet with a counselor](#) to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Evaluate, research and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural expression.
2. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
3. Employ effective written and verbal/non-verbal communication skills

Elective units (choose from the following with no more than 6 units in any single discipline)..... 18

Disciplines & Course Numbers:

- A S L 001, 002
- ARABIC 001, 002
- ART 101, 102, 201, 202, 300, 501
- CINEMA 003, 107
- COMM 101, 104, 121, 122, 151
- ENGLISH 101, 102, 103, 203, 204, 205, 206, 209, 215, 219, 234, 245
- FRENCH 001, 002
- HISTORY 001, 002
- HUMAN 030, 031, 060
- JAPAN 001
- MUSIC 101, 111
- PHILOS 001, 020, 033, 041
- THEATER 100, 110
- SPANISH 001, 002

Total Elective Units 18
GE Plan Units (less double-counted) 15-18

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Additional Degree-applicable Elective Units 24-27
 Total units 60

LIBERAL ARTS & SCIENCES: BEHAVIORAL & SOCIAL SCIENCES (AA)

MAJOR CODE: 4901.00

ACADEMIC PROGRAM CODE: W019432C

The [Associate of Arts in Liberal Arts & Sciences: Behavioral and Social Sciences](#) is designed for students who desire a broad education conducive to future studies in a behavioral or social science major. It may also be appropriate for students wishing to transfer to a variety of majors at California State University (CSU), University of California (UC), and other institutions. Students interested in completing this degree should [meet with a counselor](#) to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Examine the perspectives, principles, theories, methods, and core concepts of the social and behavioral sciences within their contemporary, historical, cultural and geographical contexts.
2. Demonstrate proficiency in identifying and clarifying issues, problems, questions, and assumptions; analyzing data and relevant information including alternative approaches; differentiating between facts, opinions, and biases; synthesizing and generating solutions and possible outcomes; and using evidence and reasoning to support conclusions.
3. Compare and contrast the values, attitudes, modes of creative expression, and/or dynamics of interpersonal interactions of people from diverse cultural and societal backgrounds.

Area of Emphasis Elective Units (choose from the following with no more than 6 units in any single subject area) 18

Disciplines & Course Numbers:

- ADDICST 001
- ADM JUS 001, 002
- AFRO AM 004, 005
- ANTHRO 102, 103, 104, 109, 120, 121, 130, 132, 134
- BUS 005
- CH DEV 001, 002, 022, 030, 034
- COMM 101, 121, 122
- CORR 002
- COUNSEL 020, 040
- ECON 001, 002, 010, 011

- EDUC 211
- ENGLISH 101
- ENV SCI 001, 002
- GEOG 002, 007
- HISTORY 001, 002, 005, 006, 011, 012, 027, 029, 040, 041, 042, 043, 044, 056, 058, 074, 086, 087
- HUMAN 030, 031, 060
- LIB SCI 101, 102, 103, 104
- MATH 227†, 227S†, 236
- PHILOS 033
- POL SCI 001, 007, 014, 017, 020, 060, 061
- PSYCH 001, 002, 013, 014, 041, 054, 064, 065, 074, 079, 091†
- SOC 001, 002, 011, 031, 050

† Only 1 course from this group can be used for the Area of Emphasis Elective Units

Total Elective Units 18
 GE Plan Units (less double-counted) 12-18
 Additional Degree-applicable Elective Units 24-30
 Total Units 60

LIBERAL ARTS & SCIENCES: HEALTH PROFESSIONS (AA)

MAJOR CODE: 4901.00

ACADEMIC PROGRAM CODE: W019433C

The [Associate of Arts in Liberal Arts & Sciences: Health Professions](#) is designed for students who desire a broad education conducive to future studies in a health profession. It may also be appropriate for students wishing to transfer to a variety of majors at California State University (CSU), University of California (UC), and other institutions. Students interested in completing this degree should [meet with a counselor](#) to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Interrelate disparate fields (e.g., biology, psychology, chemistry, sociology, etc.) to explain how the human body functions.
2. Explain how human health can be maintained, and how diseases arise.
3. Describe the structure of the U.S. healthcare system.

Area of Emphasis Elective Units (choose from the following with no more than 6 units in any single subject area) 18

Disciplines & Course Numbers:

- ADDICST 001, 002

CREDIT PROGRAMS: DEGREES & CERTIFICATES

- ALD HTH 021, 033, 043CO, 044CO, 045CO, 046CO, 047CO, 048CO, 049CO, 052, 102, 103
- ANATOMY 001
- BIOLOGY 003, 006, 110
- COOP ED* 095, 195, 295, 395, 495
- CH DEV 001
- CHEM 051, 056, 060, 101, 102
- CIS 101
- COMM 101, 121, 122
- ENGLISH 101 or 101Y
- FAM & CS 021
- HEALTH 011, 012
- HLTHOCC 054, 063
- KIN MAJ 100, 126
- MATH† 227, 227S
- MICRO 020
- PHILOS 020
- PHRMCTK 023
- PHYSIOL 001
- PHYSICS 006, 007
- PSYCH† 001, 041, 079, 091
- SPANISH 001
- SOC 001

* Only 1 course from this group can be used for the Area of Emphasis Elective Units

† Only 1 course from this group can be used for the Area of Emphasis Elective Units

Total Elective Units 18
GE Plan Units (less double-counted) 3-21
Additional Degree-applicable Elective Units 21-39
Total Units 60

LIBERAL ARTS & SCIENCES: MATH, SCIENCE & COMPUTER SCIENCE (AA)

MAJOR CODE: 4902.00

ACADEMIC PROGRAM CODE: W019434C

The [Associate of Arts in Liberal Arts & Sciences: Math, Science, & Computer Science](#) is designed for students who desire a broad background in science, technology, engineering, and mathematic (STEM) fields. It may be appropriate for students wishing to transfer to a variety of majors at California State University (CSU), University of California (UC), and other institutions. Students interested in completing this degree should [meet with a counselor](#) to confirm the coursework necessary to complete general education and major requirements, and to ensure that this degree meets their educational goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Apply critical thinking skills to solve problems, to evaluate arguments, and to interpret information.
2. Compare and contrast “ways of knowing”/knowledge creation in science, technology, engineering, and mathematic fields.
3. Employ quantitative skills to present information in science, technology, engineering, and mathematic fields.

Area of Emphasis Elective Units, List A (choose from the following with no more than 6 units in any single subject area) 12

Disciplines & Course Numbers:

- ANATOMY 001
- ANTHRO 101, 111
- ASTRON 001, 005
- BIOLOGY 003, 006, 007, 010, 110
- BIOTECH 001, 002, 003, 102
- CHEM 051, 056, 060, 101, 240, 241
- CS 101, 111, 112, 116, 118, 119, 121, 122, 131, 140, 159, 213, 216
- EARTH 001, 002
- EET 123
- EGD TEK 101
- ENG GEN 122, 131, 150
- ENV SCI 001, 002, 024
- GEOG 001, 012, 015
- GEOLOGY 001, 006L
- MICRO 020
- MIT 220
- OCEANO 001, 010
- PHYSICS 006, 007, 012, 037, 038, 039
- PHYSIOL 001
- PSYCH 002

Area of Emphasis Elective Units, List B (choose 2 from the following) 6-10

- MATH 215, 227/227S, 230, 241/241S, 245 or 246, 259 or 260 or 259A† and 259B†, 261, 262, 263, 270, 275

† Completion of both MATH259A and 259B count as 1 course towards the two required for Area of Emphasis Elective Units, List B

Total Elective Units 18
GE Plan Units (less double-counted) 15
Additional Degree-applicable Elective Units 23-27
Total Units 60

MANAGEMENT – SMALL BUSINESS & ENTREPRENEURSHIP

BUSINESS DIVISION

MANAGEMENT - SMALL BUSINESS (AA)

MAJOR CODE: 0506.40

ACADEMIC PROGRAM CODE: W008599C

The [Associate of Arts degree in Management - Small Business](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The small business management curriculum is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop the ability to understand the business environment of successful entrepreneurial ventures.
2. Develop and implement business strategies and they will also be able to identify the ethical and social implications of these strategies.
3. Have the skills and knowledge required to identify business opportunities.
4. Plan, implement, and conceptualize a small business.

Required core courses 32

ACCTG 001*	Introductory Accounting I	5
BUS 001*	Introduction to Business	3
BUS 005*	Business Law I.....	3
BUS 031	Business English	3
BUS 038	Business Computations	3
MARKET 001	Principles of Selling	3
MARKET 021	Principles of Marketing	3
MGMT 001	Principles of Management	3
MGMT 002	Organization & Management Theory	3
MGMT 013	Small Business Entrepreneurship.....	3

Major elective units (choose one from the following) 3

BUS 032	Business Communications	3
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CIS 101*	Introduction to Computers and Their Uses	3
MGMT 006	Public Relations	3

Total Major Units	35
GE Plan Units (less double-counted)	18
Additional Degree-applicable Elective Units	7
Total Units	60

* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0

MANAGEMENT - SMALL BUSINESS (CA)

MAJOR CODE: 0506.40

ACADEMIC PROGRAM CODE: W020230D

The [Certificate of Achievement in Management – Small Business](#) is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop the ability to understand the business environment of successful entrepreneurial ventures
2. Develop and implement business strategies and identify the ethical and social implications of these strategies
3. Have the skills and knowledge required to identify business opportunities
4. Plan, implement, and conceptualize a small business

Required core courses 32

ACCTG 001*	Introductory Accounting 1	5
BUS 001*	Introduction to Business.....	3
BUS 005*	Business Law I.....	3
BUS 031	Business English.....	3
BUS 038	Business Computations	3
MARKET 001	Principles of Selling.....	3
MARKET 021	Principles of Marketing.....	3
MGMT 001	Principles of Management	3
MGMT 002	Organization & Management Theory.....	3
MGMT 013	Small Business Entrepreneurship.....	3

Major elective units (choose one from the following) 3

BUS 032	Business Communications.....	3
CIS 101*	Introduction to Computers and Their	

CREDIT PROGRAMS: DEGREES & CERTIFICATES

	Uses	3
MGMT 006	Public Relations	3
Total Units	35

* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0

MARKETING

BUSINESS DIVISION

MARKETING (AA)

MAJOR CODE: 0509.00

ACADEMIC PROGRAM CODE: W003307C

The [Associate of Arts degree in Marketing](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The marketing program prepares individuals for such marketing positions as store manager, division manager, department manager, buyer, credit manager, and retail or industrial sales professional. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand marketing as a professional discipline, as a component of management, and understand it in its contemporary setting and its social responsibility.
2. Understand various marketing methods as they apply to business strategy.
3. Understand various marketing methods as they apply to consumer purchasing decisions.

Required core courses 35

ACCTG 001*	Introductory Accounting I	5
BUS 001*	Introduction to Business	3
BUS 005*	Business Law I.....	3
BUS 031	Business English	3
BUS 032	Business Communications	3
BUS 038	Business Computations	3
FINANCE 002	Investments	3
MGMT 013	Small Business Entrepreneurship.....	3
MGMT 001	Principles of Management	3
MGMT 006	Public Relations	3
MARKET 001	Principles of Selling	3
	OR	
MARKET 021	Principles of Marketing	3

* courses recommended for students also pursuing the Associate in Science in Business Administration for Transfer (AS-T) Degree 2.0

Total Major Units	35
GE Plan Units (less double-counted)	18
Additional Degree-applicable Elective Units	7
Total Units	60

MATHEMATICS

MATHEMATICS DIVISION

MATHEMATICS (AS-T)

MAJOR CODE: 1701.00

ACADEMIC PROGRAM CODE: W031009H

The [Associate in Science in Mathematics for Transfer \(AS-T\) degree](#) is designed for students planning to transfer with a major in mathematics. The student will acquire the ability to apply the principles of differential and integral calculus of one and several variables, differential equations, and linear algebra. Competencies will be assessed through problem solving involving limits; derivatives and integrals of real and vector-valued functions of one and several variables; areas and volumes; line, surface, and volume integrals; numerical methods; sequences and series; ordinary differential equations; power series solutions; Laplace transforms; eigenvectors; vector spaces; and application problems. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. The coursework in this degree may satisfy the lower division requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Mathematics for Transfer (AS-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Quantitative Literacy: Students in all degree and certificate programs at WLAC will use basic numerical and graphical reasoning to solve quantitative problems and evaluate quantitative claims commonly arising in academic, workplace, community and household contexts. [Developmental Math program]
2. Quantitative Reasoning: Students in transfer programs will use mathematical reasoning, tools and strategies to analyze quantitative aspects of problems arising in their major or area of concentration.
3. Mathematical Theory and Practice: Students majoring in mathematics-intensive fields (for example, STEM, Economics, Business) will apply advanced mathematical concepts, tools and strategies to theoretical and practical problems arising in upper-division academic work and in the workplace. [STEM math program]

Required core courses	15
MATH 261 Calculus I	5
MATH 262 Calculus II	5
MATH 263 Calculus III	5

Major elective units, list A (choose one from the following) 3

MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation.....	3

Major elective units, list B (choose one from the following) 3-5

MATH 227 Statistics	4
PHYSICS 037 Physics for Engineers & Scientists I	5
PHYSICS 038 Physics for Engineers & Scientists II	5
PHYSICS 039 Physics for Engineers & Scientists III	5

Or any unused elective from List A

Total Major Units 21-23

	CSU	IGETC
GE Units (less double-counted)	29-30	27-28
CSU-transferable elective units	7-10	9-12
Total Units		60

MATHEMATICS (AA)

MAJOR CODE: 1701.00

ACADEMIC PROGRAM CODE: W019283C

The [Associate of Arts degree in Mathematics](#) degree includes coursework that aligns with specific lower-division major requirements for the Mathematics major at various universities within the UC and CSU systems. Students are encouraged to visit the [Transfer Center](#) for complete information regarding

transfer requirements for the institution of their choice. Students are also encouraged to consult the [Counseling Office](#) for individualized educational planning.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Quantitative Literacy: Students in all degree and certificate programs at WLAC will use basic numerical and graphical reasoning to solve quantitative problems and evaluate quantitative claims commonly arising in academic, workplace, community and household contexts. [Developmental Math program]
2. Quantitative Reasoning: Students in transfer programs will use mathematical reasoning, tools and strategies to analyze quantitative aspects of problems arising in their major or area of concentration.
3. Mathematical Theory and Practice: Students majoring in mathematics-intensive fields (for example, STEM, Economics, Business) will apply advanced mathematical concepts, tools and strategies to theoretical and practical problems arising in upper-division academic work and in the workplace. [STEM math program]

Required courses	15
MATH 261 Calculus I	5
MATH 262 Calculus II	5
MATH 263 Calculus III	5

Elective units (choose one from the following).....3-4

MATH 227 Statistics	4
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation	3

Total Major Units 18-19

GE Plan Units (less doubled-counted) 18

Additional Degree-applicable Elective Units 23-24

Total Units 60

MEDICAL ASSISTING

HEALTH SCIENCES DIVISION

MEDICAL ASSISTING (AS)

MAJOR CODE: 1208.00

ACADEMIC PROGRAM CODE: W031478C

The [Associate of Science degree in Medical Assisting](#) prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level medical assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.
2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

Required courses **38.5**

ALD HTH 033	Medical Terminology.....	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I.....	4
HLTHOCC 053	Medical Office Procedures II.....	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants.....	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance.....	3

Total Major Units	38.5
GE Plan Units (less double-counted)	21
Additional Degree-applicable Elective Units	0.5
Total Units	60

MEDICAL ASSISTING - ADMINISTRATIVE (CA)

MAJOR CODE: 1208.00
ACADEMIC PROGRAM CODE: W031479D

The [Medical Assisting – Administrative Certificate of Achievement](#) prepares a student for an exciting career in health care. Students will learn to provide administrative services to medical offices in a variety of healthcare settings. The program will prepare competent entry-level medical assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.

2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

Required core courses **22**

ALD HTH 033	Medical Terminology.....	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I.....	4
HLTHOCC 053	Medical Office Procedures II.....	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 061	Medical Insurance.....	3

Total Units **22**

MEDICAL ASSISTING - ADMINISTRATIVE & CLINICAL (CA)

MAJOR CODE: 1208.00
ACADEMIC PROGRAM CODE: W031481D

The [Medical Assisting – Administrative & Clinical Certificate of Achievement](#) prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.
2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

Required core courses **38.5**

ALD HTH 033	Medical Terminology.....	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Management Applications	1
HLTHOCC 052	Medical Office Procedures I.....	4
HLTHOCC 053	Medical Office Procedures II.....	4
HLTHOCC 054	Human Disease.....	4

CREDIT PROGRAMS: DEGREES & CERTIFICATES

HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory	3.5
	Procedures	
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance	3
Total Units	38.5

MEDICAL ASSISTING - CLINICAL (CA)

MAJOR CODE: 1208.00

ACADEMIC PROGRAM CODE: W031480D

The [Medical Assisting – Clinical Certificate of Achievement](#) prepares a student for an exciting career in health care. Students will learn to provide clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Perform medical office procedures including patient scheduling and billing insurance companies for services.
2. Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
3. Perform medical office laboratory procedures.

Required courses..... **31.5**

ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health	1
	Occupations	
HLTHOCC 051	Medical Office Microcomputer	1
	Management Applications	
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory	3.5
	Procedures	
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
Total Units	31.5

NUTRITION & DIETETICS

HEALTH SCIENCES DIVISION

NUTRITION & DIETETICS (AS-T)

MAJOR CODE: 1306.00

ACADEMIC PROGRAM CODE: W035281H

The [Associate in Science in Nutrition and Dietetics for Transfer \(AS-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Nutrition and Dietetics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division Associate in Science in Nutrition and Dietetics for Transfer degree requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Nutrition and Dietetics for Transfer (AS-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Critically analyze the consequences of obesity including health, social, and psychological problems and develop an eating and exercise plan for a person with health risk factors.
2. Assess the safety of food additives. Identify microbes and their role in food cause illness in the body.
3. Use scientific knowledge to analyze the potential advantages and disadvantages associated with organic foods.
4. Design daily diets that provide adequate amounts of the essential nutrients throughout the life span.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

5. Use scientific knowledge to efficaciously affect change in the health of local and global communities.

Required core courses 15

CHEM 101	General Chemistry I.....	5
FAM & CS 021	Nutrition	3
MICRO 020	General Microbiology.....	4
PSYCH 001	Introductory Psychology	3

Major elective units, List A (choose two from the following) 8-10

ANATOMY 001	Intro to Human Anatomy.....	4
CHEM 211	Organic Chemistry for Science	3
CHEM 102	General Chemistry II.....	5
	Majors.....	5
MATH 227	Statistics	4
PHYSIOL 001	Intro to Human Physiology.....	4

Major elective units, List B (choose one from the following) 3

ANTHRO 102	Cultural Anthropology	3
MATH 245	College Algebra	3
Any course articulated as lower division preparation in the Nutrition and Dietetics major at a CSU		

Total Major Units 26-28

	CSU	IGETC
GE Units (less double-counted)	20-26	21-27
CSU-transferable elective units	6-14	5-13
Total Units	60	

PARALEGAL

PUBLIC SAFETY & PARALEGAL STUDIES DIVISION

WLAC offers degrees and certificates that are approved by the American Bar Association (ABA). These programs are designed to prepare students for work as a paralegal. The Paralegal programs are not designed for preparation for law school admission. Students should consult catalogs of law schools of their choice or a counselor when planning to attend law school.

PARALEGAL (AA)

MAJOR CODE: 1402.00

ACADEMIC PROGRAM CODE: W003336C

The [Associate of Arts \(AA\) degree in Paralegal Studies](#) is primarily designed for career and technical education and workforce training/ development and is approved by the American Bar Association (ABA). The curriculum is not

aligned with course requirements for transfer to a specific major at a four-year college or university. Students expecting to transfer to four-year institutions should [see a counselor](#) and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Prepare and write legal briefs and memorandum appropriate for submission to the court/opposing party.
2. Use the different sources of law (Constitutional, Statutory, Case law, Administrative) in preparation for client's case.
3. Treat all cases, personnel, and clients in a sensitive, ethical and confidential manner.
4. Research, organize, and use resources to determine legal and factual issues and address such issues.
5. Advocate for and represent others ethically and intelligently in a manner consistent with substantive and procedural law.
6. Provide written and/or verbal arguments, rationale, and justification for specific laws pertaining to a case.
7. Work independently and collaboratively with co-workers and supervisors to maximize efficiency in the workplace.
8. Comply with the ABA's definition of a paralegal under the supervision of an attorney.

Required core courses 30

ENGLISH 101	College Reading and Composition I	3
PALEGAL 041	Contract Law for Paralegals.....	3
PALEGAL 010	Intro to Law and Legal Profession	3
PALEGAL 011	Introduction to Civil Litigation	3
PALEGAL 014	Law Office Management and Procedures.....	3
PALEGAL 017	Legal Writing	3
PALEGAL 044	Business Organization for Paralegals.....	3
PALEGAL 051	Legal Research for Paralegals.....	3
PALEGAL 045	Litigation Document Preparation	3
PALEGAL 046	Technology Use for Paralegals	3

Major elective units (choose four from the following) 12

PALEGAL 012	Tort Law	3
PALEGAL 013	Wills, Trusts, and Probate Administration	3
PALEGAL 016	Civil and Criminal Evidence	3
PALEGAL 018	Family Law	3
PALEGAL 019	Property and Creditor Rights	3
PALEGAL 020	Probate Procedures	3
PALEGAL 033	Entertainment Law	3
PALEGAL 035	Immigration Law	3
PALEGAL 042	Workers' Compensation for	

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Paralegals	3
PALEGAL 043 Electronic Discovery for Paralegals	3
Total Major Units	42
GE Plan Units (less double-counted)	18
Total Units	60

PARALEGAL (CA)

MAJOR CODE: 1402.00

ACADEMIC PROGRAM CODE: W020258D

The [Certificate of Achievement in Paralegal Studies](#) is primarily designed for career and technical education and workforce training/development and is approved by the American Bar Association (ABA).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- To assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary
- To ensure quality paralegal education at the community college level
- To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors
- To train students to be prepared to use and apply the most current paralegal skills.
- To educate students to intelligently and ethically serve the legal community.
- To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
- To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
- To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
- To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code §6450.
- To encourage students to contribute to the advancement of the legal profession.

Required core courses 30

ENGLISH 101	College Reading and Composition I	3
PALEGAL 041	Contract Law for Paralegals	3
PALEGAL 010	Intro to Law and Legal Profession	3
PALEGAL 011	Introduction to Civil Litigation	3
PALEGAL 014	Law Office Management and Procedures	3

PALEGAL 017	Legal Writing	3
PALEGAL 044	Business Organization for Paralegals	3
PALEGAL 051	Legal Research for Paralegals	3
PALEGAL 045	Litigation Document Preparation	3
PALEGAL 046	Technology Use for Paralegals	3

Major elective units (choose four from the following) 12

PALEGAL 012	Tort Law	3
PALEGAL 013	Wills, Trusts, and Probate Administration	3
PALEGAL 016	Civil and Criminal Evidence	3
PALEGAL 018	Family Law	3
PALEGAL 019	Property and Creditor Rights	3
PALEGAL 020	Probate Procedures	3
PALEGAL 033	Entertainment Law	3
PALEGAL 035	Immigration Law	3
PALEGAL 042	Workers' Compensation for Paralegals	3
PALEGAL 043	Electronic Discovery for Paralegals	3

Total Units 42

PARAMEDICINE

HEALTH SCIENCES DIVISION

PARAMEDICINE (AS)

MAJOR CODE: 1251.00

ACADEMIC PROGRAM CODE: W035053C

The [Associate of Science degree in Paramedicine](#) provides a transfer pathway for students completing the required sequence of courses. These courses are CSU transferrable and articulate with Loma Linda University for their Bachelor of Science in Emergency Medical Care. Student learning outcomes include a broad understanding of the healthcare system and in-depth understanding of anatomy, physiology, pathophysiology and treatment modalities appropriate for the out of hospital environment.

As required by California Code of Regulations Title 22, students must possess a California Emergency Medical Technician (EMT) certificate, have 6 months of work experience as an EMT, and valid driver's license (class C) to be eligible to participate in this program. Students are also required to successfully complete a background check and meet physical and immunization requirements.

Prior to enrollment in this program, students are also required to:

- Complete ALD HTH 021, ALD HTH 052 and ALD HTH 053

CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Possess a high school diploma or general education equivalent

Students should contact the UCLA Center for Pre-Hospital Care (CPC) for more information (www.cpc.mednet.ucla.edu)

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the roles and responsibilities of the paramedic within an EMS system.
2. Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients.
3. Establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
4. Obtain take a proper history and perform a comprehensive physical exam on any patient, and
5. Communicate the findings to others.
6. Properly administer medications.
7. Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the following types of patients: trauma, medical, neonatal, pediatric, geriatric, chronically ill, and common-complaint.
8. Safely manage the scene of an emergency.

ALD HTH 043 thru 050 are part of an 8-course cohort that makes up the Paramedic program. Courses are taken together and cannot be taken individually. Students are admitted to the cohorts thru the UCLA Center for Pre-Hospital Care (CPC).

Required core courses 36

ALD HTH 043CO	Anatomy & Physiology for Emergency Healthcare Personnel	4
ALD HTH 044CO	Intro to Emergency Medical Services	2
ALD HTH 045CO	Patient Assessment & Airway Management.....	2
ALD HTH 046CO	Cardiology Assessment & Medical Emergencies	6
ALD HTH 047CO	Emergency Response to Crisis	4
ALD HTH 048CO	Medical Emergencies & Pharmacological Interventions.....	5
ALD HTH 049CO	Clinical Internship	4
ALD HTH 050CO	Field Internship	9

Total Major Units	36
GE plan Units (less doubled-counted)	21
Additional Degree-applicable Elective Units	3
Total Units	60

PARAMEDIC (CA)

MAJOR CODE: 1251.00

ACADEMIC PROGRAM CODE: W036925D

The [Paramedic Certificate of Achievement](#) will qualify students for licensure as paramedics in the state of California. This certificate is comprised of eight courses in three distinct learning phases: didactic, clinical and field internship. During the didactic phase, lecture presentations, return demonstrations, and workshops are utilized. In the clinical segment students are rotated through hospital clinical areas and function on a one-to-one basis under direct supervision of a nurse or physician. During the field internship phase, the student is assigned to an active paramedic squad. While in this rotation, the student will perform the full scope of practice of a paramedic under the supervision of licensed professional.

As required by California Code of Regulations Title 22, students must possess a California Emergency Medical Technician (EMT) certificate, have 6 months of work experience as an EMT, and valid driver's license (class C) to be eligible to participate in this program. Students are also required to successfully complete a background check and meet physical and immunization requirements.

Prior to enrollment in this program, students are also required to:

- Complete ALD HTH 021, ALD HTH 052 and ALD HTH 053
- Possess a high school diploma or general education equivalent

Students should contact the UCLA Center for Pre-Hospital Care (CPC) for more information (www.cpc.mednet.ucla.edu)

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the roles and responsibilities of the paramedic within an EMS system.
2. Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients.
3. Establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
4. Obtain take a proper history and perform a comprehensive physical exam on any patient, and
5. Communicate the findings to others.
6. Properly administer medications.
7. Integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the following types of patients: trauma, medical, neonatal, pediatric, geriatric, chronically ill, and common-complaint.
8. Safely manage the scene of an emergency.

ALD HTH 043 thru 050 are part of an 8-course cohort that makes up the paramedic program. Courses are taken together

CREDIT PROGRAMS: DEGREES & CERTIFICATES

and cannot be taken individually. Students are admitted to the cohorts thru the UCLA Center for Pre-Hospital Care (CPC).

Required courses..... 36

ALD HTH 043CO	Anatomy & Physiology for Emergency Healthcare Personnel	4
ALD HTH 044CO	Intro to Emergency Medical Services	2
ALD HTH 045CO	Patient Assessment & Airway Management.....	2
ALD HTH 046CO	Cardiology Assessment & Medical Emergencies	6
ALD HTH 047CO	Emergency Response to Crisis	4
ALD HTH 048CO	Medical Emergencies & Pharmacological Interventions	5
ALD HTH 049CO	Clinical Internship	4
ALD HTH 050CO	Field Internship	9

Total Units 36

PHARMACY TECHNICIAN

HEALTH SCIENCES DIVISION

PHARMACY TECHNICIAN (AS)

MAJOR CODE: 1221.00

ACADEMIC PROGRAM CODE: W019603C

The [Associate of Science degree in Pharmacy Technician](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. Students completing the required course work are able to obtain a State of California Pharmacy Technician license, are eligible to sit for the Pharmacy Technician Certified Board Examination (PTCB) and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze situations and respond to the given situations using the evidence presented in a manner which adheres to the laws and ethics of the profession.
2. Completely communicate thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
3. Follow the workflow of pharmacy practice in various pharmacy settings.
4. Exhibit professionalism competence, growth, and development when practicing the profession.
5. Effectively work as a member of a team.
6. Know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well

as encourage members of different cultures to understand the field.

Required core courses30.5

PHRMCTK 023	Introduction to Pharmacy	2
PHRMCTK 029	Body Systems I	3
PHRMCTK 030	Body Systems II	3
PHRMCTK 031	Pharmacy Calculations	2
PHRMCTK 032	Pharmacy Operations	4.5
PHRMCTK 034	Community Pharmacy	2.5
	Externship	
PHRMCTK 035	Inpatient Pharmacy Services	2
PHRMCTK 036	Inpatient Pharmacy Services	2.5
	Externship	
PHRMCTK 037	Sterile Products.....	4.5
PHRMCTK 038	Sterile Products	2.5
	Externship	
ALD HTH 056	Communication & Customer Service	1
ALD HTH 057	Computers in Health Occupations	1

Major Electives List A (choose two courses) 6

PSYCH 001	Introductory Psychology.....	3
FAM &CS 021	Nutrition	3
COMM 101	Public Speaking	3
ALD HTH 033	Medical Terminology	3

Major Electives List B (choose one course).....4-5

BIOLOGY 003	Introduction to Biology	4
CHEM 051	Fundamentals of Chemistry	5

Total Major Units 40.5 – 41.5

GE plan units (less double-counted)..... 18.5-19.5

Total Units 60

PHARMACY TECHNICIAN BASIC (CA)

MAJOR CODE: 1221.00

ACADEMIC PROGRAM CODE: W019601D

The [Basic Pharmacy Technician Certificate of Achievement program](#) prepares students for an exciting career in pharmacy. Students completing the required course work are able to obtain a State of California Pharmacy Technician license and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze situations and respond to the given situations using the evidence presented in a manner which adheres to the laws and ethics of the profession.
2. Completely communicate thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

- Follow the workflow of pharmacy practice in various pharmacy settings.
- Exhibit professionalism competence, growth, and development when practicing the profession.
- Effectively work as a member of a team.
- Know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

Required core courses 19

PHRMCTK 023	Introduction to Pharmacy.....	2
PHRMCTK 029	Body Systems I.....	3
PHRMCTK 030	Body Systems II.....	3
PHRMCTK 031	Pharmacy Calculations.....	2
PHRMCTK 032	Pharmacy Operations.....	4.5
PHRMCTK 034	Community Pharmacy Externship	2.5
ALD HTH 056	Communication & Customer Service.....	1
ALD HTH 057	Computers in Health Occupations.....	1

PHARMACY TECHNICIAN ADVANCED (CA)

MAJOR CODE: 1221.00

ACADEMIC PROGRAM CODE: W019602D

The [Advanced Pharmacy Technician Certificate of Achievement program](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. Students completing the required course work are able to obtain a State of California Pharmacy Technician license, are eligible to sit for the Pharmacy Technician Certified Board Examination (PTCB) and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

Note program requirements: Pharmacy Technician License or completion of Pharmacy Technician Basic Certificate of Achievement.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Analyze situations and respond to the given situations using the evidence presented in a manner which adheres to the laws and ethics of the profession.
- Completely communicate thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
- Follow the workflow of pharmacy practice in various pharmacy settings.

- Exhibit professionalism competence, growth, and development when practicing the profession.
- Effectively work as a member of a team.
- Know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

Required core courses30.5

PHRMCTK 023	Introduction to Pharmacy.....	2
PHRMCTK 029	Body Systems I.....	3
PHRMCTK 030	Body Systems II.....	3
PHRMCTK 031	Pharmacy Calculations.....	2
PHRMCTK 032	Pharmacy Operations.....	4.5
PHRMCTK 034	Community Pharmacy Externship	2.5
PHRMCTK 035	Inpatient Pharmacy Services.....	2
PHRMCTK 036	Inpatient Pharmacy Services Externship	2.5
PHRMCTK 037	Sterile Products.....	4.5
PHRMCTK 038	Sterile Products Externship	2.5
ALD HTH 056	Communication & Customer Service.....	1
ALD HTH 057	Computers in Health Occupations.....	1
Total Units		30.5

PHILOSOPHY

LANGUAGE ARTS DIVISION

PHILOSOPHY (AA-T)

MAJOR CODE: 1509.00

ACADEMIC PROGRAM CODE: W033568G

The [Associate in Arts in Philosophy for Transfer \(AA-T\) degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in philosophy. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division philosophy requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

CREDIT PROGRAMS: DEGREES & CERTIFICATES

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Philosophy for Transfer (AA-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Discover and recognize philosophical themes in literature, novels, stories and plays.
2. Through analysis of historical and current understanding of metaphysics, sciences, and religions develop a personal philosophy that expresses one's view of the meaning of life; the existence of God, good vs. evil, pleasure vs. pain, friends vs. enemies and the search for happiness.
3. Articulate clearly and verbalize and argument based on a careful analysis of data and research surrounding a specific moral, political, and social issue.
4. Articulate clearly to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias.

Required core courses 6

PHILOS 001	Introduction to Philosophy3
	OR	
PHILOS 020	Ethics3
PHILOS 008	Deductive Logic3

Major elective units, List A (choose one from the following) 3

PHILOS 006	Logic in Practice3
PHILOS 012	History of Greek Philosophy3
	Any required course not used3

Major elective units, List B (choose two from the following) 6

HISTORY 001	Introduction to Western Civilization I3
HISTORY 002	Introduction to Western Civilization II3
PHILOS 033	Comparative Survey of World Religions3
	Any List A course not used3

Major elective units, List C (choose one from the following) 3

PHILOS 041	Introduction to Philosophy and Literature3
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Any List A or B course not used 3

Total Major Units 18

	CSU	IGETC
GE Units (less double-counted)	30-33	28-31
CSU-transferable elective units	9-12	11-14
Total Units60	

PHILOSOPHY (AA)

MAJOR CODE: 1509.00

ACADEMIC PROGRAM CODE: W003323C

The [Associate of Arts degree in Philosophy](#) includes coursework that aligns with specific lower-division major requirements for the philosophy major at various universities within the University of California (UC) and California State University (CSU) systems. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan. Students interested in transferring to a four-year college or university with a major in philosophy may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Construct effective argument on moral, political and social issues by using principles of sound thinking, reasoning, logic and the absence of fallacy.
2. Articulate clearly and verbalize an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issues.
3. Articulate clearly using carefully chosen words and language to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias.
4. Develop validity and proof for a moral, political, or social issue by reasoning and arguing from a general to a specific principle and/or from a premise or hypothesis to a logical and specific conclusion.
5. Develop validity and proof for a moral, political, or social issue by reasoning and arguing from a set of particular facts or individual cases to a general conclusion.
6. Through analysis of historical and current understanding of metaphysics, sciences, and religions, design and develop a personal philosophy that expresses one's view and meaning of life, (including the existence of God, good vs. bad, pleasure vs. pain, friends vs. enemies, and the search for happiness).

Required core courses9

PHILOS 001	Introduction to Philosophy 3
PHILOS 008	Deductive Logic 3
	OR	
PHILOS 009	Symbolic Logic 3

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PHILOS 020 Ethics 3

Major elective units (choose three from the following) 9

ANTHRO 101 Human Biological Evolution 3

ECON 001 Principles of Microeconomics 3

ENGLISH 203 World Literature I 3

ENGLISH 204 World Literature II 3

HISTORY 001 Introduction to Western Civilization I 3

HISTORY 002 Introduction to Western Civilization II 3

Total Major Units 18

GE Plan Units (less double-counted) 18

Additional Degree-applicable Elective Units 24

Total Units 60

PHYSICS

SCIENCE DIVISION

PHYSICS (AS-T)

MAJOR CODE: 1902.00

ACADEMIC PROGRAM CODE: W032983H

The [Associate in Science in Physics for Transfer \(AS-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor degree in physics. Completion of this AS-T degree will provide students the foundation to pursue careers in physical science, math, engineering, and computer science. Students will not be required to complete additional local graduation requirements to obtain the AS-T degree. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division physics requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Physics for Transfer (AS-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,

- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop critical thinking skills and move toward autonomous learning.
2. Comprehend, describe, and apply the procedures of physics and understand their limitations.
3. Demonstrate competence in applying the methods of scientific inquiry.
4. Apply the basic physics principles to a wide/diverse range of problems.

Required courses 30

PHYSICS 037 Physics for Engineers and Scientists I 5

PHYSICS 038 Physics for Engineers and Scientists II .. 5

PHYSICS 039 Physics for Engineers and Scientists III .. 5

MATH 261 Calculus I 5

MATH 262 Calculus II 5

MATH 263 Calculus III 5

Total Major Units 30

GE Units (less double-counted) 30

CSU-transferable elective units 0

Total Units 60

POLITICAL SCIENCE

SOCIAL SCIENCE DIVISION

POLITICAL SCIENCE (AA-T)

MAJOR CODE: 2207.00

ACADEMIC PROGRAM CODE: W032972G

The [Associate in Arts in Political Science for Transfer \(AA-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in political science. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. Students should meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework may satisfy the lower division political science requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for

CREDIT PROGRAMS: DEGREES & CERTIFICATES

individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Political Science for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate knowledge of the basic structures of government and politics.
2. Understand theories concerning ideal government and how power and resources are allocated in a society.
3. Differentiate between facts, opinions, and biases related to government and politics and discernment of relevant and appropriate sources of information.

Required courses..... 13

MATH 227	Statistics	4
POL SCI 001	The Government of the United States	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3

Major elective units (choose two from the following) 6

ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
HISTORY 011	Political & Social History of the United States I to 1877	3
HISTORY 012	Political & Social History of the United States II from 1865	3

Total Major Units 19

	CSU	IGETC
GE Units (less double-counted)	27	25
CSU-transferable elective units	14	16
Total Units	41	41

POLITICAL SCIENCE (AA)

MAJOR CODE: 2207.00

ACADEMIC PROGRAM CODE: W003333C

The [Associate of Arts degree in Political Science](#) includes coursework that aligns with specific lower-division major

requirements for the Political Science major at various universities within the University of California (US) and California State University (CSU) systems. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transferring to a four-year college or university with a major in political science may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze critically political institutions, systems, processes, events and constitutional principles in order to exercise one's rights and to defend civil liberties.
2. Take an informed position on a political issue, candidate or situation and support your position with objective, logical, effective debate and discussion.
3. Engage in civic opportunities that broaden perspectives and increase one's responsibility to family and community.
4. Apply the principles of democracy and social justice to distinguish among policy outcomes that will expand political inclusion within their respective communities for historically underrepresented groups, first generation students, women, veterans, LGBTQIA+ among others.
5. Utilize a variety of media sources to research, organize, evaluate, and assimilate information pertaining to a political issue, event, or person.

Required core courses 15

HISTORY 011	Political & Social History of the United States I to 1877	3
HISTORY 012	Political & Social History of the United States II from 1865	3
POL SCI 001	The Government of the United States	3
POL SCI 002	Introduction to Comparative Politics	3
POL SCI 007	Introduction to International Relations	3

Major elective units (choose one from the following) 3

ANTHRO 101	Human Biological Evolution	3
ECON 001	Principles of Microeconomics	3
ECON 010	Economic History of the United States	3
HISTORY 001	Intro to Western Civilization I	3
HISTORY 002	Intro to Western Civilization II	3
HISTORY 041	The African-American in the History of the United States I	3
HISTORY 042	The African-American in the History of the United States II	3
POL SCI 020	Race and Ethnicity in Politics	3

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POL SCI 060	Introduction to Globalization	3
POL SCI 061	Global Issues	3
SOC 001	Introduction to Sociology	3
Total Major Units	18
GE Plan Units (less double-counted)	12-15
Additional Degree-applicable Elective Units	27-30
Total Units	60

PSYCHOLOGY

HUMAN DEVELOPMENT & FAMILY STUDIES DIVISION

PSYCHOLOGY (AA-T)

MAJOR CODE: 2001.00

ACADEMIC PROGRAM CODE: W031010G

The [Associate in Arts in Psychology for Transfer \(AA-T\) degree](#) is a solid, multi-disciplinary, lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in psychology or similar major. This degree provides a clear pathway to a CSU and guarantees admissions to a CSU, though not to any particular campus or program in the CSU system. This coursework may satisfy the lower division psychology requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#). Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#).

To earn the Associate in Arts in Psychology for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
2. Demonstrate and apply knowledge of biological issues as a major factor in psychology.

3. Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.
4. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
5. Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.

Required core courses 10

PSYCH 091	Statistics for the Social and Behavioral Sciences.....	4
	OR	
MATH 227	Statistics.....	4
PSYCH 001	Introductory Psychology.....	3
PSYCH 074	Research Methods in Behavior Science	3

Major elective units, List A (choose one from the following) 3

PSYCH 002	Biological Psychology	3
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Major elective units, List B (choose one from the following) 3

PSYCH 041	Life Span Psychology: From Infancy	3
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Major elective units, List C (choose one from the following) 3

PSYCH 013	Social Psychology.....	3
PSYCH 014	Abnormal Psychology	3
PSYCH 052	Psychological Aspects of Sexuality.....	3

Total Major Units 19

	CSU	IGETC
GE Units (less double-counted)	27	25
CSU-transferable elective units	14	16
Total Units	60

PUBLIC HEALTH SCIENCE

HEALTH SCIENCES DIVISION

PUBLIC HEALTH SCIENCE (AS-T)

MAJOR CODE: 1201.00

ACADEMIC PROGRAM CODE: W036268H

The [Associate in Science in Public Health Science for Transfer \(AS-T\) Degree](#) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree

CREDIT PROGRAMS: DEGREES & CERTIFICATES

in health science or related majors. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy lower division requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Science in Public Health Science for Transfer (AS-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Describe public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels.
2. Applies knowledge of various approaches to improving population-based health
3. Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information
4. Analyze, disseminate and integrate health research and statistics into health promotion.
5. Describe the leading causes of morbidity, mortality, and health disparities.

Required core courses 30

ALD HTH 103	Introduction to Public Health.....	3
ANATOMY 001	Introduction to Human Anatomy	4
BIOLOGY 003	Introduction to Biology	4
CHEM 101	General Chemistry I.....	5
HEALTH 011	Principles of Healthful Living.....	3
MATH 227	Statistics	4
PHYSIOL 001	Introduction to Human Physiology	4
PSYCH 001	Introductory Psychology	3

Major elective units – List A (choose one from the following) 3

ALD HTH 102	Health and Social Justice.....	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
FAM & CS 021	Nutrition.....	3
PSYCH 052	Psychological Aspects of Human.....	3
	Sexuality	
SOC 001	Introduction to Sociology.....	3

Total Major Units 33

	CSU	IGETC
GE Units (less double-counted)	20-24	21-24
CSU-transferable elective units	3-7	3-6
Total Units 60	

REAL ESTATE

BUSINESS DIVISION

REAL ESTATE (AA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W003308C

The [Associate of Arts degree in Real Estate](#) is primarily designed for career and technical education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university. The Associate of Arts degree in Real Estate is designed for the serious student who seeks a rewarding career as a real estate professional. The degree offers a vigorous academic program exploring all facets of the real estate profession. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Note: Students should verify broker's license requirements with the California State Department of Real Estate.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Utilize a network of real estate professionals to conduct and complete the sale, purchase and management of real estate processes and transactions.
2. Use current and emerging technologies and applications to conduct real estate transactions.
3. Interpret property and real estate law to troubleshoot legal aspects in selling, purchasing and management of real estate.
4. Use of personal and business investment strategies and methods to advise clients and address customer needs.
5. Market, manage and direct the daily activities of a successful real estate agency.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

6. Model effective and appropriate interactions and relationships that create good will and repeat business.
7. Model, adopt, and comply with ethical and moral business practices that maintain and sustain trust and integrity in the workplace and with clients, pursuant to DRE regulations and requirements.
8. Communicate oral and written thoughts in a clear and organized manner to effectively inform and convey ideas in the workplace and with clients.

Required core courses 18

REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practice	3
REAL ES 005	Legal Aspects of Real Estate I.....	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 021	Real Estate Economics	3
	OR	
ECON 001	Principles of Microeconomics	3

Major elective units (choose four courses from the following) 12

BUS 005	Business Law I.....	3
MGMT 002	Organization & Management Theory.....	3
REAL ES 004	Real Estate Office Administration.....	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management.....	3
REAL ES 018	Real Estate Investments I.....	3

Total Major Units	30
GE Plan Units (less double-counted)	18
Additional Degree-applicable Elective Units	12
Total Units	60

REAL ESTATE (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W020231D

Students who satisfactorily complete 24 units of the courses listed below are granted a [Real Estate Certificate of Achievement](#). Possession of this certificate also fulfills the education requirements for the California Real Estate Broker's License

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Students will be able to obtain and analyze the information necessary to conduct the sale, purchase, and management of real property pursuant to the California Department of Real Estate (DRE) regulations.

2. Students will be able to communicate relevant disclosures and legal information to clients to complete the sale, purchase, and management of real property in accordance with DRE regulations and California real estate law.
3. Students will be able to address a client's needs in the selling, purchasing, or management of real estate while implementing good, moral business ethics.
4. Students will have the required academic coursework to qualify to sit for the California DRE's real estate salesperson or broker's exam.

Required core courses 18

REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practice.....	3
REAL ES 005	Legal Aspects of Real Estate I.....	3
REAL ES 007	Real Estate Finance I.....	3
REAL ES 009	Real Estate Appraisal I.....	3
REAL ES 021	Real Estate Economics	3
	OR	
ECON 001	Principles of Microeconomics	3

Major elective units (choose two courses from the following) 6

BUS 005	Business Law I.....	3
CIS 101	Introduction to Computers and Their Uses	3
REAL ES 004	Real Estate Office Administration	3
REAL ES 010	Real Estate Appraisal II.....	3
REAL ES 011	Escrow Principles.....	3
REAL ES 014	Property Management.....	3
REAL ES 018	Real Estate Investments I	3

Total Units	24
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REAL ESTATE APPRAISER I (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W037838D

The [Real Estate Appraiser I Certificate of Achievement](#) is designed to provide students with the required competencies to enter careers in residential and commercial real estate appraisal. This certificate provides students with the legislatively-mandated education requirements for the California State Bureau of Real Estate Appraisers (BREA) Trainee Appraiser (AT) license and the Residential (AL) License exam. WLAC's training courses are approved by the California State BREA for basic education, including the Uniform Standards of Professional Appraisal Practice (USPAP) course. In addition to the 150 basic education hours that BREA requires, trainee applicants are required to complete VOC ED 197CE: Trainee/Supervisory Real Estate Appraiser course for California before they can obtain their license. Students are also required to complete non-credit

CREDIT PROGRAMS: DEGREES & CERTIFICATES

VOC ED 198CE: Federal & State Laws and Regulations for CA Appraisers before they can obtain their AT or AL licenses. There are also additional experience requirements for the AL license.

Program Learning Outcomes: Upon completion of this program, the student will be able to:

1. Meet the educational requirements to qualify for the California State BRE A Trainee Appraiser (AT) license or the Residential Appraiser (AL) license exam.
2. Demonstrate mastery of the skills necessary to become a California State Trainee Appraiser (AT).
3. Have the requisite knowledge to pass the California State BRE A Residential Appraiser (AL) license exam.
4. Exceed the state average on the California State BRE A Residential Appraiser (AL) license exam.

Required core courses 10

REAL ES 009	Real Estate Appraisal I	3
REAL ES 010	Real Estate Appraisal II	3
REAL ES 039	Uniform Standards of Appraisal	1
REAL ES 040	Report Writing & Case Studies	3

REAL ESTATE APPRAISER II (CA)

MAJOR CODE: 0511.00

ADADEMIC PROGRAM CODE: W037860D

The [Real Estate Appraiser II Certificate of Achievement](#) is designed to provide students with the required competencies to upgrade their careers in residential and commercial real estate appraisal. This certificate provides students with the legislatively-mandated education requirements for the California State BRE A Certified Residential Appraiser (AR) license exam. This program is also designed to prepare students to pass the California State BRE A Certified Residential Appraiser (AR) license exam. The certificate's training courses are approved by the California State BRE A for basic education, including the Uniform Standards of Professional Appraisal Practice (USPAP) course. In addition to the 200 hours of basic education and the additional 36 college credit hours that this Certificate of Achievement provides, AR license applicants are required to complete VOC ED 198CE: Federal & State Laws and Regulations for CA Appraisers before they can obtain their AR license. There are also additional experience requirements for the AR license.

Note: Students are required to complete the Real Estate Appraiser I Certificate of Achievement (or the equivalent) before receiving the Real Estate Appraiser II Certificate of Achievement.

Program Learning Outcomes: Upon completion of this program, the student will be able to:

1. Meet the educational requirements to qualify to sit for the California State BRE A licensing exam for the Certified Residential Appraiser (AR) license.
2. Have the requisite knowledge to pass the California State BRE A Certified Residential Appraiser (AR) license exam.
3. Exceed the state average on the California State BRE A Certified Residential Appraiser (AR) license exam.
4. Demonstrate mastery of the skills necessary to become a California State Certified Residential Appraiser (AR).
5. Enhance professional or career skills, i.e., improve job performance, obtain an appraiser license or qualify for either a hierarchical or lateral career move.

Required core courses40-41

REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 010	Real Estate Appraisal II	3
REAL ES 039	Uniform Standards of Appraisal	1
REAL ES 040	Report Writing & Case Studies	3
BUS 005	Business Law I	3
ENGLISH 101	College Reading and Composition I	3
ECON 001	Principles of Microeconomics	3
ECON 002	Principles of Macroeconomics	3
FINANCE 001	Principles of Finance	3
MATH 125	Intermediate Algebra	5
MATH 227	Statistics	4
CIS 101	Introductions to Computers and Their Uses	3
	OR	
CIS 104	Microcomputer Application Software	4

Major Elective units (choose 6 elective units from the following) 6

ACCTG 001	Introductory Accounting I	5
ACCTG 002	Introductory Accounting II	5
ACCTG 015	Tax Accounting I	3
ACCTG 025	Automated Accounting	3
GEOG 001	Physical Geography	3
MGMT 001	Principles of Management	3
MGMT 006	Public Relations in Business	3
MGMT 013	Small Business Entrepreneurship	3
REAL ES 001	Real Estate Principles	3
REAL ES 003	Real Estate Practice	3
REAL ES 005	Legal Aspects of Real Estate I	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 021	Real Estate Economics	3

Total Units46-47

REAL ESTATE APPRAISER III (CA)

CREDIT PROGRAMS: DEGREES & CERTIFICATES

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W041340D

The [Real Estate Appraiser III Certificate of Achievement](#) is designed to provide students with partial training for an Office of the Los Angeles County Assessor Appraiser position with the required competencies to upgrade their careers in residential and commercial real estate appraisal.

Note: Completion of the Real Estate Appraiser III Certificate of Achievement does not qualify students to become Los Angeles County Assessor Appraiser nor does it guarantee employment with the Office of the Los Angeles County Assessor.

Program Learning Outcomes: Upon completion of this program, the student will be able to:

1. Utilize the three professionally accepted approaches to value, and demonstrate the ability to obtain and utilize the market information needed in each of the approaches to determine their estimate of fair market value.
2. Demonstrate an understanding of appraisal theory and methodology and demonstrate the ability to reconcile the important factors affecting the marketability and value of subject property to decide its value estimate.
3. Generate accurate property measurements and descriptions, prepare scale diagrams of residential structures, and compute the land area that is required to calculate a valuation.

Required core courses 12

REAL ES 041	Real Estate Appraisal:2.5
	Real Estate Foundations
REAL ES 042	Real Estate Appraisal:2
	Assessment Practice
REAL ES 043	Real Estate Appraisal:2.5
	Residential Cost Approach
REAL ES 044	Real Estate Appraisal:2.5
	Sales Comparison Approach
REAL ES 045	Real Estate Appraisal:2.5
	Income Approach

REAL ESTATE BROKER (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W037859D

The [Real Estate Broker Certificate of Achievement](#) is designed to provide students with the required competencies for a career in residential and commercial real estate. This certificate meets the legislatively-mandated education requirements for the California Department of Real Estate (DRE) Real Estate Broker license exam.

Program Learning Outcomes: Upon completion of this program, the student will be able to:

1. Meet the educational requirements to qualify for the DRE Real Estate Broker license exam.
2. Have the requisite knowledge to pass and exceed the state average on DRE Real Estate Broker license exam.
3. Demonstrate mastery of the fiduciary responsibilities necessary to become a California Real Estate Broker.
4. Demonstrate knowledge of laws and principles of California real estate brokerage.
5. Know the day-to-day operations of a real estate brokerage office including managing sales agents, writing and reviewing real estate contracts, performing property evaluations, prospecting, selling, financing, and other brokerage operations.

Required core courses 15-17

REAL ES 003	Real Estate Practice..... 3
REAL ES 005	Legal Aspects of Real Estate I 3
REAL ES 007	Real Estate Finance I 3
REAL ES 009	Real Estate Appraisal I 3
REAL ES 021	Real Estate Economics 3
	OR
ACCTG 001	Introductory Accounting I 5

Major Elective units (choose 3 courses from the following) 9

BUS 005	Business Law I 3
REAL ES 001	Real Estate Principles 3
REAL ES 004	Real Estate Office Administration 3
REAL ES 010	Real Estate Appraisal II 3
REAL ES 011	Escrow Principles 3
REAL ES 014	Property Management 3

Total Units 24-26

REAL ESTATE SALESPERSON (CA)

MAJOR CODE: 0511.00

ACADEMIC PROGRAM CODE: W037839D

The [Real Estate Salesperson Certificate of Achievement](#) is designed to provide students with the required competencies for a career in residential and commercial real estate. This certificate meets the legislatively-mandated education requirements for the California Department of Real Estate (DRE) Real Estate Salesperson license exam.

Program Learning Outcomes: Upon completion of this program, the student will be able to:

1. Meet the educational requirements to qualify for the DRE Real Estate Salesperson license exam.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

2. Have the requisite knowledge to pass and exceed the state average on DRE Real Estate Salesperson license exam.
3. Demonstrate mastery of the skills necessary to become a California Real Estate Salesperson.
4. Learn the day-to-day operations of a real estate office including listings, valuations, prospecting, selling, financing, and real estate operations.
5. Know the legal requirements necessary to assist homebuyers with buying and selling real estate properties.

Required core courses 6

REAL ES 001	Real Estate Principles.....	3
REAL ES 003	Real Estate Practices	3

Major Elective units (choose 1 course) from the following 3

ACCTG 001	General Accounting	3
BUS 005	Business Law I.....	3
REAL ES 004	Real Estate Office Administration	3
REAL ES 005	Legal Aspects of Real Estate I.....	3
REAL ES 007	Real Estate Finance I	3
REAL ES 009	Real Estate Appraisal I	3
REAL ES 011	Escrow Principles	3
REAL ES 014	Property Management	3
REAL ES 021	Real Estate Economics.....	3

Total Units 9

SOCIAL JUSTICE STUDIES

LANGUAGE ARTS DIVISION & HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

SOCIAL JUSTICE: CHICANA/O STUDIES (AA-T)

MAJOR CODE: 2201.60

ACADEMIC PROGRAM CODE: W039485G

The [Associate of Arts in Social Justice Studies: Chicana/o Studies for Transfer \(AA-T\) degree](#) is a degree that provide a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree Chicana/Chicano studies or related major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admission, it is not to any particular campus or program in the CSU system. This coursework may satisfy the lower division requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution

of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Social Justice Studies: Chicano Studies for Transfer (AA-T) degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Critically analyze how intersections of class, race, gender, sexuality and able-ness permeate racial and ethnic identity formations
2. Evaluate artistic and cultural productions and representations centered on race, gender, and ethnicity
3. Compare and contrast the struggles for social justice of diverse ethnic, racial, and gendered groups in the United States
4. Evaluate interdisciplinary methods of inquiry used to explore race, gender, ethnicity, and sexuality

Required core course 9

SOC 011	Race and Ethnic Relations	3
CHICANO 047	Mexican-American Woman	3
	In Society	
CHICANO 002	The Mexican-American Woman	3
	In Contemporary Society	

Major electives, List A: Select 3 courses from at least two of the following areas 9

Area 1: History or Government

HISTORY 043	Mexican-American in the History	3
	of the United States I.....	

Area 2: Arts and Humanities

ART 117	Mesoamerican Art: Aztec	3
	& Olmec	
CHICANO 037	Chicano Literature.....	3
ENGLISH 219	Literature of American	3
	Ethnic Groups	
SPANISH 012	Survey of Mexican Literature	3

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Area 3: Social Science

SPANISH 010 Latin-American Civilization 3

Area 4: Quantitative Reasoning and Research Methods

MATH 227 Statistics 4

Area 5: Major Preparation

CHICANO 037 Chicano Literature 3

Total Major Units **18-19**

	CSU	IGETC
GE Units (less double-counted)	24-27	25-31
CSU-transferable elective units	14-18	10-17
Total Units	60	

SOCIAL JUSTICE: LGBTQ STUDIES (AA-T)

MAJOR CODE: 2201.40

ACADEMIC PROGRAM CODE: W040202G

The [Associate in Arts in Social Justice: LGBTQ Studies for Transfer \(AA-T\) degree](#) is intended to meet the lower division requirements for various social science majors (or similar majors) at a CSU campus that offers a social justice bachelor degree. The degree takes a multidisciplinary approach to the study of lesbian, gay, bisexual, transgender and queer identities and their interactions with culture, art, literature, politics, history, oppression, and other minority statuses in the United States and across cultures. Students who have completed this degree will have satisfied the lower division requirements for many social science programs in the CSU system. Although students are guaranteed admission to a CSU with this degree, this guarantee is not to any particular campus or program in the CSU system. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Social Justice Studies: LGBTQ Studies (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze the social and political construction of sexual orientation and gender identity, and how these concepts operate and have operated across social and cultural institutions in the United States and across cultures.
2. Articulate how concepts of sexual orientation and gender identity intersect and interact with those of race, ethnicity, class, and gender and sexual orientation.
3. Analyze and evaluate the history of American social movements that have sought justice for oppressed sexual and gender minorities, as well as racial, ethnic, and classminority groups.
4. Summarize the histories and experiences of LGBTQ+ people in the United States, and critically evaluate their contributions to the fabric of American society.
5. Identify and analyze policies that have the potential to alleviate inequalities based on sexual orientation and gender identity.

Required core courses **9**

SOC 011	Race and Ethnic Relations	3
SOC 031	Sociology of Gender	3
Or		
ANTHRO 130	Introduction to Queer Studies	3
ANTHRO 109	Gender, Sex, and Culture	3

Major elective units, List A: Select 3 courses from at least two of the following areas **9**

Area 1: History or Government

HISTORY 044	Mexican-American in the History of the United States II	3
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Area 2: Arts and Humanities

CHICANO 047	The Mexican-American Woman in Society	3
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Area 3: Social Science

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
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Area 4: Quantitative Reasoning and Research Methods

MATH 227	Statistics	4
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Total Major Units **18-19**

	CSU	IGETC
GE Units (less double-counted)	27-30	25-28
CSU-transferable elective units	11-15	13-17
Total Units	60	

SOCIOLOGY

SOCIAL SCIENCES DIVISION

SOCIOLOGY (AA-T)

MAJOR CODE: 2208.00

ACADEMIC PROGRAM CODE: W032982G

The [Associate in Arts in Sociology for Transfer \(AA-T\) degree](#) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in sociology or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy lower division sociology requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the [Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Sociology for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to demonstrate...

1. The ability to analyze and interpret social experience using the major sociological perspectives.
2. Develop cross-cultural competency, empathy, and insight into the social experience.
3. The ability the distinguish between macro and micro levels of analysis.

Required core courses 10

PSYCH 091	Statistics for the Social and Behavioral Sciences	4
	OR	
MATH 227	Statistics	4
SOC 001	Introduction to Sociology	3

SOC 002 American Social Problems 3

Major elective units, list A (choose two from the following) 6

PSYCH 013	Social Psychology	3
SOC 011	Race and Ethnic Relations.....	3
SOC 031	Sociology of Gender.....	3

Major elective units, list B (choose one from the following) 3

ADM JUS 001	Introduction to Administration	3
	of Justice	
ANTHRO 102	Human Ways of Life: Cultural	3
	Anthropology	
PSYCH 001	Introductory Psychology.....	3
	Any course not already used in List A.....	3

Total Major Units 19

	CSU	IGETC
GE Units (less double-counted)	24	25
CSU-transferable elective units	16-17	15-16
Total Units	60	

SOCIOLOGY (AA)

MAJOR CODE: 2208.00

ACADEMIC PROGRAM CODE: W003334C

The [Associate of Arts degree in Sociology](#) includes coursework that aligns with specific lower-division major requirements for the sociology major at various universities within the UC and CSU systems. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan (SEP). Students interested in transferring to a four-year college or university with a major in sociology or a related major may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion and nationality.
2. Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
3. Locate, analyze, assess, and communicate sociological scholarship in a manner that is "academically sound and viable."
4. Distinguish between macro and micro levels of analysis and their relationship to understanding self-identity.

CREDIT PROGRAMS: DEGREES & CERTIFICATES

5. Develop ability to synthesize sociological knowledge with knowledge from other disciplines to arrive at a more holistic understanding of social life.
6. Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

Required core courses 12

SOC 001	Introduction to Sociology	3
SOC 002	American Social Problems.....	3
SOC 011	Race and Ethnic Relations	3
SOC 031	Sociology of Gender	3

Major elective units (choose two from the following) 6-7

ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ECON 001	Principles of Microeconomics	3
HISTORY 011	Political & Social History of the United States I to 1877	3
HISTORY 012	Political & Social History of the United States II from 1865	3
PHILOS 001	Introduction to Philosophy	3
MATH 227	Statistics	4
POL SCI 001	The Government of the United States	3
PSYCH 001	Introductory Psychology	3
PSYCH 013	Social Psychology.....	3
SOC 050	Introduction to Social Justice Studies.....	3

Total Major Units	18-19
GE Plan Units (less double-counted)	15-18
Additional Degree-applicable Elective Units	23-27
Total Units	60

SPANISH

LANGUAGE ARTS DIVISION

SPANISH (AA-T)

MAJOR CODE: 1105.00

ACADEMIC PROGRAM CODE: W033288G

The [Associate in Arts in Spanish for Transfer \(AA-T\) degree](#) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Spanish or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework may satisfy lower division Spanish requirements at some CSU campuses. Students are encouraged to visit the [Transfer Center](#) for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the

[Counseling Office](#) for individualized educational planning in order to facilitate a seamless transition.

Information on which CSU campuses accept this degree can be found at the [CSU ADT Major & Transfer Search website](#). This degree complies with [The Student Transfer Achievement Reform Act \(Senate Bill 1440\)](#).

To earn the Associate in Arts in Spanish for Transfer (AA-T) Degree, students must meet the following requirements:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of "C" (or "P") for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Listen with understanding to Spanish conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.
4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight an understanding of the culture.
7. Interact sensitively and respectfully with the cultures, mores, beliefs, and traditions in the target language.

Required core courses 20

SPANISH 001	Elementary Spanish I	5
SPANISH 002	Elementary Spanish II	5
SPANISH 003	Intermediate Spanish I	5
SPANISH 004	Intermediate Spanish II	5

Major elective units, List A (choose one from the following) 3

CHICANO 002	The Mexican-American in Contemporary Society.....	3
CHICANO 037	Chicano Literature	3
SPANISH 007	Conversational Spanish	3
SPANISH 010	Latin American Civilization	3
SPANISH 012	Survey of Mexican Literature	3
HISTORY 005	History of the Americas I	3
HISTORY 006	History of the Americas II	3
HISTORY 043	The Mexican-American in the U.S. I	3
HISTORY 044	The Mexican-American in the U.S. II	3
ENGLISH 203	World Literature I.....	3
ENGLISH 204	World Literature II	3

CREDIT PROGRAMS: DEGREES & CERTIFICATES

Total Major Units 23

	CSU	IGETC
GE Units (less double-counted)	30-33	28-31
CSU-transferable elective units	4-7	6-9
Total Units	60	

SPANISH (AA)

MAJOR CODE: 1105.00

ACADEMIC PROGRAM CODE: W042488C

The [Associate of Arts degree in Spanish](#) includes coursework that aligns with specific lower-division major requirements for the Spanish major at various universities within the University of California (UC) and California State University (CSU) systems. A degree in Spanish facilitates professional opportunities in business, industry, education, and government, as well as provides personal enrichment in understanding Spanish language and culture. Students pursuing this AA degree are encouraged to [meet with a counselor](#) to develop and align a Student Educational Plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Listen with understanding to Spanish conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.

4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight and understanding of the culture.
7. Interact sensitively and respectfully with the cultures, mores, beliefs, and traditions in the target language.

Required core courses 15

SPANISH 001	Elementary Spanish I	5
SPANISH 002	Elementary Spanish II	5
SPANISH 003	Intermediate Spanish I	5
	OR	
SPANISH 004	Intermediate Spanish II	5

Major elective units (choose one from the following) 3

CHICANO 037	Chicano Literature.....	3
SPANISH 007	Conversational Spanish	3
SPANISH 010	Latin American Civilization	3
SPANISH 012	Survey of Mexican Literature	3

Total Major Units 18

GE Plan Units (less double-counted) 18

Additional Degree-applicable Elective Units 24

Total units 60

CREDIT COURSE LISTINGS & DESCRIPTIONS



Courses are identified using a subject abbreviation code and a course number of three digits (e.g., ACCTG 001). The subject abbreviation and course number identifies the course on the schedule and on transcripts. A subject abbreviation index can be found at the beginning of this section.

When a subject abbreviation, number and/or title has changed, the former designation will appear in italics in parentheses after the phrase (e.g., "Formerly..."). "Cross-listed" courses have identical content as another course in a different subject. Cross-listed courses will appear after the phrase (e.g., "Same as..."). Other course notations are:

1. "A," "B," "C," etc. = courses broken into modules or into lecture/lab pairs
2. "CE" = continuing education (noncredit) courses
3. "CO" = contract education courses
4. "L" = laboratory course (e.g., GEOLOGY 010L)
5. "NC" = noncredit courses
6. "T" = tutoring (e.g., TUTOR 001T)
7. "S" or "Y" = courses with embedded support
8. "-1, -2" etc. = course that are part of a sequence of courses closely related in content (e.g., KIN 350-1)

CREDIT COURSE UNITS

The number in parentheses following the course title - e.g., ACCTG 015 Tax Accounting (3) - indicates the credit value of the course in semester units. Each unit represents one (1) hour per week for lecture or recitation, or two to three (2 to 3) hours per week of laboratory work. In addition, each unit assumes a total of 3 hours per week of student learning, split between the hours spent in class (1 hour per week) and

additional hours of out-of-class activities such as assignments, homework, study, etc.. (2 hours per week). For example, a 3-unit course with three (3) hours of in-class "lecture/recitation" contact per week would also require six (6) hours of out-of-class activities that week for a total of nine (9) weekly student learning hours (i.e., 3 hours for each unit). A 1-unit course based on 2 hours of "lab" contact per week would require an additional 1 hour per week of activities outside of class for a total of 3 weekly student learning hours.

DEGREE-APPLICABILITY OF COURSES

All courses that meet a major requirement of an academic program listed in this catalog may be applied towards graduation requirements for an Associate degree or Associated Degree for Transfer unless the course is otherwise indicated as NDA (non-degree applicable).

COURSE TRANSFERABILITY

Many courses are transferable to four-year institutions and may be applied to an Associate degree or Associate Degree for Transfer (ADT). Transferable courses are acceptable for credit at University of California (UC) and California State University (CSU) campuses according to the following codes:

1. **University of California (UC):** Courses designated with "UC" after the course title are acceptable for credit at campuses of the University of California.
2. **California State University (CSU):** Courses designated with "CSU" after the course title are acceptable for credit at least one of the campuses of the California State University. Courses designated

CREDIT COURSE LISTINGS & DESCRIPTIONS

“CSU” are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer student.

If there is no notation in parentheses after the course title, then the course is not transferable for UC or CSU credit. UC and CSU transferability are based on transfer course agreements and are subject to change. For updated information regarding course transferability, consult the [Transfer Center](#) or the [Counseling Office](#).

PASS/NO PASS OPTION

Some credit courses may be taken with a Pass/No Pass grade option as outlined in LACCD Administrative Procedure 4232. Such credit courses will be designated as P/NP Option. Some non-credit courses may be taken with a Pass/No Pass/Satisfactory Progress (P/NP/SP) option.

COURSE REPEATABILITY FOR CREDIT

The symbol RPT identifies courses which may be taken more than once for credit. For more information, see the “Course Repetition Policy” section in this catalog and LACCD Administrative Procedures 4225 and 4227.

COURSE PRE/COREQUISITES

Some courses may list required prerequisites or corequisites. If so, they will be listed in italics under the subject, course title and number. If a course lists any prerequisites, all such prerequisites must be satisfactorily completed prior to taking the course. Corequisites may be completed concurrently with the desired course. Students who have questions about prerequisite should consult a college counselor or an instructor before registration. For more information regarding prerequisites, corequisites, and the challenge/clearance process, see the “Prerequisites, Corequisites, and Advisories” section in this catalog and LACCD Administrative Procedure 4260.

CREDIT COURSE LISTINGS & DESCRIPTIONS

SUBJECT ABBREVIATION INDEX

Abbreviation	Subject
ACCTG	Accounting
ACADPR	Academic Prep (non-credit)
ADDICST	Addiction Studies
ADM JUS	Administration of Justice
AFRO AM	African-American Studies
ALD HTH	Allied Health
A S L	American Sign Language
ANATOMY	Anatomy
ANTHRO	Anthropology
ARABIC	Arabic
ARC	Architecture
ART	Art
ASIAN	Asian-American Studies
ASTRON	Astronomy
AVIATEK	Aviation Maintenance Tech
BSICSKL	Basic Skills (non-credit)
BIOLOGY	Biology
BIOTECH	Biotechnology
BUS	Business
CHEM	Chemistry
CHICANO	Chicano/a Studies
CH DEV	Child Development
CINEMA	Cinema
COMM	Communication Studies
CAOT	Computer Applications & Office Technologies
CIS	Computer Information Syst
CS	Computer Science
COUNSEL	Counseling
CORR	Corrections
DANCEST	Dance Studies
DANCETQ	Dance Techniques
DEN AST	Dental Assistant
DEN HY	Dental Hygiene
EARTH	Earth Science
ECON	Economics
EDUC	Education
EET	Engineering, Electrical Technology
ENG GEN	Engineering, General
EGD TEK	Engineering Graphics & Design
ENGLISH	English
E.S.L.	English as a Second Language (credit)
ESL NC	English as a Second Language (non-credit)
ESLCVCS	English as a Second Language (Civics)
ENV	Environmental Design
ENV SCI	Environmental Science
FAM & CS	Family and Consumer Studies
FLM PRD	Film Production
FINANCE	Finance
FIRETEK	Fire Technology
FRENCH	French
GEOG	Geography
GEOLOGY	Geology
HEALTH	Health
HLTHOCC	Health Occupations
HISTORY	History
HOSPT	Hospitality
HUMAN	Humanities
INTRDGN	Interior Design
JAPAN	Japanese
KIN	Kinesiology
KIN ATH	Kinesiology Athletics
KIN MAJ	Kinesiology Major
LIB SCI	Library Science
MGMT	Management
MIT	Manufacturing & Industrial Technology
MARKET	Marketing
MATH	Mathematics
MICRO	Microbiology
MULTIMD	Multimedia
MUSIC	Music
OCEANO	Oceanography
PALEGAL	Paralegal Studies
PHRMCTK	Pharmacy Technician
PHILOS	Philosophy
PHOTO	Photography
PHYS SC	Physical Science
PHYSICS	Physics
PHYSIOL	Physiology
POL SCI	Political Science
PSYCH	Psychology
REAL ES	Real Estate
SOC	Sociology
SPANISH	Spanish
THEATER	Theatre
TUTOR	Tutoring (noncredit)
VOC ED	Vocational Education (noncredit)

CREDIT COURSE DESCRIPTIONS

ACCOUNTING (ACCTG)

ACCTG 001 Introductory Accounting I (5) UC/CSU

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

ACCTG 002 Introductory Accounting II (5) UC/CSU

Prerequisite: ACCTG 001

This course will cover 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, standard actual variance analysis, supply and inventory management, comparison of financial and managerial accounting, strategic vs. differential analyses, relevant cost, preferential costs, and decision making.

ACCTG 015 Tax Accounting I (3) CSU

In this course, tax laws, accounting procedures, and preparation of returns required for Federal and California State individual income taxes are covered.

ACCTG 025 Automated Accounting Methods and Procedures (3) CSU

Using the computer, this introduction to accounting will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

ADDICTION STUDIES (ADDICTST)

ADDICTST 001 Understanding Addiction and Counseling (3) CSU

This survey course includes the nature of addiction, history and theories of treatment, dual diagnosis, recovery, and rehabilitation. The knowledge, skills, and attitudes required in professional practice as a competent, educated, trained addiction counselor are also covered. This course is the introductory course for addiction counseling programs. (CSU GE Areas: D7, E).

ADDICTST 002 Physiology and Pharmacology of Psychoactive Drugs (3) CSU

This course offers comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including a detailed review of the nervous system. Pharmacological and physiological implications of tolerance, habituation, and excessive consumption of psychoactive substances are explored as well as cultural and social implications of substance use.

ADDICTST 004 Clinical Counseling Laws and Ethics (3) CSU

Students are trained in the application of legal and ethical issues that impact the profession of addiction treatment. This course also emphasizes the assessment of co-occurring disorders as they apply to the scope of competence for addiction treatment counselors.

ADDICTST 005 GROUP SKILLS FOR ADDICTION COUNSELORS (3) CSU

This course trains students in the skills and principles fundamental to facilitating a group, including group process, establishing goals, curative factors, starting a counseling group, observing a group, and making interventions, with special emphasis upon addiction-specific issues in a group setting.

ADDICTST 007 Addiction Treatment and Recovery (3) CSU

Students examine intervention, treatment, and recovery, including assessment, case management, treatment orientation, treatment planning, relapse prevention, and after care planning.

ADDICTST 010 Addiction and the Family (3) CSU

Students analyze addiction as a family disease focusing on many theoretical and practical issues including: assessment, treatment, recovery, interventions, family counseling and addictions' impact on children and the family system.

ADDICTST 016 Continuing Recovery: Strategies and Basic Skills (3) CSU

Students examine applied methodology and counseling skills with respect to chemical dependency and other addictive disorders. Students may engage in role play, case studies, interventions, demonstrations, 12-step model of recovery, reality therapy, rational emotive behavioral therapy, family systems analysis, and relapse prevention theory and techniques.

ADDICTST 084 Field Work Practicum (3) CSU

Prerequisites: ADDICTST 001, 004, 016, and 005

This is a supervised practicum course. Participants must be knowledgeable about addiction and treatment. The course provides observation, interaction, and counseling opportunities

CREDIT COURSE LISTINGS & DESCRIPTIONS

with clients and counselors at rehabilitation clinics. This course satisfies half of the fieldwork hours (125) required by CAADE in addition to the classroom hours.

ADDICTST 085 Advanced Field Work Practicum (3) CSU

Prerequisites: ADDICTST 001, 004, 016, and 005

This is a supervised practicum course that includes an advanced internship at an addiction treatment and recovery facility to acquire 125 of the 250 hours required by the California Association of Alcohol and Drug Educators (CAADE). Internship hours must be completed during the semester of enrollment.

ADMINISTRATION OF JUSTICE

(ADM JUS)

ADM JUS 001 Introduction to Administration of Justice (3) UC/CSU

This course presents the philosophy, history, and theories of the criminal justice system, including the origins and evolution of criminal law and due process, the roles and functions of the local, state, and federal jurisdictions, and the interrelationships among criminal justice agencies: law enforcement, courts, and corrections; crime causation, analysis and the social impact of crime. The conceptual approach utilized in this course recognizes that criminal justice is itself a distinct academic discipline rather than an interdisciplinary course of study. Three hours lecture per week. (GE Areas - IGETC: 4J; CSU GE: D0)

ADM JUS 002 Concepts of Criminal Law (3) UC/CSU

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. Legal research, case law, methodology, and concepts flow as a social force will be looked at in depth.

ADM JUS 003 Legal Aspects of Evidence (3) CSU

Origin, development, philosophy, and constitutional basis of evidence, constitutional procedural considerations affecting arrest, search and seizure; kinds of and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

ADM JUS 004 Principles and Procedures of the Justice System (3) UC/CSU

This course will provide an in-depth study of the law enforcement procedures from an incident or happening, through investigation, detention, arrest, prosecution, trial, and final disposition. The rules of criminal procedure, arrest, search and seizure will be examined. (GE Areas - IGETC: 4H; CSU GE: D8)

ADM JUS 005 Criminal Investigation (3) CSU

This course covers the fundamentals of investigation; crime scene search and recording, collection and presentation of physical evidence; scientific aids; modus operandi; sources of

information; interviews and interrogation; follow up, and case preparation.

ADM JUS 006 Patrol Procedures (3) CSU (P/NP Option)

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.

ADM JUS 008 Juvenile Procedures (3) CSU

This course is a study of the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes, and court procedures.

ADM JUS 014 Report Writing for Peace Officers (3) CSU

This course presents various types of technical writing commonly used in police reports, the appropriateness of different styles in different contexts, the conceptualizations of the material, and the use of these reports by analytical officers in police agencies. Aspects of standard report writing are included.

ADM JUS 015 Police Supervision (3) CSU

This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of a police supervisor. The course is primarily concerned with supervisory functions, employee evaluations, discipline, human relations, field operations and understanding police resources. This is an excellent class for employees preparing for promotion.

ADM JUS 016 Recruitment Selection Process (3) CSU

This course provides an in-depth coverage of the legal selection for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written exam, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and agility qualification. Employment opportunities will be presented, and ways to assist the student will be explained.

ADM JUS 039 Probation and Parole (3) CSU (P/NP Option)

This course provides students with the history and development of probation and parole. Special emphasis will be placed on the relationships between the police, courts and corrections. Employment opportunities will be explained during class.

ADM JUS 042 Advanced Criminal Law (3) UC/CSU

This course studies the United States Constitution and how it affects criminal procedure and law enforcement activities. An in-depth study of the Bill Rights and how it applies to law

CREDIT COURSE LISTINGS & DESCRIPTIONS

enforcement. This course will focus on substantive, procedural, and case law commonly encountered by the local, county, and state law enforcement agencies. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

ADM JUS 060 Arrest, Search and Seizure (3) CSU

This course covers information regarding powers of arrest, search and seizure for peace officers with limited police powers. The main topics for this course are laws of arrest, arrest and control methods, and communication. This course meets the curriculum requirements for the Commission on Peace Officer Standards and Training (POST), P.C. 832 Laws of Arrest, and Board of Corrections, Standards and Training for Corrections (STC) when certified.

ADM JUS 062 Fingerprint Classification (3) CSU

This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprints, the taking of fingerprints, searching and filing procedures, and laboratory work in the classroom.

ADM JUS 067 Community Relations I (3) UC/CSU

An examination of the complex relationship between the community and the justice system with emphasis on the challenges of dealing with the role of race, ethnicity, gender relations, sexual orientation, social class, language, and culture in shaping these relations. Emphasis is placed upon the professional image the police want to maintain and the concerns the public may have about police profiling. Discussions will include working with the homeless, illegal aliens, and other diverse populations. (GE Areas - IGETC: 4J; CSU GE: D0)

ADM JUS 075 Introduction to Corrections (3) CSU

This basic course deals with the nature of correctional work; the aims and objectives of Correctional Administration; probation and practices; skills, knowledge and attitudes required for employment in this field; types of institutions and services; and career opportunities.

ADM JUS 160 Police Organization and Administration (3) CSU

Students examine the organizational structure and administrative procedure on the implementation of law enforcement functions; history, theories, and methodologies of criminal justice organizations; assessment of the recruitment and hiring processes, career advancement and leadership; organizational structure and management strategies; administrative problems of staffing and morale as a law enforcement employer.

ADM JUS 261 Probation Officer Core Course (9.75) CSU

This is a basic training course for entry level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the officer, classification and housing,

casework, visitation, report writing, handling disputes, tactics and procedures. STC approved course.

ADM JUS 285 Directed Study - Administration of Justice (2) (P/NP Option)

This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

ADM JUS 307 Street Gangs/Prison Gangs (3) CSU

This course will provide an introduction to the history and sociology of a gang. Topics will include a discussion on the problems law enforcement and the community have with gangs, the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and the unwritten rules of gangs and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.

ADM JUS 308 Control and Supervision in Corrections (3) CSU

This course offers an overview of the methods, practices, and theories related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from day to day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed.

ADM JUS 309 Correctional Interviewing and Counseling (3) CSU

This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. Students will learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter, or already employed within the Correctional Science field.

ADM JUS 385 Directed Study – Administration of Justice (3) CSU

This course allows students to pursue directed study in Administration of Justice on a contract basis under the direction of a supervising instructor.

AFRICAN-AMERICAN STUDIES (AFRO AM)

AFRO AM 004 The African-American in the History of the United States I (3) UC/CSU
(Same as HISTORY 041)

CREDIT COURSE LISTINGS & DESCRIPTIONS

African-American Studies 4 (same as History 41) is a survey of United States history from the early Colonial era to the Reconstruction Period, with special emphasis on the contribution of the African-American to the political, economic and social development of the nation. This course also surveys the U.S. Constitution and California State and local government. (GE Areas - IGETC: 4F; CSU GE: D)

AFRO AM 005 The African-American in the History of the United States II (3) UC/CSU

(Same as HISTORY 042)

The course covers post-Civil War United States history, identifying 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 and analyzes both the 20th century and early 21st century social change movements in the contexts of race, equality, gender, Black feminism, 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 helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present. (GE Areas - IGETC: 4F; CSU GE: D)

ALLIED HEALTH

(ALD HTH)

ALD HTH 012 Introduction to Careers in Health Occupations (3)

This course is designed for students interested in learning about health care careers, including work descriptions, work environment, employment opportunities, educational requirements, and earnings. Students will also learn about the health care system in the United States, including the development of medicine and trends in financing.

ALD HTH 021 Basic Life Support for the Healthcare Provider (0.5) CSU (P/NP)

This course is designed to teach CPR to healthcare providers and interested students. This course covers infant, child, and both one-rescuer and two-rescuer adult CPR. Treatment of choking patients and heart disease prevention is also included. Successful course completion earns an American Heart Association Basic Cardiovascular Life Support for the Healthcare Provider card valid for two years.

ALD HTH 022 Advanced Cardiovascular Life Support (1) CSU (P/NP)

This course is designed for personnel who staff emergency departments, intensive care units, or critical care departments, as well as physicians, nurses, emergency technicians, paramedics respiratory therapists, and other professionals who may respond to a cardiovascular emergency. The advanced cardiac life support (ACLS) provider course

provides the knowledge and skills needed to evaluate and manage the first minute of an adult ventricular fibrillation/ventricular tachycardia (VF/VT) arrest. Successful course completion earns an American Heart Association ACLS Provider card valid for two years.

ALD HTH 023 Pediatric Advanced Life Support (1) CSU (P/NP)

The goal of the Pediatric Advanced Life Support (PALS) course is to aid the pediatric healthcare provider in developing the knowledge and skills necessary to efficiently and effectively manage critically ill infants and children, resulting in improved outcomes. Skills taught include recognition and treatment of infants and children at risk for cardiopulmonary arrest; the systematic approach to pediatric assessment; effective respiratory management; defibrillation and synchronized cardioversion; intraosseous access and fluid bolus administration; and effective resuscitation team dynamics. Successful course completion earns an American Heart Association ACLS Provider card valid for two years.

Note: ALD HTH 043 thru 050 are part of an 8-course cohort that makes up the paramedic program. Courses are taken together and cannot be taken individually. Students are admitted to the cohorts thru the UCLA Center for Pre-Hospital Care (CPC). ALD HTH 043 through 050 have ALD HTH 021, ALD HTH 052, and ALD HTH 053 as prerequisites.

ALD HTH 043CO Anatomy and Physiology for Emergency Health Care Personnel (4) CSU

Prerequisites: ALD HTH 021, 052, and 053

This course will provide an overview of the structure and function of all bodily systems. Emphasis will be placed on knowledge that will enhance the student's ability to treat medical emergencies.

ALD HTH 044CO Introduction to Emergency Medical Service Systems (2) CSU

Prerequisites: ALD HTH 021, 052, and 053

This course provides an overview of Emergency Medical Service Systems including: the role of Emergency Medical Technicians (EMTs), paramedics, medical directors and the local EMS agency; licensure and certification; ethics; well-being of the EMT and paramedic; the relationship between the emergency care provider and other health care professionals. Verbal and nonverbal behavior and communications related to the delivery of emergency medical services.

ALD HTH 045CO Patient Assessment and Airway Management (2) CSU

Prerequisites: ALD HTH 021, 052, and 053

This course gives an overview of prehospital patient assessment for emergency health care. This course provides foundational knowledge and skills to effectively assess and treat patients in a prehospital setting.

CREDIT COURSE LISTINGS & DESCRIPTIONS

ALD HTH 046CO Cardiology Assessment and Medical Emergencies (6) CSU

Prerequisites: ALD HTH 021, 052, and 053

This course discusses the assessment and treatment options for cardiac emergencies and pharmacologic interventions.

ALD HTH 047CO Emergency Response to Crisis (4) CSU

Prerequisites: ALD HTH 021, 052, and 053

This course provides students with the knowledge and skills to assess, stabilize and treat traumatic emergencies of the head, chest, abdomen, and extremities.

ALD HTH 048CO Medical Emergencies and Pharmacological Interventions (5) CSU

Prerequisites: ALD HTH 021, 052, and 053.

Students will learn the pathophysiology, assessment and management of patients with medical emergencies and the application of advanced life support care and treatment.

ALD HTH 049CO Clinical Internship (4) CSU

Prerequisites: ALD HTH 021, 052, and 053

This course presents the coordination of advanced emergency medical service training within a hospital setting. Students will be able to participate in multiple departments within the hospital: critical care units, OB/ GYN, operating rooms, anesthesia, recovery, pediatrics, and psychiatrics. This will assure a variety of patient presentations and complaints.

ALD HTH 050CO Field Internship (9) CSU

Prerequisites: ALD HTH 049CO, 021, 052, and 053.

Coordination of advanced emergency medical service training with a field advanced life support unit. Students will be able to participate in emergency intervention in traumatic and medical emergencies. Field internship represents the phase of instruction where the student learns how to apply knowledge and skills to the field environment.

ALD HTH 052 Emergency Medical Training – Basic (9) CSU

Prerequisite: ALD HTH 021

This course provides basic emergency medical care training for firefighters and ambulance attendants. Successful course completion results in NREMT-B certification granted from the State of California, through the Los Angeles County EMS Agency.

ALD HTH 053 Emergency Care Technician/Pre-paramedic (3.5) CSU

Prerequisite: ALD HTH 052

This course is designed to increase the depth and breadth of knowledge for certified Emergency Medical Technicians (EMTs) preparing for additional knowledge and certification. The topics covered in the course include: medical terminology, anatomy and physiology, respiratory system, cardiovascular system, nervous system, pharmacology, trauma,

electrophysiology and the pathophysiology of shock. Case studies and patient simulations will be utilized to reinforce student objectives.

ALD HTH 056 Communication & Customer Service Skills in Healthcare (1)

Corequisite: PHRMCTK 023

This course will introduce students to the workplace skills necessary to succeed in healthcare professions. The focus will be on professional behavior, communication techniques and HIPPA regulations.

ALD HTH 057 Computers in Health Occupations (1)

This course will introduce students to the use of computers in a variety of healthcare settings. Students will use software systems used in pharmacies, medical offices, and hospitals.

ALD HTH 102 Health and Social Justice (3) UC/CSU

This course provides an introduction to health inequities in the United States which stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. The basic skills necessary for advocating for health and social justice will be theoretically demonstrated.

ALD HTH 103 Introduction to Public Health (3) UC/CSU

This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

ALD HTH 285 Directed Study – Allied Health (2) CSU

This course allows students to pursue directed study in allied health on a contract basis under the direction of the supervising instructor.

AMERICAN SIGN LANGUAGE

(A S L)

A S L 001 American Sign Language I (4) UC/CSU

In this course, students develop basic grammar and lexical proficiency in American Sign Language (ASL). Emphasis is placed on comprehension skills. Overview of topics include pronouns, colors, interrogatives, negations, schools, people, family relationships, work, life events, daily activities. transportation, time/calendar, finger spelling.

CREDIT COURSE LISTINGS & DESCRIPTIONS

Functional/notional discourse behavior are developed including conversational openers, greetings, identifying, introducing, asking/requesting, responding, comparing/contrasting. This course also incorporates vital aspects of the Deaf culture and community. (GE Areas - CSU GE: C2)

A S L 002 American Sign Language II (4) UC/CSU

Prerequisite: A S L 001 with a grade of "C" or better

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 is presented together with the incorporation of selected aspects of Deaf culture and community within receptive and expressive conversations. Topics are presented in readings, videos, and discussions in ASL. Non-verbal communication is emphasized. (GE Areas - IGETC: 6A; CSU GE: C2)

ANATOMY (ANATOMY)

ANATOMY 001 Introduction to Human Anatomy (4) UC/CSU

Examination of the structure of cells, tissues, and organs of the human body including the integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive systems. Dissection and microscopy are used extensively in lab. (GE Areas - IGETC: 5B, 5C; CSU GE: B2, B3)

ANTHROPOLOGY (ANTHRO)

ANTHRO 101 Human Biological Evolution (3) UC/CSU

The student will be introduced to the relationship between human biology, culture and the physical environment, as interpreted within the framework of evolutionary theory and the science of genetics. Through the course, applying the scientific method, the student will trace the place of humans in the animal kingdom, with special emphasis on primates. Archaeological evidence associated with human fossils is examined and human physical variability is probed within the context of Mendelian and population genetics. Student will gain an understanding of the biological evolution that has led the human species to have changed and adapted over time to be what we are today. (GE Areas - IGETC: 5B; CSU GE: B2)

ANTHRO 102 Human Ways of Life: Cultural Anthropology (3) UC/CSU

This course presents students with an anthropological understanding of the varieties of lifestyles in human societies throughout the world, from nomadic foragers to complex state-level societies such as our own. The varied forms of marriage and the family, economic, political, and legal arrangements, religious expressions and art forms are examined in their own

contexts and compared with others. (GE Areas - IGETC: 4A; CSU GE: D1)

ANTHRO 103 Archaeology: Reconstructing the Human Past (3) UC/CSU

This course provides students with an introduction to the study of concepts, theories, and methods of anthropological archaeology and a review of significant data and models that contribute to knowledge of the human past. (GE Areas - IGETC: 4A; CSU GE: D1)

ANTHRO 104 Human Language and Communication (3) UC/CSU

Students will be introduced to Linguistic Anthropology. Students will survey the great variety of ways humans communicate both verbally and non-verbally. The course focuses on the phonetics, phonology, morphology, syntax, and semantics of language, the relation of language to social, cultural, and psychological factors, the evolution of language abilities, and historical linguistics. (GE Areas - IGETC: 4A; CSU GE: D1)

ANTHRO 109 Gender, Sex and Culture (3) UC/CSU

This course provides students with a cross-cultural study of gender roles and relationships. The comparison of gender roles is viewed from biological/evolutionary, cultural, psychological, prehistoric and historic perspectives as they relate to the status of women and men in range of societies, from band-level to modern Western State-level societies. (GE Areas - IGETC: 4A; CSU GE: D1)

ANTHRO 111 Laboratory in Human Biological Evolution (1) UC/CSU

Prerequisite OR Corequisite: ANTHRO 101

This course will enable students to apply key concepts and techniques in physical anthropology. Through the understanding and use of scientific methodology, students will experience how to solve problems related to genetics, human variation, the living primates, and human paleontology. (GE Areas - IGETC: 5C; CSU GE: B3)

ANTHRO 116 Primate Lives: Behavior, Evolution, and Culture (3) CSU

This course provides an overview of the primate life cycle, including humans, from an evolutionary perspective. We will compare the biology and culture of each stage of life across living primate species, hominin evolution, and a variety of modern human cultures, to consider the evolutionary, environmental, and historical origins of these behaviors. Topics will include gestation and birth, childhood and adolescence, mating strategies, family and group dynamics, adulthood and aging.

ANTHRO 120 Anthropology of LGBTQ Identities (3) UC/CSU

This course will take a classic, comparative anthropological approach to understanding the construction of human sexual

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and gender identities. It will use classic and contemporary ethnographic literature to familiarize students with historical and cross-cultural variation in non-heterosexual sexual and gender identities. It will consider how sexual and gender identity construction interacts with and is shaped by traditional anthropological considerations such as kinship, marriage, religion, economics, and power. (GE Areas - IGETC: 4; CSU GE: D)

ANTHRO 121 Anthropology of Religion, Magic, and Witchcraft (3) UC/CSU

This course provides students a socio-cultural understanding of religious behaviors. Students will compare the components, function, and symbolism of religious behavior as manifested through practices such as magic, witchcraft, totemism, divination, shamanism, ancestor worship, and cults. (GE Areas - IGETC: 4A; CSU GE: D1)

ANTHRO 130 Introduction to Queer Studies (3) UC/CSU

This introductory course examines a broad range of contemporary gay, lesbian, bisexual, transgender, and queer issues in various contexts including bio-medical, sociological, political, racial and sexual. (GE Areas - IGETC: 4; CSU GE: D)

ANTHRO 132 Native People of North America (3) UC/CSU

From the holistic and cross-cultural comparative nature of anthropological study, this course offers students a broad survey of Native Peoples living in North America, with an emphasis on cultural traditions of California. The various groups surveyed are viewed as they existed at time of contact. Issues facing modern native groups will be explored. Students will investigate the effects of culture contact, culture change processes, differential power relations, and the resilience of culture traditions. (GE Areas - IGETC: 4A, 4C; CSU GE: D)

ANTHRO 134 People and Cultures of the Middle East (3) UC/CSU

Through this course, students will explore diversity, complexity, and dynamism of social life in the region known as the Middle East. From the holistic and comparative nature of anthropological study, the course offers students a broad survey of peoples living in the region. Included in this study are a variety of interconnected topics that have been important in the anthropological literature on the region. The diverse social forms of nomads, tribes, villages, and cities and the associated social and economic intricacies will be examined. Also explored will be the systems of values, norms, and religious beliefs as part of social processes. The region will be defined in both a geographic and cultural framework. (GE Areas - IGETC: 4A; CSU GE: D1)

ANTHRO 322 Cultural Perspectives in Health and Healing (3) CSU

Prerequisite: ANTHRO 102

This course provides an introduction to the field of medical anthropology – the study of human health, disease and curing from a cross-cultural, historical, archeological, and

evolutionary perspective. Societies throughout the world recognize certain bodily, emotional, and mental conditions as undesirable and in need of change. Individual and societal definitions of disease and responses to illness are shaped by biological characteristics, social dynamics, cultural values, and collective expectations. In this course we will examine various theories, methods, and frameworks in order to explore how health, illness, and healing are conceptualized and experienced in different cultures. Topics will include: medical ecology, cultural and political ecologies of disease, gender and health, medical systems as cultural systems, international health issues and programs, mental illness, and social definitions of health and illness.

ARABIC **(ARABIC)**

ARABIC 001 Elementary Arabic I (5) UC/CSU

This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write basic Arabic. It includes an introduction to Arabic civilization and culture. (GE Areas - IGETC: 6A; CSU GE: C2)

ARABIC 002 Elementary Arabic II (5) UC/CSU

Prerequisite: ARABIC 001

This course completes the elementary Arabic grammar and begins the reading and writing of more advanced elementary texts. It continues with the study of the Arabic culture. (GE Areas - IGETC: 6A; CSU GE: C2)

ARCHITECTURE **(ARC)**

ARC 110 Introduction to Architecture (1) UC/CSU

This is an introductory lecture course on the profession of architecture and related fields which provides a general overview of the profession of architecture in terms of its history and development, the education process, the practice of architecture and allied professionals in the construction industry, and environmental design.

ARC 130 History of Architecture I (2) UC/CSU

This course covers the study of architecture history from the prehistoric times to the Renaissance, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture is seen through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition, each period identifies technological innovation that characterized the historical roots

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in numerous civilizations. (GE Areas - IGETC: 3A; CSU GE: C1)

ARC 131 History of Architecture II (2) UC/CSU

This course covers the study of architecture history from the Renaissance to our current times, the development of place and function as it is influenced by the geographical, climatic, religious, social, economic and historical forces. This course analyzes the difference between world architecture history and western architecture history, including the characteristics of Latin America, Islamic and Asia. The history of architecture is seen through a perspective of how the built environment has responded to nature forces and resources; air, water, air and land. In addition, each period identifies technological innovation that characterized the historical roots in numerous civilizations. (GE Areas - IGETC: 3A; CSU GE: C1)

ARC 160 Computer for Designers (3) CSU

This course is an introduction to Photoshop, InDesign and Illustrator geared toward architects, and interior designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry.

ARC 161 Introduction to Computer-Aided Architectural Design (2) UC/CSU

Co-requisite: ARC 180

ARC 161 is an introduction to computer-based architectural communication utilizing multiple 2D and 3D computer applications such as AutoCAD and Rhino. This course involves 2D and 3D analysis and interpretive studies using drawing as an integral part of the design process.

ARC 162 Computer-Aided Design and Drafting (3) CSU

Prerequisite: ARC 161

Co-requisite: ARC 180

This course is a continuation of ARC 161 presenting studies of AutoCAD for architects focusing on intermediate level AutoCAD concepts. Includes 3-dimensional modeling in AutoCAD.

ARC 172 Architectural Drawing I (3) CSU

An introduction to the process of basic architectural analysis and design taught through manual and computer-based drawing. This course involves two-dimensional analysis of a building and the creation of interpretive studies using drawing as a medium of investigation. There is also an emphasis on two-dimensional presentation techniques.

ARC 180 Computer-Aided Architectural Laboratory (1) CSU

Co-Requisite: ARC 161 and ARC 162

ARC 180 is a computer laboratory class that allows students to receive hands-on computer instruction while working on assignments for ARC 161. ARC 180 is a co-requisite for ARC 161 and ARC 162. Students are to provide their own laptop computer and the appropriate software for the course.

ARC 185 Directed Study – Architecture (1) CSU

This course allows students to pursue directed study in Architecture on a contract basis under the direction of a supervising instructor.

ARC 201 Architectural Design I (3) UC/CSU

Prerequisite: ENV 102

ARC 201 is a continuation of ENV 102. The conditions, principles and issues that are considered in the decision-making process of architectural design are studied in the context of studio projects. This course involves the integration of architectural issues like program, site and context into design solutions. The development of a personal architectural design process and form language is stressed.

ARC 202 Architectural Design II (3) UC/CSU

Prerequisite: ARC 201

ARC 202 is a continuation of ARC 201. Architectural design projects are assigned that require students to consider increasingly complex architectural programs, site conditions and ordering ideas. Function and program begin to be understood as ordering ideas and form determinants.

ARC 223 Portfolio Development (1) CSU

Prerequisite: ARC 160

Students in the course will create a professional architectural portfolio suitable for employment interviews or submission to transfer universities. Students will synthesize previous projects and skills into a cohesive graphic package.

ART (ART)

ART 101 Survey of Art History I (3) UC/CSU

This course introduces students to some of the great ancient civilizations of the world. By studying the visual arts created during these times, students will come to understand the beliefs and aspirations of cultures such as the Ancient Egyptians, Greeks and Romans, and civilizations in geographic areas such as Africa, India, and Central America prior to the Spanish Conquest. (GE Areas - IGETC: 3A; CSU GE: C1)

ART 102 Survey of Art History II (3) UC/CSU

Note: ART 101 is not a prerequisite to ART 102.

This course introduces students to the visual arts of Western Europe and the United States, beginning with the Renaissance and ending in the late twentieth century. The constantly-changing world view of this period will be studied in the works of such artists as Michelangelo and Rembrandt, and also through such movements as Romanticism, Impressionism, Expressionism and Cubism. (GE Areas - IGETC: 3A; CSU GE: C1)

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ART 103 Art Appreciation I (3) UC/CSU

This broad introduction to the nature, vocabulary, media, and history of art, with selections from Western and non-Western culture, is designed to expand awareness and understanding of the visual arts as a unique medium for human interrelationships. (GE Areas - IGETC: 3A; CSU GE: C1)

ART 107 Mexican Art - Modern (3) UC/CSU

This course surveys the pictorial arts of Mexico from the Pre-Revolutionary years of 1900 to the present day. It includes the Renaissance of Indigenous Mexican Art, the contemporary popular and fine arts, and investigates the development of Mexican-American Art. Among the artists discussed are Rivera, Tamayo, and Barragan. (GE Areas - IGETC: 3A; CSU GE: C1)

ART 111 History of Contemporary Art (3) UC/CSU

An examination of Western and global art and its relationship to social, political, and economic aspects of modern society from World War II to the present. The artistic response to new intellectual trends and disciplines, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art. (GE Areas - IGETC: 3A; CSU GE: C1)

ART 115 History of Modern Art (3) UC/CSU

An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the twentieth century. The influence of the Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art. (GE Areas - IGETC: 3A; CSU GE: C1)

ART 117 Mesoamerican Art: Olmec-Aztec (3) UC/CSU

This introductory course covers the history of pre-Columbian art in Mexico, Guatemala, Honduras, and Belize from the Olmec to the Aztec periods (1500 BC - 1519 AD). Also included will be a survey of the art of the Late Formative Period, the city of Teotihuacan, the Classic Cities, and the Maya. (GE Areas - IGETC: 3B, 4C; CSU GE: C2, D3)

ART 141 Introduction to African Art (3) UC/CSU

Upon successful completion of this course, students will be able to demonstrate an understanding of transitions in the national geography of the African continent from the 17th century to the present through demonstrating an understanding of the ethnic diversity and distinct cultural traditions among the peoples of Africa. The above will be

accomplished through research, writing and discussion of materials and techniques employed in the creation of African artistic and architectural works that serves as a function and add meaning to the full range of African art forms, and traditional style within particular cultural groups. (GE Areas - IGETC: 3A; CSU GE: C1)

ART 201 Drawing I (3) UC/CSU

This course will teach beginning drawing techniques. Students learn to draw the world around them while developing their personal expressive visions. Various media including pencil, ink and charcoal are used. Students are expected to complete an additional 2 hours per week of studio homework and develop the discipline of working in a sketch book on a daily basis. (GE Areas - CSU GE: C1)

ART 202 Drawing II (3) UC/CSU

Prerequisite: ART 201

This course provides continuing instruction in drawing, developing a more sophisticated use of materials introduced in ART 201, and expanding the variety of drawing materials and techniques. In addition to convincingly representing three-dimensional objects on a two dimensional surface, students learn to recognize and utilize various genres as they relate to drawing, articulate perceptual vs. conceptual approaches to drawing, and develop an awareness of current trends in the art world. Emphasis is placed on creating a content outside of the subject matter.

ART 203 Drawing III (3) UC/CSU

Students extend their experiences of basic drawing with special emphasis in various color media. Stresses individual artistic development. Students create an advanced portfolio of drawings utilizing techniques and media which emphasize individual artistic development.

ART 204 Life Drawing I (3) UC/CSU

A beginning course in drawing the figure from life. Drawings with various time limitations are done to explore the relationships of movement, form, and space as they pertain to the human body. Emphasis is placed on proportion, structure and anatomy. This course is recommended for all art majors.

ART 205 Life Drawing II (3) UC/CSU

Prerequisite: ART 204

This intermediate drawing course will enable students to develop their observation skills and systematic and analytical drawing of the human figure.

ART 206 Life Drawing III (3) UC/CSU

Prerequisite: ART 205

This advanced drawing course will enable students to develop their observation skills and systematic and analytical drawing of the human figure.

ART 300 Introduction to Painting (3) UC/CSU

This course provides a solid foundation for success in painting. Using a variety of media and techniques, students

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learns to paint aesthetically and expressively. Students are expected to complete an additional two hours per week of studio homework.

ART 301 Watercolor Painting I (3) UC/CSU

Prerequisite: ART 300

An advanced art course covering various transparent water color techniques with emphasis on the materials used in acquiring these skills, both contemporary and traditional.

ART301A Watercolor Painting IA (3) CSU

Prerequisite: ART 300

An overview of various transparent water color techniques with emphasis on the materials used in acquiring these skills, both contemporary and traditional.

ART 302 Watercolor Painting II (3) UC/CSU

Prerequisite: ART 301

This course is a continuation of various transparent watercolor techniques with strong emphasis on subject matter and achieving various textural effects.

ART 304 Acrylic Painting I (3) UC/CSU

This course will provide students an overview of acrylic painting techniques with an emphasis on materials used in acquiring these skills.

ART 305 Acrylic Painting II (3) UC/CSU

A continuation of Acrylic Painting I with an emphasis on composition.

ART 306 Acrylic Painting III (3) UC/CSU

Prerequisite: ART 305.

Students learn the tools, materials, and techniques of painting with the oil painting medium. Students expand their knowledge of composition and color while developing art concepts, content and imagery from still life, landscape and the human figure.

ART 307 Oil Painting I (3) UC/CSU

Prerequisites: ART 201 and ART 501

Students learn the tools, materials, and techniques of painting with the oil painting medium. Students expand their knowledge of composition and color while developing art concepts, content and imagery from still life, landscape and the human figure.

ART 501 Beginning Two-Dimensional Design (3) UC/CSU

A fundamental course presenting the elements and principles common to the visual arts, with special emphasis on application to the two-dimensional arts. Primary focus will be on compositional and color theory and practice. (GE Areas - CSU GE: C1)

ART 502 Beginning Three-Dimensional Design (3) UC/CSU

This is a fundamental course involving relationships of elements common to three-dimensional visual arts. Exercises

will be given in geometric and biomorphic shapes. Various mediums and fabrication techniques will be explored, including the use of mat-board, foamcore and paint. Other material may be introduced depending on the assignments. (GE Areas - CSU GE: C1)

ART 503 Intermediate Design (3) UC/CSU

Prerequisite: ART 501

A comprehensive foundation in intermediate level design methods, conceptual skills and rendering techniques for graphic communications.

ART 521 Art Gallery Techniques (3) CSU

This is an introductory course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions list, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

ART 604 Graphic Design I (3) CSU

Beginning studies in graphic communication combining typography and art, applying principles of beginning 2-dimensional design. Communication problems are solved graphically using the computer as a tool for presentation and production.

ART 605 Graphic Design II (3) CSU

A continuing study of graphic communication with an introduction to the interaction between designer and client. Continued emphasis on the computer as a tool with focus on integration of Quark Xpress, Illustrator and PhotoShop

ART 633 Introduction to Computer Graphics (3) UC/CSU

This is an introductory course in computer graphics designed to introduce students to basic graphic design processes employed by commercial artists to create visually powerful design using the Adobe Illustrator application.

ART 635 Desktop Publishing Design (3) CSU

This course will focus on the basic principles of print and layout design as it applies to print media using Quark Express and Adobe InDesign. The course will cover areas of commercial, nonprofit, experimental, and corporate formats, including CD covers, posters, flyers, brochures and glossy magazine design.

ART 639 Introduction to Digital Imaging (3) CSU

This is an introductory course in computer still image manipulation. Topics will include image editing, application of filters, integration of text, restoration of photographs and the fundamentals of basic two dimensional design applied as a fine art and commercial venue. The course will use Photoshop and current photo editing software.

ART 641 Advanced Desktop Publishing (3) CSU

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This is an advanced course in computer graphics designed to allow students to focus on concepts and projects that one would encounter in the commercial print media environment. The course will thoroughly cover the role of a professional graphic designer. Topics would include assignments geared toward, nonprofit, mainstream publications, underground, Tabloid, personal business, World Wide Web and corporate venues. Content will be created in Adobe Illustrator and Adobe Photoshop then assembled in Quark X Press or Adobe InDesign.

ART 642 Audio/Video Post-Production (3) CSU

This course will introduce students to editing techniques using non-linear computerized editing software.

ART 708 Introduction to Ceramics (3) UC/CSU

This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods is provided. Analysis of form, function, and decoration emphasizing the proper use of materials and tools is presented. Focus is placed on developing skills in forming and decorating. The class will consist of lectures, demonstrations of traditional hand building techniques, and surface treatment (decoration), studio work time, and critiques and individual consultation. (GE Areas - CSU GE: C1)

ART 709 Ceramics I (3) UC/CSU

This course is an introduction to the use of the potter's wheel. Continued utilization and expansion of skills developed in ART 708. Forms included for investigation: cylinder forms, bowl forms, the cylinder bottle form, lidded containers, and forms requiring pulled handles. Continued exploration of surface treatment and glazing techniques. (GE Areas - CSU GE: C1)

ART 710 Ceramics II (3) UC/CSU

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

ART 711 Ceramics III (3) UC/CSU

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

ART 806 Fine Art Photography I (3) UC/CSU

Corequisite: ART 639

This course presents continuing instruction in digital photographic imaging - utilizing the software and hardware of digital imaging and photography. Emphasis is given to creating and manipulating digital images, enhancement, and print to various media.

ASIAN-AMERICAN STUDIES (ASIAN)

ASIAN 003 The People and Cultures of Asia (3) UC/CSU

This course introduces geographical and historical backgrounds, traditional customs, family and social structures, religions and philosophies, and educational systems of East Asia. (GE Areas - IGETC: 3B, 4C; CSU GE: C2, D3)

ASTRONOMY (ASTRON)

ASTRON 001 Elementary Astronomy (3) UC/CSU

A conceptual survey of the basic principles and science of astronomy. Topics include the history of astronomy, the solar system, the Sun, galaxies, cosmology, and life in the universe. This introductory course is designed for the non-technical student. (GE Areas - IGETC: 5A; CSU GE: B1)

ASTRON 005 Fundamentals of Astronomy Laboratory (1) UC/CSU

Corequisite: ASTRON 001

ASTRON 005 laboratory course offers an introductory presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non-science and/or science majors. When taken together with either ASTRON 001, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in ASTRON 005 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including star wheels, star atlases, astronomical binoculars and computer planetarium software.

ASTRON 285 Directed Study Astronomy (2) CSU

Students study astronomy on a contract basis under the direction of a supervising instructor. A directed study course is defined as research study requiring a high level of self-directed learning. This learning requires students to read, conduct research, and complete written examinations, reports, projects, research papers, portfolios or similar assignments that are designed to measure competency in the stated objectives. This work may be experiential, directed reading or independent research supervised by a faculty member.

AVIATION MAINTENANCE TECHNICIAN (AVIATEK)

AVIATEK 001 Maintenance Procedures (4) CSU

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Corequisite: AVIATEK 002.

Instruction is offered in ground operations, servicing airplanes, maintenance publications, forms, records, and mechanic's privileges and limitations. Aircraft materials and processes are identified, with an emphasis on inspection procedures.

AVIATEK 002 Maintenance Procedures Laboratory (2) CSU

Corequisite: AVIATEK 001.

Instruction and practice are offered in the ground operations and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

AVIATEK 003 Basic Aircraft Science (4) CSU

Corequisite: AVIATEK 004.

Instruction is offered in applied mathematics, physics, aircraft drawing, and application of aircraft coverings, doping, and corrosion control composites.

AVIATEK 004 Basic Aircraft Science Laboratory (2) CSU

Corequisite: AVIATEK 003.

Instruction and practical application are offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice are also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

AVIATEK 005 Basic Electricity and Auxiliary Systems (4) CSU

Corequisite: AVIATEK 006.

Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

AVIATEK 006 Basic Electricity and Auxiliary Systems Laboratory (2) CSU

Corequisite: AVIATEK 005.

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air conditioning, communication and navigation, and ice and rain control.

AVIATEK 007 Electrical and Instrument Systems (4) CSU

Prerequisite: AVIATEK005. Corequisite: AVIATEK 008.

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments including flight, navigation, engine instrumentation, and position and warning systems.

AVIATEK 008 Electrical and Instrument Systems Laboratory (2) CSU

Prerequisite: AVIATEK006. Corequisite: AVIATEK 007.

An analysis is made of series, parallel and complex electrical circuitry in DC and AC supplemented by discussions of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained, as well as position and warning systems.

AVIATEK 009 Assembly, Rigging and Inspection (4) CSU

Corequisite: AVIATEK 010.

Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.

AVIATEK 010 Assembly, Rigging and Inspection Laboratory (2) CSU

Corequisite: AVIATEK 009.

Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

AVIATEK 011 Aircraft Metal Assembly, Inspection, and Evaluation (4) CSU

Corequisite: AVIATEK 012.

This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

AVIATEK 012 Aircraft Metal Assembly, Inspection, and Evaluation Laboratory (2) CSU

Corequisite: AVIATEK 011.

Instruction and practice are offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

AVIATEK 013 Hydraulic, Landing Gear, and Fuel Systems (4) CSU

Corequisite: AVIATEK 014.

Instruction is offered in the study of hydraulic landing gear and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and systems troubleshooting.

AVIATEK 014 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2) CSU

Corequisite: AVIATEK 013.

Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedures and techniques, troubleshooting and diagnosis.

AVIATEK 015 Propeller and Powerplant Systems (4) CSU

Corequisite: AVIATEK 016.

Instruction is offered in propellers and powerplant lubrication, and cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

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AVIATEK 016 Propeller and Powerplant Systems Laboratory (2) CSU

Corequisite: AVIATEK 015.

Instruction and practice are offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

AVIATEK 017 Ignition and Fuel Metering Systems (4) CSU

Corequisite: AVIATEK 018.

Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

AVIATEK 018 Ignition and Fuel Metering Systems Laboratory (2) CSU

Corequisite: AVIATEK 017.

Instruction and practice are offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

AVIATEK 019 Powerplant Turbine and Reciprocating Systems (4) CSU

Prerequisites: AVIATEK015 and 17.

Corequisite: AVIATEK 020.

Instruction is offered in the maintenance, maintenance publications, and basic engine theory and overhaul procedures of reciprocating engines.

AVIATEK 020 Powerplant Turbine and Reciprocating Systems Laboratory (2) CSU

Prerequisites: AVIATEK 016 and 018. Corequisite: AVIATEK 019.

Instruction and practice are offered in the use of maintenance publication records relative to overhaul procedures. Complete engine over-haul procedures, methods and practice are presented.

AVIATEK 021 Powerplant Troubleshooting and Testing (4) CSU

Prerequisite: AVIATEK 019.

Corequisite: AVIATEK 022.

Instruction is offered in powerplant inspection and troubleshooting procedures. Course includes turbine engine theory and operation.

AVIATEK 022 Powerplant Troubleshooting and Testing Laboratory (2) CSU

Prerequisite: AVIATEK 020. Corequisite: AVIATEK 021.

Instruction and practice are offered in the installation, operation, and troubleshooting of aircraft powerplants.

AVIATEK 023 Inspection and Evaluation (4) CSU

Corequisite: AVIATEK 024.

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe

and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AVIATEK 023 and 024.

AVIATEK 023A Airframe Inspection and Evaluation (2) CSU

Instruction is offered in conducting 100-hour Airframe inspections. General and Airframe subjects are reviewed and practice tests are taken in preparation for the Federal Aviation Administration written examinations for A&P licensing.

AVIATEK 023B Powerplant Inspection and Evaluation (2) CSU

Instruction is offered in conducting 100-hour Powerplant inspections. General and Powerplant subjects are reviewed and practice tests are taken in preparation for the Federal Aviation Administration written examinations for A&P licensing.

AVIATEK 024 Inspection and Evaluation Laboratory (2) CSU

Corequisite: AVIATEK 023.

Instruction and practice are offered in conducting a 100-hour inspection on an airframe and powerplant, using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general practical airframe and powerplant projects. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AVIATEK 023 and AVIATEK 024.

AVIATEK 024A Airframe Inspection and Evaluation Laboratory (1)

Instruction and practices are offered in conducting a 100-hour airframe inspection using the appropriate reference material and correct procedures to determine airworthiness. Students perform General and Airframe practical projects.

AVIATEK 024B Powerplant Inspection and Evaluation Laboratory (1)

Instruction and practice are offered in conducting a 100-hour aircraft powerplant inspection using the appropriate reference material and correct procedures to determine airworthiness. Students perform General and Powerplant practical projects.

AVIATEK 075 Introduction to Unmanned Aircraft Systems (4) CSU

Corequisite: AVIATEK 076.

This course introduces students to small unmanned Aircraft Systems (sUAS). The course ensures the applicant possesses knowledge consistent with the privileges of the Remote Pilot Certificate with an sUAS rating, as well as the ability to manage the risks of flight in order to act as a Remote-Pilot-in-command (PIC). It also prepares students to take the Federal Aviation Administration (FAA) Remote Pilot Certification exam.

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Topics include the development and history of UAS, current and upcoming operational regulations, airspace classifications, sources of weather, loading, and performance, radio communications, airport operations, maintenance and inspection procedures, fundamentals of basic electricity, industry and societal implications, career outlooks, ethical considerations, and basic components required to operate a UAS. Students will be introduced to hands-on UAS flight and operation principles through PC-based simulation. All training is conducted in accordance with Federal Aviation Regulations (FAR) Part 107.

AVIATEK 076 Introduction to Unmanned Aircraft Systems Lab (2) CSU

Corequisite: AVIATEK 075.

This is a hands-on laboratory accompanying AVIATEK 075: Introduction to Unmanned Aircraft Systems (UAS). Students will practice proper procedures for flying a variety of UAS according to 14 CFR Part 107 in order to master essential flight characteristics.

BIOLOGY (BIOLOGY)

BIOLOGY 003 Introduction to Biology (4) UC/CSU

This course is designed for non-biology majors and emphasizes the basic principles in biology and the fundamental characteristics of organisms. Topics covered in lecture and in lab include the scientific method, basic biological molecules, cell structure and function, energy acquisition, reproduction, gene expression, genetics, evolution, and ecology. This course fulfills the general education (GE) requirement for a biological science course with laboratory. When offered, a hybrid class section offers an on-line lecture combined with on-campus lab. (GE Areas - IGETC: 5B, 5C; CSU GE: B2, B3)

BIOLOGY 006 General Biology I (5) UC/CSU

Advisory: BIOLOGY 003 and eligibility for transfer level mathematics

The principles of molecular biology, cell structure and function, bioenergetics, genetics and development are studied in this course. Together, BIOLOGY 006 and 007 satisfy requirements of lower-division biology for biological science majors, along with pre-medical, pre-dental, and pre-pharmacy majors. Note: Many four-year institutions recommend the completion of both BIOLOGY 006 and BIOLOGY 007 as a core program. (GE Areas - IGETC: 5B, 5C; CSU GE: B2, B3)

BIOLOGY 007 General Biology II (5) UC/CSU

Advisory: BIOLOGY 003 or BIOLOGY 006

This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included. Note: Many four-year institutions recommend the completion of both BIOLOGY 006 and 007 as a core program. (GE Areas - IGETC: 5B, 5C; CSU GE: B2, B3)

BIOLOGY 010 Natural History I (4) UC/CSU

Students examine biological principles including evolution, adaptation and scientific methods using the local environment. Includes the role of climate in the distribution of plant and animal species and a systematic survey of the common local plants, aquatic and terrestrial invertebrates, birds, and mammals. (GE Areas - IGETC: 5B, 5C; CSU GE: B2, B3)

BIOLOGY 110 General Biology – Genetic Analysis and Biotechnology (4) UC/CSU

This course is designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to molecular genetics, genomics and genetic analysis, whereby students examine topics such as the molecular biology of DNA and RNA, chromosome analysis, population genetics and genomes. This course also provides a comprehensive introduction to the science of biotechnology by providing the theory of current laboratory procedures, together with and hands-on laboratory experience.

BIOLOGY 185 Directed Study – Biology (1) CSU

BIOLOGY 185 allows for students to pursue a directed study in Biology under the direction of a supervising instructor. Depending upon the project studied, various formats are utilized to introduce students to the methods used by scientists to study topics in the biological sciences. This class will emphasize the development of problem solving and critical thinking skills.

BIOLOGY 285 Directed Study – Biology (2) CSU

BIOLOGY 285 allows for students to pursue a directed study in Biology under the direction of a supervising instructor. Depending upon the project studied, various formats are utilized to introduce students to the methods used by scientists to study topics in the biological sciences. This class will emphasize the development of problem solving and critical thinking skills.

BIOLOGY 408 Pharmacology (3) CSU

Prerequisites: DEN HY 327, 351, 352, 354, 356, and 388

This course is designed to classify and study therapeutic agents commonly encountered when treating medically compromised patients. Students learn chemical and physical properties, therapeutic effects, and methods of administration, dosage, contraindications and side effects of these agents. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infective, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

BIOTECHNOLOGY (BIOTECH)

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BIOTECH 001 Fundamentals of Biotechnology (3) CSU

This class offers an introduction to the fundamentals of biotechnology. Students will be given theoretical instruction in many concepts important to working in a biotechnology lab. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

BIOTECH 002 Biotechnology I (4) CSU

This course expands concepts introduced in Biotech 001. Students will be given theoretical instruction and hands-on experience in many of the basic skills used in biotechnology labs, including the preparation of solutions and buffers, pipetting techniques, microscopy and cell counting, spectroscopy, centrifugation techniques and the proper measurement of pH, mass and volume. Students will learn and practice proper aseptic techniques in their preparation of solutions, buffers and culture media. The proper validation and maintenance of lab equipment will be explained. Instruction on good laboratory practice (GLP), good clinical practice (GCP) and good manufacturing practice (GMP) will be given. Students will learn how to write standard operating procedures (SOPs) and how to maintain a laboratory notebook. This class is suggested for students exploring career options in biology or biotechnology or for those already employed and wishing to improve their skills.

BIOTECH 003 Biotechnology II (4) CSU

Prerequisites: BIOTECH 002

This course expands on the concepts and techniques introduced in BIOTECH 001 and BIOTECH 002. Students will be introduced to modern biology techniques for the analysis of nucleic acids and proteins. Students will be taught how to analyze DNA and RNA using techniques such as gel electrophoresis, restriction digests, PCR, sequencing, northern blotting and microarrays. Analysis of proteins will also be covered, including Western blotting, immunohistochemistry, immunofluorescence, ELISA analysis, spectrophotometric quantitation and isolation through chromatography.

BIOTECH 102 Cell Culture (4)

Prerequisites: BIOTECH 001

This course provides students with an introduction to techniques for culturing cells, including media preparation, sterile technique, freezing, thawing, sub-culturing, and maintaining cells. Theory includes the selection of media, maintaining sterile conditions, and preventing contamination. Practical experience includes the proper use and care of equipment for culturing cells. Stem cell technology is also examined.

BUSINESS

(BUS)

BUS 001 Introduction to Business (3) UC/CSU

This course is a survey of the fundamental aspects of all phases of business including entrepreneurship alternatives, management/ leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets. (GE Area - CSU GE: D2)

BUS 005 Business Law I (3) UC/CSU

This course covers the essentials of the law of contracts: agency, employment, personal property, bailment, sales, and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts are covered.

BUS 012 Entrepreneurial Finance (3) CSU

Entrepreneurial Finance examines the elements of entrepreneurial finance, focusing on technology-based startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company; and, how should funding, employment contracts and exit decisions be structured. It aims to prepare students for these decisions, both as entrepreneurs and venture capitalists.

BUS 031 Business English (3) CSU

This course offers an intensive review of the techniques and mechanics of English: grammar, sentence structure, business vocabulary, capitalization, punctuation, various business letter styles, proofreaders' symbols, and web-site reference tools as specifically applied to the field of business.

BUS 032 Business Communications (3) CSU

This course covers the principles and techniques of effective business writing which includes the development of the ability to analyze, organize and compose various types of written and oral business communications. Emphasis is placed on writing clear, concise and persuasive letters, memos and reports, and the psychology of business letter composition and communications.

BUS 038 Business Computations (3) CSU

This course provides a comprehensive study of business mathematics and reviews basic mathematics such as decimals, fractions, and percentages. It also covers the topics of bank services, payroll, the mathematics of buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. This course is intended for students interested in pursuing careers in business.

BUS 041 Negotiation Tactics (3) CSU

This course introduces students to the theory and practice of negotiation, focusing on empowering them with useful tactics, closing techniques, and effective planning. This course will present a set of conceptual frameworks that analyze future negotiation situations, and focus on effective preparation. Through planning, analysis, and participation in negotiation

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simulations, students will have the opportunity to exercise powers of communication and persuasion and to experiment with a variety of negotiation tactics and strategies.

BUS 042 Advanced Negotiations (3) CSU

This course builds on the foundation provided by 'Negotiation Tactics', and introduce students to a greater number of advanced negotiation tactics, closing techniques, non-verbal communication practices, negotiation planning, creative problem solving, through a number of role-playing opportunities, more detailed game scenarios and reporting.

BUS 045 Facilities Management Essentials (3) CSU

This course provides an overview of what facilities management is and explains in detail the information needed to run an efficient facility. Furthermore, students will learn what building systems are, and what is needed to provide a safe and healthy building. Additionally, this course will explain how to maintain a cost-effective site and manage operations at peak performance levels while obtaining contractors and personnel to perform the duties necessary. Students will be introduced to key concepts of what it means to be a facility manager which range from the role they play in the organization to the skill sets and competencies required to effectively perform their work. This course introduces the student to the importance of how and what facilities professionals do to ensure that the building is healthy and safe for all occupants, contractors, and visitors.

BUS 046 Introduction to Facilities Project Management (3) CSU

This course will introduce and explain all the phases of project management in a facility setting. Students will learn what a facility project is, and the tasks to be completed for a project to be successful. Part of the tools for completing a successful facility project include: defining a project; understanding the role(s) of a project manager and a project team; defining the project problem statement and charter; developing a breakdown structure; creating a scope of work, project budget, and schedule. Students will also learn how to develop a risk analysis, and develop contingency plans as well as learn how to monitor the project and project team. Lastly, students will ensure project is completed on time and within the determined budget.

BUS 385 Directed Study - Business (3) CSU

This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

CHEMISTRY (CHEM)

CHEM 051 Fundamentals of Chemistry I (5) UC/CSU

A descriptive course in general, organic and biological chemistry. Topics include: the metric system of measurements, chemical symbols, formulas and

nomenclature systems and chemical equations. Physical and chemical characteristics for all states of matter, such as density, solubility and reactivity are explored. Other topics deal with acids, bases, buffers and pH. Organic topics focus on functional group identification including hydrocarbons. Organic halide, alcohols, ketones, carboxylic acids, esters, amines, amides, carbohydrates, lipids and proteins are also surveyed. This course is designed for Nursing and other Allied Health majors. Students in Environmental Hazardous Materials, and Elementary Education or Liberal Arts can also enroll in this class. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 056 Chemistry for Non-Science Majors (4) UC/CSU

This course presents inorganic and biochemical chemistry for non-science majors; students learn about basic chemical principles and how they relate to current environmental issues that shape society, both globally and locally. As they gain a scientific understanding of some challenges that face humanity, such as climate change, our growing energy demands, and future health needs, students analyze how problems and solutions are impacted by human activity. Students perform experiments where they learn common laboratory techniques, including safe handling of chemicals and proper use of laboratory equipment to gain hands-on experience with how humans affect the chemistry of the Earth's natural systems. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 060 Introduction to General Chemistry (5) UC/CSU

Prerequisite: Eligibility for transfer-level math

This course presents the elementary principles of general chemistry, including nomenclature, stoichiometry, chemical compositions, problem solving etc. It is designed to prepare students whose previous chemistry background is inadequate to take CHEM 101. This course is also recommended to students who have taken high school chemistry more than two years ago. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 066 Organic and Biochemistry for Allied Health (5) UC/CSU

Prerequisite: CHEM 051

This course covers the organic and biochemical principles found in physiology and metabolic processes. Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities. (GE Areas – IGETC: 5B, 5C; CSU GE: B2, B3)

CHEM 101 General Chemistry I (5) UC/CSU

Prerequisites: CHEM 060

This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquids, solids, solutions, oxidation reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

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CHEM 102 General Chemistry II (5) UC/CSU

Prerequisite: CHEM 101

This course is a continuation of CHEM 101, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 185 Directed Study – Chemistry (1) CSU

Prerequisite: CHEM 060

This course allows students to pursue directed study in selective chemistry topics under the contractual obligation of being independent scholars. Students perform both literature and laboratory research.

CHEM 211 Organic Chemistry for Science Majors I (5) UC/CSU

Prerequisite: CHEM 102

Students learn about bonding, molecular structure, stereochemistry and nomenclature of organic compounds, the chemistry of functional groups with emphasis on reactions and reaction mechanisms. In the laboratory, students learn the essential skills of synthesis, purification, extraction, and identification of organic compounds, as well as the use and application of state-of-the-art analytical instruments such as GC, FT-IR, NMR, etc. CHEM 211 is required as one of the pre-medical, pre-dental, pre-pharmacy etc. courses. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 212 Organic Chemistry for Science Majors II (5) UC/CSU

Prerequisite: CHEM 211

CHEM 212 is a continuation of CHEM 211 with additional emphasis on the remaining functional groups as well as on multi-step synthesis, reaction mechanisms, stereochemistry and modern instrumental and analytical methods. Special attention is given to the molecular structures and reactions of organic compounds with biological importance. Significant laboratory time is devoted to develop skills in multi-step synthesis and analysis of complex organic compounds using modern analytical instruments. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 221 Biochemistry for Science Majors (5) UC/CSU

Prerequisite: CHEM 211

This course will provide a detailed introduction to the principles, concepts and terminology of biochemistry, with an emphasis on the structure and function of biological molecules, the role of metabolism in energy production and common biochemical laboratory techniques. Topics include the fundamental structures, chemistry, and properties of four groups of biological macromolecules (carbohydrates, lipids, proteins and nucleic acids) and their building blocks. This course will also present protein structure and function, enzyme catalysis, and the details of the central metabolic pathways

(glycolysis, glycogenesis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include electrophoresis, spectroscopic analysis, spectrophotometry, fractional distillation, various types of chromatography including paper, thin layer, and molecular exclusion and enzyme assays. This course prepares students for careers in physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural sciences, nutrition and food chemistry, and related fields. (GE Areas – IGETC: 5A, 5C; CSU GE: B1, B3)

CHEM 240 Fundamentals of Nanotechnology (4) UC/CSU

This course teaches the fundamental scientific principles of nanoscience and nanotechnology and introduces its many practical applications. Students will learn how to design advanced materials for the next generation of medical treatments, air/water purification, flexible electronics, personalized healthcare, energy production devices, and energy storage units, and even skin-rejuvenating cosmetics, to name a few.

CHEM 241 Applications of Nanotechnology (4) UC/CSU

Prerequisite: CHEM 240

This course introduces students to the advanced materials and technologies that are foundational for the high-tech economy of the 21st century, with an emphasis on applications of nanotechnology. Nanotechnology is one of the most prominent emerging technologies with high potential across nearly every sector of the economy. Students will learn how you can apply these technologies to solve some of the most complex problems in medicine, electronics, energy production, and energy storage.

CHEM 242 Environmental, Health, & Safety of Nanotechnology (2) CSU

The high-tech economy of the 21st century will also be based on the applications of advanced materials with nanoscale dimensions. These materials must be manufactured and handled in ways that are safe for the environment, the workforce, and the general population. Students will acquire knowledge of environmental, safety, and health (EHS) standards. This course also builds the skills necessary for employment in a nanotechnology division at technology corporations or research laboratories, such as quality control practices, proper documentation, and Good Manufacturing Practices (GMPs) for lab/manufacturing.

CHEM 285 Directed Study –Chemistry (2) CSU

Prerequisite: CHEM 060

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

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CHICANO STUDIES (CHICANO)

CHICANO 002 The Mexican-American in Contemporary Society (3) UC/CSU

The course introduces the student to the major characteristics of the largest growing ethnic group in the United States. Special attention is given to the social, cultural, literary, artistic, economic, and political elements which differentiate Mexican-Americans in relationship to other groups in American society. (GE Areas – IGETC: 4, 7; CSU GE: D, F)

CHICANO 037 Chicano Literature (3) UC/CSU

This course is 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. (GE Areas – IGETC: 3B; CSU GE: C2)

CHICANO 047 The Mexican-American Woman in Society (3) UC/CSU

This course provides students with a basic understanding of the Chicana in contemporary society. Emphasis is placed on establishing an interdisciplinary framework from which to analyze the experiences and treatment of Mexican-American women in modern society. An analysis of selected Latina issues currently affecting Chicana women is included. (GE Areas – IGETC: 4, 7; CSU GE: C2, D, F)

CHICANO 505 Chicana/o/x Art, Literature, and Film (3) CSU

This advanced course prepares students to discuss and analyze late twentieth and early twenty first centuries Chicana/o/x cultural productions in the areas of art, literature and film. Beginning with the Chicana/o Movement of the 1960s to present-day, the course includes historical background, content and close-reading analysis along with social implications of selected artwork, literature, and films. This course is an upper division GE course for students earning a BA at a community college.

CHILD DEVELOPMENT (CH DEV)

CH DEV 001 Child Growth and Development (3) UC/CSU

Required for Teaching Permit.

This course examines the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. The course will emphasize interactions between maturational process and environmental factors. While studying developmental theory and investigating research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of

development at various stages. (GE Areas – IGETC: 4I; CSU GE: D9)

CH DEV 002 Early Childhood: Principles and Practices (3) CSU

Required for Teaching Permit

Course requirements: TB test clearance and fingerprinting

This course provides a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

CH DEV 007 Introduction to Curriculum in Early Childhood Education (3) CSU

Required for Teaching Permit.

Prerequisite: CH DEV 001 and 002.

Students learn and develop the knowledge and skills to provide appropriate curriculum and environments for young children from birth to age 8. Students examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.

CH DEV 008 Curriculum in Early Childhood Education (3) CSU

Required for Teaching Permit.

Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, perceptual motor development, mathematics, natural and physical sciences.

CH DEV 010 Health, Safety and Nutrition (3) CSU

This course is an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Information dealing with children with special needs and

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cultural values and traditions that affect and support the well-being of children from birth to adolescence is explored.

CH DEV 011 Home, School, and Community Relations (3) CSU

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be relationships that support and empower families. Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences and to perceive parents as partners in their child's educational experience. (GE Areas – CSU GE: D)

CH DEV 022 Practicum in Child Development I (4) CSU

Prerequisites: CH DEV 001, 002, 007, 011, and 034.

Co-requisite: CH DEV 042.

Course requirements: TB test clearance and fingerprinting

This course is a supervised practicum experience in an approved early childhood educational program, such as a preschool, child development center, elementary school, special education center or other early care/early intervention natural environments. Practicum students will be expected to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas are emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art, crafts music, movement, dramatic play, small and large motor, as well as group time. Students will design and implement lesson plans under the supervision of a college instructor and a Master teacher at their Practicum site.

CH DEV 023 Practicum in Child Development II (4) CSU

Prerequisite: CH DEV 022.

Course requirements: TB test clearance and fingerprinting

This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision in a preschool, child development center, elementary school, special education center, or other early care/early intervention natural environments and educational setting. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for children. Students will choose an area of

specialization from the following areas: all-inclusive preschool program, infants and toddlers, special needs or school age programs to do their internship during this specialization practicum course.

CH DEV 030 Infant/Toddler Development (3) CSU

Prerequisite: CH DEV 001.

This course provides an in-depth study of cognitive/language, social/ emotional and perceptual/motor development domains and milestones of infants from birth to 36 months, as well as, an overview of major theories including attachment, brain development. The value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

CH DEV 031 Infant/Toddler Care and Education (3) CSU

Prerequisite: CH DEV 001.

This course implements the principles of inclusive, respectful caregiving for infants and toddlers within a variety of program designs, routines and schedules. Topics cover typical and atypical development, principles of early intervention, preschool transition services, design, implantation and assessment of developmentally appropriate curriculum and environment; health and safety and licensing issues. Coursework includes documentation of learning through observation, guidance toward self-regulation, family communications and community resources. Current research related to benefits of early intervention services and treatments will be addressed.

CH DEV 034 Observing and Recording Children's Behavior (3) CSU

This course includes observing, recording and interpreting children's behavior in a variety of settings. Dairies, anecdotes and other forms of written and oral records are explored and used. This course includes observing children from the ages of 1 month through school aged children. The student will be expected to become familiar with tools such as: Desired Results and DLM for purposes of assessing the growth and development of children. The students will also become familiar with the Environmental Rating Scale for: infants and Toddlers, Early Childhood and School Aged children. This course will provide the student with information dealing with full inclusion and children with special needs as well.

CH DEV 038 Administration and Supervision of Early Childhood Programs I (3) CSU

This course examines and defines the principles and practices of early childhood programs organizational structure and administrative responsibilities. It will provide students with the opportunity to study and design budgets, personnel policies, record keeping, reporting techniques and utilizing community resources in preparation for administering and either starting a

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program or understanding how to operate an established program. The course will expose students to licensing requirements (Title 5 and Title 22), Early Childhood Environment Rating Scale, Program Administration Scale, Desired Results, NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

CH DEV 039 Administration II: Personnel and Leadership in Early Childhood Education (3) CSU

Prerequisite: CH DEV 038.

This course is designed to reinforce the concepts that were studied in CH DEV 038 and to give the student an opportunity to implement the knowledge that they acquired. The course builds on the materials that the student studied and expands into more detail and complexity the responsibility of administering an early childhood program. The course will provide information that will assist them in designing a proposal for operating an experimental program. Every area that is involved in operating a program will be included in the content of the course. The course will require the student to write a grant proposal with all the elements involved in developing a child care facility.

CH DEV 042 Teaching in a Diverse Society (3) CSU

Corequisite: CH DEV 022.

This course presents the philosophy and methods related to working with young children and families within a diverse society, including race, language, culture, gender, age social class and children with special needs. Curriculum development and environmental designs will be studied from an inclusive perspective. This course takes an in depth and retrospective approach in processing the student to a position where they have the skills and knowledge necessary to infuse multicultural activities and literature as well as anti-bias perspective into the fabric of the curriculum, teaching modalities, and materials in an Early Childhood educational program.

CH DEV 044 Early Intervention for Children with Special Needs (3) CSU

This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families. Legal mandates and the impact of laws and legislation will be examined in respect to the impact on children and their families. Understanding the process of assessment and developing an Individual Family Service Plan will be analyzed and discussed. This course covers the theoretical aspects of working with children with special needs. This course will focus on children ages 0-8 to encompass school age children as well infants through pre-school age children.

CH DEV 045 Programs for Children with Special Needs (3) CSU

Overview of programs providing special education services for children with special needs focusing on preschool through

school age. It will include a study of various early/care early intervention natural environments and educational settings, legislation, characteristics of various exceptionalities and educational implications. Observation in schools will be required. This course identifies the political and social implications that affect special education, and it identifies the different categories of disabilities. The Individual Education Plan is discussed and evaluated. Students are exposed to techniques for identifying and implementing goals and objectives for children with special needs. Teaching techniques and curriculum activities are discussed, designed and implemented in the class projects. The course focuses on children ages infancy through ages 8 to encompass school age children as well.

CH DEV 046 School Age Programs I (3) CSU

The student will be introduced to school-age programs. It is designed for those planning to work in before and after school childcare. Topics to be covered will include growth and development, creative experiences, and developmentally appropriate practices and environments. Techniques for guiding children's behavior and communication will be discussed. Appropriate administration and staffing for school age programs will be analyzed and discussed. This course deals with children kindergarten through school age.

CH DEV 047 School Age Programs II (3) CSU

Students will be introduced to the different types of school age childcare programs. Topics to be covered will include the child in context to the family, community and society. The physical environment and the modalities for facilitating learning will be discussed and analyzed. Opportunities to develop and implement age and content appropriate curriculum activities for school aged children will be executed in classroom projects. Students will be required to create curriculum activities in the format of lesson plans for school age children.

CH DEV 065 Adult Supervision/Early Childhood Mentoring (2) CSU

This course is a study of the modalities and principles of supervising teachers, staff and student-teachers in an early childhood program. Emphasis is placed on the role of the director, teacher, staff and student-teacher. The course will review leadership styles, communication skills, conflict resolution techniques, as well mentoring responsibilities and techniques. This course includes reviewing and utilizing the ECERS Rating Scale in evaluating and assessing the classroom and teacher effectiveness and appropriateness. This course will discuss the NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

CH DEV 172 Introduction to Careers in Child Development (1) CSU

Introduces students to the variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

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CHINESE (CHINESE)

CHINESE 010 Chinese Civilization (3) UC/CSU

This is an introductory course to China and its cultural heritage. Chinese 010 surveys the development of China from the ancient period to the modern era, exploring the country's customs, political institutions, economic development, history, philosophy, literature, and art as well as science and technology. This course is taught in English, no previous knowledge is required. (GE Areas – IGETC: 3B, 4C; CSU GE: C2, D3)

CINEMA (CINEMA)

CINEMA 001 Introduction to Motion Picture Production (3) UC/CSU

This course provides the student a comprehensive overview of film production from script to screen. Coursework will include hands-on activities that build a practical understanding of basic film production techniques. Proper procedures are explained for the use of digital cameras, lenses, filters, shot composition, lighting and sound equipment, digital editing and other motion picture equipment. The goal of this course is to introduce the student to the theory, process and procedure of filmmaking from pre-production, through production and post production. The course will culminate in the student creating a short project 1 to 5 min in length.

CINEMA 002 Beginning Motion Picture Workshop (3) CSU

This is an introductory course in practical filmmaking, including script, storyboard, direction, cinematography, sound and editing techniques. Each student will be responsible for the making of short films.

CINEMA 003 History of Motion Pictures (3) UC/CSU

This course will provide students a broad survey of the history of motion pictures. Classics and important films from the birth of the medium to the present time are screened and discussed with regard to their cultural influence. The course follows the evolution of the art, industry and technology of moviemaking. (GE Areas – IGETC: 3A; CSU GE: C1)

CINEMA 004 History of the Documentary Film (3) UC/CSU

This course examines the development of the documentary as a film form from the 1890's to present day. A variety of documentary styles and approaches will be covered, including historical, propaganda, educational, commercial, *cinema verite* and direct cinema. Students will develop critical standards for understanding and assessing documentary films. (GE Areas – IGETC: 3A; CSU GE: C1)

CINEMA 005 Introduction to Screenwriting (3) UC/CSU

Screen writing is taught with special attention to screenplay structure, plot and character development, especially as these

relate to the creation of fictional narrative film, television and new media scripts.

CINEMA 006 Introduction to Cinematography (3) UC/CSU

Prerequisite: CINEMA 001

Introduction to cinematography, including optics, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using digital video camera equipment.

CINEMA 007 Advanced Cinematography and Creative Techniques (3) CSU

Prerequisite: CINEMA 006

An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

CINEMA 009 Motion Picture Sound (3) CSU

Prerequisite: CINEMA 001

Students learn the basics of motion picture production and postproduction sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

CINEMA 010 Introduction to Film Directing (3) UC/CSU

Prerequisite: CINEMA 001 and 003

Introduction to the crafts of directing in the film medium with an emphasis on visualizing the screenplay and working with actors.

CINEMA 015 Advanced Motion Picture Workshop (3) CSU

Prerequisites: CINEMA 001, CINEMA 002.

Advanced students perform practical work in film or digital video production. This lecture and laboratory workshop emphasize the creative use of the camera, editing, sound, and production activities in relation to the fiction or documentary film format. Each student will be responsible for making a short film.

CINEMA 018 Introduction to Film Genres (3) UC/CSU

A study of classic film genres such as drama, suspense, comedy, romance and so on, through screenings and analysis of style, characteristics and structure. (GE Areas – IGETC: 3A; CSU GE: C1)

CINEMA 020 Business Aspects of Motion Picture Production (3) CSU

A survey of the business aspects of motion pictures ranging from the production, distribution and exhibition of a film, this course will provide students with a working knowledge of the necessary management skills. This information is presented from the perspective of the film industry.

CINEMA 025 Producing Motion Picture Features (3) CSU

CREDIT COURSE LISTINGS & DESCRIPTIONS

Digital video has transformed traditional feature film production and has broadened distribution possibilities for independent productions. Students explore new frontiers and requirements for intellectual property, financing, contracts, production, formats, marketing and alternative distribution outlets.

CINEMA 032 Editing Fundamentals (3) CSU

Prerequisite: CINEMA 001 with satisfactory grades or better.

This course will explore the pivotal role that editing plays in film and TV. The course will introduce students to the history, principles and practice of editing from early film-based editing systems to modern day non-linear editing software. Coursework will include hands on activities using industry standard editing software and techniques.

CINEMA 033 Digital Video Production Workshop I (3) CSU

Prerequisite: CINEMA 001

Intermediate film and television students produce short video projects using digital video cameras and editing systems.

CINEMA 034 Motion Pictures Soundstage Production Practicum (3) CSU

Designed for students to gain practical experience in a specific area of motion picture soundstage production in order to develop the necessary skills needed in that field of the industry. Included skills are screenwriting, directing, production management, lighting, cinematography, sound recording and editing.

CINEMA 060 Entertainment Industry Careers Below-the-Line Production Skills I (3) CSU

Introductory course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues in each department.

CINEMA 107 Understanding Motion Pictures (3) UC/CSU

Analysis of the elements that make motion pictures an art form, including visual composition, color, music, acting, editing, lighting, story and sound. This course includes regular screening of classic and contemporary motion pictures, television programs and other videos. (GE Areas – IGETC: 3A; CSU GE: C1)

CINEMA 111 Cinema: Developing Content for Movies (3) CSU

This course will enable students to gain a practical knowledge of how mass media is created, produced and marketed. It will enable the student to develop their own original concept, or other source material for a film, TV or internet project into a professional written proposal and oral "pitch". The course will survey the art and business of major media production, including network, cable, studio and independent film production. It will discuss the creative steps and commercial practices of project development from the creation or

acquisition of source material through script development, production, marketing, distribution and exhibition. The course will survey the power and influence of mass entertainment on society, and its place in popular culture.

CINEMA 112 Script Analysis (3) CSU

This course will enable students to analyze screenplays and other literary material that is considered for production by studios, and other producers of mass entertainment. Students will be required to read classic screenplays, and screen the films on which they are based to understand and identify the strengths and weaknesses of source material. They will learn the critical and writing skills necessary to write a professional evaluation of scripts and treatments, known as "coverage." The course will instruct the student in the skills of the "reader," or "story analyst," so the student recognizes how material is selected, evaluated and revised in the feature film and TV series development. Student's sample coverage may be used for their professional portfolio.

CINEMA 125 Film Production Workshop (3) CSU

Advanced course in practical filmmaking, with each student required to produce/write/direct and tech a professional short film with sound, as well as crew for other assigned films.

COLLEGE STUDIES

(COLLEGE)

COLLEGE 101 Navigating Your Path Through College to Career (3) UC/CSU

College success is strongly predicted by a student's sense of belonging, confidence as a learner, and work towards personally meaningful goals. This course aims to promote growth in all three of these areas. Students will explore career pathways and develop community with faculty and peers who share their academic interests. Students will identify their college readiness strengths and needs, explore relevant campus services, and practice essential academic skills to expand their personal tool-kit for academic success. Assignments and activities will develop critical thinking, communication, research, information literacy, and study skills in ways that integrate the student's career and academic interests and apply across general education disciplines.

COMMUNICATION STUDIES

(COMM)

COMM 101 Public Speaking (3) UC/CSU

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principle and practice of effective speech composition and delivery. (GE Areas – IGETC: 1C; CSU GE: A1)

COMM 104 Argumentation and Debate (3) UC/CSU

CREDIT COURSE LISTINGS & DESCRIPTIONS

This course is an introduction to critical thinking and seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions as we do. Topics covered include claims, logic, definitions, evidence, reasoning, fallacies and persuasion. (GE Area - CSU GE: A3)

COMM 121 Interpersonal Communication (3) UC/CSU

This is an advanced course in the analysis of the principles and significance of interpersonal social interactions in all areas of life. Perception, building positive relationships, personal disclosure, self-fulfilling prophecies, effective listening, communication apprehension, verbal and non-verbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management will be examined. (GE Area - CSU GE: A1)

COMM 122 Intercultural Communication (3) UC/CSU

This course examines communication in the context of intercultural interactions, explores verbal and nonverbal communication, similarities and differences in communication across cultures, and provides strategies to enhance interpersonal communication skills within the context of intercultural communication. This course is an introduction to intercultural communication in domestic and/or global contexts. The influence of cultures, languages, and social patterns on how members of groups relate with members of different ethnic and cultural groups is examined. The course also studies the theory and knowledge of effective communication within and between cultures. Focus will also include appreciation and comparison of communication among diverse groups within the larger context of American culture. (GE Areas – IGETC: 4; CSU GE: D7)

COMM 151 Small Group Communication (3) UC/CSU

This course provides an analysis of the purposes, principles and types of discussions. Emphasis is placed on developing skills to assume roles of leadership and active participation. Creative decision making, groupthink, the nature of power, conflict management, anger management and problem solving are explored. (GE Area – IGETC: 1C; CSU GE: A1)

COMM 170 Communication and Mass Media (3) CSU

This course provides an examination of the impact of mass media on individuals, society and its effect on human communication and behavior. With a focus on critical thinking skills, students gain experience in analyzing and constructing persuasive arguments about problems facing the mass media including past and current influences on American society of books, newspapers, magazines, movies, radio, television, recordings, social media and the internet.

COMM 180 Data Driven Persuasion (3) UC/CSU (P/NP Option)

This course uses data (digitized information), analyzed using statistical quantitative reasoning (interpretation), to create

insights (understanding), that allows students to create visuals (infographics) and narratives (stories) to make persuasive arguments (action).

COMM 190 Communication and New Media (3) UC/CSU

Students will be introduced to computer-mediated communication. Students examine how the Internet, specifically popular culture, social media, websites, blogs, podcasts, and social networks have reshaped communication practices. The course offers an overview of relevant theories and critical issues while providing students with the opportunity to apply communication skills using new media. (GE Areas – IGETC: 4)

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES (CAOT)

CAOT 023A Legal Secretarial Procedures IA (1) CSU

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.

CAOT 023B Legal Secretarial Procedures IB (1) CSU

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.

CAOT 023C Legal Secretarial Procedures IC (1) CSU

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.

CAOT 048 Customer Service (3) CSU

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is 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). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

CREDIT COURSE LISTINGS & DESCRIPTIONS

CAOT 079 Microsoft Word: Advanced (3) CSU

Advanced word processing skills such as mail merge, advanced formatting, tables, & graphics will be taught utilizing a popular word processing program on PC compatible computers. Students choose either MS Word or WordPerfect.

CAOT 085 Microcomputer Office Applications: Spreadsheet (3) CSU

Students learn office spreadsheet applications using a PC and spreadsheet application software, such as Excel. Students are taught to create, edit, format, and print worksheets, construct graphs, and build databases that use the data table function.

CAOT 093 Legal Document Production (2) CSU

Selection and preparation of formatted documents specific to law offices.

CAOT 114 Adobe Acrobat for the Office and Web (2) CSU

Use Adobe Acrobat to create, review, and modify PDFs (Portable Document Files) from Microsoft Office files, including Word and PowerPoint, as well as from Web pages. Emphasizes the use of PDFs on the Web for various purposes, including creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic security to documents.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 101 Introduction to Computers and Their Uses (3) UC/CSU

An examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

CIS 104 Microcomputer Application Software (3) CSU

Recommended: CIS 101

This course teaches the student how to use intermediate and advanced features of the Microsoft Office suite of programs to solve typical business problems. Complex documents will be formatted and printed with Word. Students will learn how to write Excel formulas to deal with business and accounting analysis. Students will learn how to use PowerPoint to enhance their presentation skills. Concepts of relational database management will be taught with Access.

CIS 105 Introduction to Data Analytic Techniques and Tools (3) CSU

Microsoft Power BI is a data analytics and visualization tool. Power BI provides intuitive data insights and business intelligence capabilities and allows the building of accurate analytical models. Additionally, this course will cover concepts

such as installation, designing effective data models, and building basic dashboards and visualizations to help make better decisions. Students will learn to obtain data from a variety of sources, clean data using Power BI Query Editor. In addition, design data models to navigate and explore relationships and build formulas. Apply visualization styles and enhanced digital storytelling techniques.

CIS 110 Apple Administration (3) CSU

This course, Apple Administration, provides a comprehensive curriculum covering Apple products and technologies. The course includes Apple-developed diagnostic tools to help diagnose and prevent problems on Apple hardware running Mac OS X. The course will also cover the Mac OS X operating system, OS X server installation, Apple architecture, and system components. The course will include setup, configuration, administration, customization and troubleshooting on the OS X server and Apple iPad Platforms. This will also include directory setup, account administration and device management using mobile device manager for desktops and iPads. The foundation provided with the course provides students with the information needed to implement, configure, manage and maintain computer systems, mobile devices and servers running Mac OS X and iOS operating systems. The course will also provide the background needed to become an Apple Certified Support Professional. Each student will be assigned a Mac computer for use during class.

CIS 112 Operating Systems - Beginning Linux (3) CSU

This course is the first in a series of two courses designed to prepare the student to take Linux certification exam. Subjects covered: Linux overview, Linux files & directories, users & groups management, storage management, file systems, process & task management, software & hardware installation, system logging & resource monitoring, networking and security.

CIS 113 Intermediate Linux (3) CSU

Recommended: CIS 213

Linux Operating System is the Operating System supporting most of the world's Internet services such as e-Commerce, web server services, database services, big data, artificial intelligence and cloud computing. In this class, students will learn Linux networking, Linux scripting, Linux security and various application services such as Apache web services, MariaDB database and PHP scripting language. This class is intended to help students build a solid foundation in the Linux operating system and application server services.

CIS 120 Introduction to Databases (3) CSU

This course explains the concept of Relational Database Management System. It illustrates how the MICROSOFT ACCESS data base management system may be used in common business applications such as report and screen design, database design, and computer-aided decision making. This course covers advanced ACCESS features including SQL Programming.

CREDIT COURSE LISTINGS & DESCRIPTIONS

CIS 124 Data Analytics (Advanced Excel and Access) (3) CSU

Data analytics and data-mining using Excel spreadsheets and Access databases. Both programs can store large amounts of data, run powerful queries and analysis tools to slice and dice that data, and perform sophisticated calculations that return the data you need. The course includes using databases and spreadsheets to gather data, analyze, and interpret complex data. Excel and the built-in pivot tables are the common tools for data analysis. Access queries offer basic data analysis, database management and reporting.

CIS 148 Introduction to Web Development Using HTML5 CSS (3) CSU

This course teaches students to build web pages using HTML5. It will give students hands-on experience in building web pages from scratch. The topics covered include designing basic layout of the page, creating pages with images, links, forms, tables, and media elements. The advance topics such as cascading style sheets JavaScript and JQuery are also covered.

CIS 150 Advanced Website Development Using JavaScript and Ajax (3) CSU

Recommended: CIS 148.

This course teaches the development and management of web applications using dynamic web programming techniques, including the document object model (DOM), client-side (JavaScript, jQuery, Ajax), server-side and database processing. Emphasis will be placed on current client-side and server-side languages.

CIS 166 Computer Forensics I (3) CSU

This course is an introduction to the methods used to properly conduct a computer forensics investigation and handling of evidence from both corporate and criminal perspectives. It begins with a discussion of ethics while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; collection and handling of evidence; the computer investigation process; understanding operating system boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

CIS 185 Directed Study - Computer Information Systems (1) CSU

This course helps students pursue on their own an in-depth study of a subject of special interest in the field of computer science, computer network and security management, web support, and database administration topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

CIS 190 E-Commerce Essentials (3) CSU

Recommended: CIS 148

This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the internet and world wide web. Topics include technology infrastructure, selling & marketing on the web, business-to-business strategies, virtual communities & web portals, web server hardware and software, electronic commerce software and electronic commerce security.

CIS 192 Introduction to Cloud Computing (3) CSU

This course introduces the fundamentals of cloud computing including the different cloud computing models; infrastructure as a service, platform as a service and software as a service on the Amazon Web Services platform. This course reviews the basic concepts of server, networking, and storage virtualization. We will go over what are the current industry trend of computing, storage and application migration to cloud computing. The course will cover the advantages and disadvantages of cloud computing. Students will also study cloud careers and discusses industry demand for cloud computing skills.

CIS 193 Database Essentials in Amazon Web Services (3) CSU

Recommended: CIS 192

This course introduces Amazon Web Services (AWS) data storage services. The course will cover both an introduction of AWS database technologies and AWS block and object-based storage services. A range of AWS SQL and NoSQL database technologies will be covered, including the principles of database design and management. In addition, AWS block and object-based storage options will be introduced which includes the principles of block and object-based storage options and the various use case scenario for AWS data storage services.

CIS 194 Computer Engines in Amazon Web Services (3) CSU

Recommended: CIS 192

This course introduces Amazon Web Services computing related services. Students will learn the core computing technologies offered by Amazon Web Services (AWS). The computing services students will learn will follow the computing models: infrastructure as a service, platform as a service, function as a service or micro-service. You will learn how to set up and manage computing services, auto scale computing services and configure computing load balancing. You will also learn how to code auto deployment scripts for the AWS infrastructure.

CIS 195 Security in the Cloud (3) CSU

Recommended: CIS 192

This course explores Amazon Web Services (AWS) security at both the AWS services layer and Amazon data center infrastructure layer. This course will go over how AWS-implemented security measures in their global data center infrastructure. The course will also look at the AWS security

CREDIT COURSE LISTINGS & DESCRIPTIONS

shared responsibility model and how to use Amazon security and monitoring tool to ensure security in an AWS cloud infrastructure. The course will provide an understanding of how AWS security tools can provide hardware, service, network and user activity monitoring, key management services, server and application firewall services and an introduction to implementing private and public subnets.

CIS 211 Security+ Certification Preparation (3) CSU

Recommended: CIS 213

This course prepares students for CompTIA Security+ certification exam. Security+ is the industry standard for validating baseline skills needed to perform core security functions and pursue an IT security career. Security+ also covers the Junior IT Auditor job role in addition to the previous job roles for system administrator, network administrator and security administrator. These professionals are typically responsible for helping to implement and maintain layered security and best practices. CompTIA Security+ is compliant with ISO 17024 standards and approved by US DoD to meet directives 8140/8570.01-M requirements. Topics include security basics, policies, procedures & awareness, physical security, perimeter security, network security, host & application security, and data security.

CIS 212 A+ Certification Preparation-Hardware (3) CSU

This course prepares for CompTIA A+ examination. It covers PC hardware and peripherals, mobile device hardware, networking, and troubleshooting hardware & network connectivity issues. Students will learn hardware technologies associated with computers such as BIOS/UEFI, Motherboards and Components, RAM, Video, Audio, Network, USB, Firewire, Thunderbolt, Modem, Wireless, Storage devices, HDD, SSD, CD, DVD, Blue-ray, CPU, Hyper-threading, and more. This course also introduces the Internet of Things, or IoT, which is a system of interrelated computing devices, mechanical and digital machines and their ability to transfer data over a network. Students will develop skills such as the installation of hard drives, memory, interface cards, network cards, switches, and IoT hardware integration.

CIS 213 A+ Certification Preparation-Software (3) CSU

Recommended: CIS 101

This course is designed to help students prepare for CompTIA A+ certification exam. CompTIA A+ is industry recognized and is the preferred performance-based qualifying credential for technical support and IT operational roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace. This course covers CompTIA A+ certification requirements for operating systems. It also addresses the fundamentals of system security and operational procedures. Topics include installing, configuring and administering Windows & Linux operating systems using management tools, such as users & groups management, file management & permissions, disk & file systems, storage management, network & related protocols, back-up & recovery, security policies, scripting & automation, and using best practices.

CIS 214 Introduction to Network+ (3) CSU

Recommended: CIS 213

This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network typologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

CIS 215 Network Security Fundamentals (3) CSU

Recommended: CIS 211

This course focuses on the basics of penetration testing. It also helps the student be aware of network attack strategies and common countermeasures. This course prepares students to use various penetration testing tools to analyze networks for vulnerabilities. Knowledge of these vulnerabilities also helps students to understand how to counter these vulnerabilities and improve network security. Topics include penetration testing process, social engineering and countermeasures, reconnaissance, scanning, enumeration, vulnerability analysis & assessment, system hacking, malware & sniffers, IDS & firewalls, web server & web application attacks, WiFi and mobile device attacks, cloud computing & Internet of Things and cryptographic attacks countermeasures.

CIS 219 Introduction to Oracle: SQL and PL/SQL (3) CSU

Recommended: CIS 120

This course provides a rich environment for illustrating multi-user and client/ server database concepts, such as managing concurrent users and sharing database resources using the database developer utilities. This course addressed database development activities including using SQL commands to create tables and insert, update, delete, and view date values.

CIS 225 Enterprise Networking, Security, & Automation (3) CSU

Recommended: CIS 229 or CIS 230

With a combination of lectures, individual and group labs, and simulations, students develop skills and knowledge needed to configure, secure, scale, and troubleshoot switched and routed internetworks. Students use technologies that include multi-area OSPF, Access Control Lists (ACLs), link aggregation, and LAN redundancy to create larger-scale internetworks. Students will also assess security threats and mitigation strategies. This course is the third course in the Cisco CCNA preparation program and is based upon the new requirements enforced in February 2020

CIS 227 Server Administration and Network Security (3) CSU

Recommended: CIS 213

This course teaches IT Professionals how to manage core Windows Server workloads and services using on-premises, hybrid, and cloud technologies. The core topics include; how to implement and manage on-premises and hybrid solutions such as identity, management, compute, networking, and

CREDIT COURSE LISTINGS & DESCRIPTIONS

storage in a Windows Server hybrid environment. The course assumes some exposure or experience working with Windows Server and want to extend the capabilities of an on-premises environments by combining on-premises and Microsoft Azure technologies. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft: Windows Server Hybrid Administrator Associate Certification Exam AZ-800: Administering Windows Server Hybrid Core Infrastructure. Exam AZ-800 is the first of two exams required for this industry, in-demand associate level certification.

CIS 229 Introduction to Cisco Network Fundamentals (3) CSU

Recommended: CIS 214

This course is equivalent to the Cisco Networking Academy Semester I (Introduction to Networking) & Cisco Networking Academy Semester II (Routing and Switching Essentials). All current networking academy courses are based on the CCNA Routing & Switching curriculum 6.0 track. Course topics includes; network fundamentals, LAN switching fundamentals, routing fundamentals, infrastructure services, and infrastructure maintenance. Students completing this course are prepared to take the Cisco ICND1 Exam 100-105 and upon successfully passing that exam earn their CCENT certification.

CIS 230 Introduction to Cisco Routers (3)

Recommended: CIS 229

This course follows CIS 229 and is equivalent to the Cisco Networking Academy Semester III (Scaling Networks) & Cisco Networking Academy Semester IV (Connecting Networks). All current networking academy courses are based on the CCNA Routing & Switching curriculum 6.0 track. Course topics includes; LAN Switching Technologies, Routing Technologies, WAN Technologies, Infrastructure Services, and Infrastructure Maintenance. Students completing this course are prepared to take the Cisco ICND2 Exam 200-105 or the Cisco CCNA Exam 200-125. Upon successfully passing either exam earns the CCNA certification.

CIS 231 Virtualization and Cloud Computing Essentials (3) CSU

Recommended: CIS 227 and CIS 229

This course introduces the foundational capabilities and features of virtualization and VMware vSphere. It also provides a brief overview of the array of products available from VMware. The course will demonstrate how you can extend an existing VMware vSphere™ infrastructure to deliver IT services in a private or public cloud based on VMware products. The course starts by covering the concepts of data center virtualization, including some common IT challenges faced by IT organizations. The vSphere 6.x product line is highlighted, showing the various components and features and how they help resolve business and technical challenges. The course covers the basics of cloud computing and its place in the modern enterprise. Explore public and private clouds; contrast the 'as a service' models for PaaS, SaaS, IaaS, or XaaS platforms; plan security; and more. The course uses

hands-on labs and IT case studies to reinforce concepts. This is the first of four courses in the VMware vSphere employment and career track. Successful completion of this course will prepare students for the VMware Certified Associate (VCA-DBT) industry certification. West Los Angeles is an authorized VMware IT Academy.

CIS 236 Palo Alto Network Cybersecurity Essentials (3) CSU

Recommended: CIS 214

This course covers installing, configuring and managing next generation firewalls from Palo Alto Networks as well as security, threat, networking, logging and reporting. This course begins at an introductory level and builds to an intermediate level. Aspects of configuration include security, networking threat prevention, logging, reporting of the Palo Alto Network Operating System (PANOS). Higher level concepts include Global Protect, an extension of the corporate firewall rules to laptops outside the network, Active/Active High Availability and control over user applications and content. Security engineers, network engineers, and support staff are the targeted audience for this course.

CIS 237 Installing, Configuring, and Administering Microsoft SQL (3) CSU

Recommended: CIS 120.

This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel. This course is one of the required elective courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

CIS 285 Directed Study – Computer Science - Information Technology (2) CSU

In this course, computer science students will pursue their own, in-depth study of a subject of special interest, in the field of computer science information technology and computer applications. Consultation with the instructor on a weekly basis, plus independent work is required.

CIS 300 Computer Laboratory (1)

This course is an intermediate to advanced networking lab for any current or previous Cisco, Network Security (including Palo Alto Networks), Linux, Microsoft, and VMware students. The primary goal is to help students prepare for their Cisco ICND/CCNA, CompTIA Security+, Red Hat Linux, or VMware VCA-DBT/VCP-DCV certifications. Cisco students will access practice certification exams, perform routing/switching labs, as well as, review Ethernet, IPv4, IPv6, NAT, VLANs, STP, OSPF, EIGRP networking concepts. Security students have access to Ethical Hacking, Forensics, and CompTIA Security+ lab environments. Linux students conduct RH124/RH134 related admin labs. Microsoft students conduct various Windows Server admin labs, VMware students will conduct labs and review concepts related to installation, configuration

CREDIT COURSE LISTINGS & DESCRIPTIONS

and management of ESXi servers and vCenter. Student can schedule and conduct their labs independently. Students will have 24/7 remote access to the most current versions available of real Cisco hardware, Security+ pods, Red Hat Linux pods, and VMware vSphere based-pods. WLAC is an authorized academy for all vendors listed here.

COMPUTER SCIENCE

(CS)

CS 101 Introduction to Computer Science (3) UC/CSU

This course is designed to take the student through the various aspects of writing algorithms to be used in computer programming. It introduces students to programming language Python, computer architecture and number systems. It covers functions, arrays, loops, Boolean logic, branching instructions and basic data types.

CS 111 Programming in Visual Basic (3) CSU

Recommended: CS 101

This course covers fundamental principles of event-driven programming for Windows applications using Visual Basic and Windows applications with graphical user interfaces. Topics covered by the course include controls and their properties, methods and events; basic data types and variables; subroutines and functions; scope; control structures; building graphical user interfaces; and interfacing with the Windows operating system. Object linking and embedding (OLE) and multimedia also are introduced

CS 112 Programming in Javascript (3) CSU

Recommended: CS 101

This course introduces JavaScript to web developers with HTML and CSS background who want to create dynamic web pages and to server-side programmers who use languages like ASP, JSP, or PHP and would like to add JavaScript programming to their skill sets. Students integrate script elements, outputting to a web document, working with selections, repetition structures, writing functions; and accessibility to create dynamic web applications.

CS 116 Programming in C++ (3) UC/CSU

Prerequisite: CS 101

This course teaches the student to write programs in the C++ language and introduces the object-oriented programming paradigm. After reviewing basic statement types, students learn to write functions utilizing pass by value and pass by reference. Then students are introduced to structures, classes, and objects. Students then learn how to use objects effectively in writing programs. Students learn how operator overloading and inheritance facilitate the use of objects. Pointers, memory management techniques, friend, and virtual functions are described. Finally, students examine streams and files as an example of the application of complex object-oriented programming in the C++ language.

CS 118 Beginning Micro Assembly Language (3) UC/CSU

Prerequisite: CS 101

This course covers the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

CS 119 Programming in Python (3) UC/CSU

Recommended: CIS 101

This course covers topics of the Python language, which include: data types, variables, control structures, objects and object-oriented programming, standard mathematical libraries, tool-chain use and Python Frameworks, user-defined classes and abstract collections, single arrays, multidimensional arrays, Python lists, tuples, collections, and dictionaries.

CS 121 Python Programming for Data Science and Machine Learning (3) UC/CSU

Recommended: CIS 101

Students will build on basic Python programming concepts by learning additional features such as - Iterators, List Comprehension, Generators, Packages & Modules. Students will proceed to gain how to use the various libraries for Data Science & Machine Learning such as NumPy, SciPy, Pandas, Matplotlib, Seaborn, statsmodels, scikit-learn, Keras, and TensorFlow. Students will use tools such as Jupyter notebooks for interactive visualization and sharing of results.

CS 122 Python Applications in Calculus (3) UC/CSU

Corequisite: MATH 261

Advisory: CS 119

This course builds on a first level course in python exposing students to more advanced topics in Mathematic using python such as matplotlib and lambda function. Students will use these tools to solve calculus problems and analyze other mathematical topics to aid preparation for other STEM fields. These topics include but not limited to graphing by transformations, exploring limits, area under the curve, and application in STEM.

CS 131 Discrete Structures for Computer Science (3) UC/CSU

Prerequisite: CS 116 or CS 213

This course is an introduction to the discrete structures used in computer science with an emphasis on their applications. Topics covered include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs and trees, and discrete probability. (GE Areas – IGETC 2A; CSU GE: B4)

CS 136 Introduction to Data Structures (3) UC/CSU

Prerequisite: CS 213

This course is an introduction to the study of data structures. It introduces the student to data structures as formed from primitive data types. The role of abstract data types (including stacks, queues, lists, trees, and graphs), their definitions,

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implementation and application in program design and algorithm development are discussed. The course covers the broader topic of Abstract Data Types (ADTs) - the study of classes of objects whose logical behavior is defined by a set of values and a set of operations. This course is equivalent to CS2 as defined by the Association for Computing Machinery (ACM) organization.

CS 140 Programming for Mobile Application (3) CSU

Recommended: CS 101

This course provides students with a solid grounding in the fundamentals of mobile application development. Students will learn how to create applications to deploy and run on mobile devices such as iPhone or Android. The latest technology will be introduced in the class and student will learn to use the latest programming language to write software to run under iOS or Android and develop their programs.

CS 141 Advanced Programming for Mobile Devices (3)

Recommended: CIS 148 and CS 213

This provides students with advanced programming concepts and skills for creating mobile applications for today's most popular platforms. Students will learn to create multi-screen, multi-touch applications; send/receive SMS and emails programmatically from within applications; read and update contacts through public contact API; use media and browser content providers; use sensors and location-based services programmatically; develop services; create a home screen widget. Students will learn about exception handling, will create manageable user preferences and will learn to incorporate security and permissions. Students will learn to sign, publish and distribute developed applications.

CS 159 Foundation of Data Science (3) CSU

Foundation of Data Science combines an introductory look into the fundamental skills and concepts of data analysis and inferential statistics with hands-on experience in analyzing data sets by using Python code snippets that will be provided within the browser. Students will learn how powerful these simple looking snippets of Python code can be. Initially, students will be exposed to Excel spreadsheets and Access databases to demonstrate how powerful data analysis can be. Students will get a handle on how data can be presented and analyzed on a smaller scale using some Excel formulas and Access queries. Students will be provided with data from various sources and learn how to analyze, arrive at a conclusion, report, and make predictions as needed.

CS 213 Advanced Programming in Java (3) UC/CSU

Prerequisite: CS 116

This course covers principles of object-oriented design and programming using Java. Additional topics include writing applets, working with exceptions, file input/output, networking, building event driven GUIs, and developing inheritance and polymorphic based object-oriented programs using Unified Modeling Language.

CS 216 Object-Oriented Programming in C++ (3) UC/CSU

Prerequisite: CS 116

In this course students learn Object-Oriented and Advanced programming with C++ including Classes, Data Abstractions, Inheritance, Composition, Virtual Functions, Operators & Functions Overloading, Templates, Exception Handling, Recursion, Pointers, Dynamic Data Types, and Linked Lists.

COOPERATIVE EDUCATION

(COOP ED)

Note: Title 5, section 55253 states that a student may earn up to a maximum of 16-semester units or 24 quarter units of General & Occupational work experience education combined.

COOP ED 095 Work Experience - General I (0.5) (P/NP Option)

Work Experience - General I is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid (intern) position. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 16 total units, subject to a maximum of 4 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. Students must work 37.5 paid hours or 30 volunteer hours during the semester to earn half a unit for this course.

COOP ED 195 Work Experience - General I (1) CSU

Work Experience – General I is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid (intern) position. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 6 total units, subject to a maximum of 3 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. Students must work 75 paid hours or 60 volunteer hours during the semester to earn one unit for this course.

COOP ED 295 Work Experience - General I (2) CSU

Work Experience – General I is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid internship or job. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 6 total units, subject to a maximum of 3 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid

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work equals one unit of credit. Students must work 150 paid hours or 120 volunteer hours during the semester to earn the two units for this course.

COOP ED 395 Work Experience - General I (3) CSU

Work Experience – General I is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid (intern) position. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 6 total units, subject to a maximum of 3 units per one enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. Students must work 225 paid hours or 180 volunteer hours during the semester to earn three units for this course.

COOP ED 495 Work Experience - General I (4) (P/NP Option)

Work Experience - General I is a course where the student will work toward meeting and/or exceeding workplace objectives developed with input from the employer, the student-employee, and the faculty. This course requires that the student be employed in a paid or unpaid (intern) position. The place of employment does not need to be related to the student's educational goals. General work experience may be repeated for a maximum of 16 total units, subject to a maximum of 4 units per enrollment period. Each 60 hours of non-paid work equals one unit of credit. Each 75 hours of paid work equals one unit of credit. Students must work 300 paid hours or 240 volunteer hours during the semester to earn four units for this course.

CORRECTIONS (CORR)

CORR 002 Correctional Institutions (3) CSU

This course deals with the philosophy and history of corrections, including the municipal jails, state penitentiaries, federal prisons, and private prisons. Also covered is an overview of the criminal law, constitutional law, crime theories, punishment and rehabilitation. Other topics include the organization and jurisdiction of local, state and federal law enforcement agencies, role expectations and their interrelationships, a survey of professional career opportunities and the minimum qualifications required for employment as a corrections officer.

CORR 005 Legal Aspects of Corrections (3) CSU

This course offers a thorough study of the system of justice used in the United States: civil, criminal, juvenile, and therapeutic. It is designed for courses on the law and judicial process that transcend the disciplines of political science, sociology, and criminal justice.

COUNSELING (COUNSEL)

COUNSEL 004 Career Planning (1) CSU

This class examines the career developmental concepts of awareness and implementation (decision-making) as they relate to the self and the world of work. Students will develop a personal decision-making strategy utilizing the skills obtained in the class. The class will emphasize the philosophy and importance of career development and personal interests, values, and skills as well as occupational resources. Other topics include the personality type/work environment relationship, a work environment analysis, and educational planning.

COUNSEL 005 College Survival (2) CSU

This course will provide students with strategies for a successful first-year experience. Emphasis will be placed on WLAC policies, student support services, study skills, time management, test taking strategies, note-taking skills, stress management, and making informed decisions. This course is highly recommended for new and returning students.

COUNSEL 006 Career Planning for Students with Disabilities (1) CSU

This course is designed to assist students with disabilities in the exploration and development of career goals, with an emphasis on individual interests and lifestyles, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, résumé writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

COUNSEL 020 Post-Secondary Education: The Scope of Career Planning (3) UC/CSU

This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing a career. Students will design their own educational plan. (GE Area - CSU GE: E)

COUNSEL 040 College Success Seminar (3) UC/CSU

This course will examine issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making, factors that impact lifelong learning, effective oral, interpersonal and written

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communication strategies, critical thinking, career exploration and educational planning. (GE Area - CSU GE: E)

DANCE SPECIALITIES (DNCESPC)

DNCESPC 491 Special Topics in Dance I (1) CSU

This course introduces students to the historical and cultural origins and fundamental dance techniques of folk, ethnic, recreational, or other specialized dance genres. Foundational steps and combinations of steps from the particular genre are utilized by students to create an understanding of musical phrasing and rhythms utilized in that particular dance form. This level one course provides a foundation for further study in a particular genre of dance.

DNCESPC 492 Special Topics in Dance II (1) CSU

Prerequisite: DNCESPC 491

This course continues to expose students to the historical and cultural origins and beginning dance techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from the particular genre are utilized by students to establish a basic knowledge of musical phrasing and rhythms utilized in that particular dance form. This level two course provides a greater foundation for further study in a particular genre of dance.

DANCE STUDIES (DANCEST)

DANCEST 301 Choreography I (1) UC/CSU

This course is an introduction to basic principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy in student projects.

DANCEST 805 History and Appreciation of Dance (3) UC/CSU

This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. This course will focus on how dance reflects the historical, social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide. (GE Areas – IGETC: 3A; CSU GE: C1)

DANCEST 814 Dance Production I (2) UC/CSU

This course will instruct students in choreographic techniques culminating in a student dance production. Emphasis is on the decision-making process involved in producing a dance concert. Students will be responsible for choreographing and performing a variety of dances. This course is open to all levels. (GE Area - CSU GE: E)

DANCEST 815 Dance Production II (2) UC/CSU

Prerequisite: DANCEST 814

This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance. (GE Area - CSU GE: E)

DANCEST 816 Dance Production III (2) UC/CSU

Prerequisite: DANCEST 815

This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including rehearsal planning, publicity, lighting, music/audio, marketing, costuming, audition and performance skills, and dance critique and assessment. (GE Area - CSU GE: E)

DANCEST 826 Dance Performance Company (1) UC/CSU

This course develops knowledge and techniques for students to perform in college-based dance companies. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the Los Angeles Community College Dance Consortium as well as opportunities for master classes, community outreach, performances and college sponsored events. (GE Area - CSU GE: E)

DANCE TECHNIQUES (DANCETQ)

DANCETQ 111 Ballet Techniques I (1) UC/CSU

This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises. (GE Area - CSU GE: E)

DANCETQ 112 Ballet Techniques II (1) UC/CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in positions, placement, and beginning level barre and center floor exercises. (GE Area - CSU GE: E)

DANCETQ 113 Ballet Techniques III (1) UC/CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing placement and intermediate level barre and center floor exercises. (GE Area - CSU GE: E)

DANCETQ 114 Ballet Techniques IV (1) UC/CSU

Prerequisite: DANCETQ 113

This course offers instruction in traditional ballet techniques and principles, emphasizing placement and advanced intermediate level barre and center floor exercises. (GE Area - CSU GE: E)

DANCETQ 121 Jazz Dance Techniques I (1) UC/CSU

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This fundamental course in Jazz dance techniques provides a performance-based foundation by introducing basic steps, step sequencing, combinations and terminology. Students will develop an appreciation of the evolution of Jazz dance as a performing art form while preparing for further study in Jazz dance techniques. (GE Area - CSU GE: E)

DANCETQ 122 Jazz Dance Techniques II (1) UC/CSU

Prerequisite: DANCETQ 121

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology while utilizing a diverse selection of musical rhythms and phrasing. The student's appreciation of Jazz dance increases through viewing and practice of Jazz dance techniques while preparing for further study at higher levels. (GE Area - CSU GE: E)

DANCETQ 123 Jazz Dance Techniques III (1) UC/CSU

Prerequisite: DANCETQ 122

This course teaches the technique, principles, terminology and practice of jazz dance at the intermediate level. The course will emphasize the correct placement and execution of a wide variety of jazz movements, and will also teach various styles, and the history of the movements. (GE Area - CSU GE: E)

DANCETQ 124 Jazz Dance Techniques IV (1) UC/CSU

Prerequisite: DANCETQ 123

This course teaches the technique, principles, terminology and practice of Jazz dance at the intermediate advanced level. The course will emphasize the correct placement and execution of a wide variety of Jazz dance movements, and will also teach various styles, and the history of the movements. (GE Area - CSU GE: E)

DANCETQ 141 Modern Dance Techniques I (1) UC/CSU

This course teaches technique, principles, terminology and the practice of modern contemporary and lyrical dance at the introductory level. Students will undergo an in-depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, movement organization and sequencing. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations. (GE Area - CSU GE: E)

DANCETQ 142 Modern Dance Techniques II (1) UC/CSU

Prerequisite: DANCETQ 141

This course teaches beginning technique, principles, terminology and the practice of modern contemporary and lyrical dance. Emphasis is on the correct placement and execution of modern dance movements and will include improvisational and choreographic exercises. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations. (GE Area - CSU GE: E)

DANCETQ 143 Modern Dance Techniques III (1) CSU

Prerequisite: DANCETQ 142

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the intermediate level. Emphasis is on the correct placement and execution of modern dance movements, along with an integrated use of the arms. Students will increase coordination, flexibility, and cardiovascular strength using various movement combinations. (GE Area - CSU GE: E)

DANCETQ 144 Modern Dance Techniques IV (1) UC/CSU

Prerequisite: DANCETQ 143

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the advanced level. Emphasis is on the correct placement and execution of advanced level modern dance movements, along with a more integrated use of the arms, head and torso. Students will increase coordination, flexibility, and cardiovascular strength using complex movement combinations. (GE Area - CSU GE: E)

DANCETQ 151 Dance for Film and Stage I (1) UC/CSU

This course introduces students to choreographers and dancers, and provides instruction and practice in the fundamentals of dance technique used in film and stage. (GE Area - CSU GE: E)

DANCETQ 152 Dance for Film and Stage II (1) UC/CSU

Prerequisite: DANCETQ 151

This course introduces students to renowned choreographers and dancers, and provides beginning instruction and practice in the fundamentals of dance technique used in film and stage. (GE Area - CSU GE: E)

DANCETQ 171 Hip-Hop Dance Techniques I (1) UC/CSU

This introductory course in hip-hop dance techniques provides a movement foundation by introducing fundamental step sequencing, combinations, musical usage, terminology, and the appreciation of hip-hop dance as a historical performing art form. This course prepares students for further study in hip-hop dance technique. (GE Area - CSU GE: E)

DANCETQ 172 Hip-Hop Dance Techniques II (1) UC/CSU

Prerequisite: DANCETQ 171

This beginning level hip-hop course continues to establish a basic knowledge of hip-hop dance techniques by utilizing compound step sequences and combinations, using higher level terminology, and diverse selections of musical rhythms and phrasing. Students' develop a deeper appreciation of hip-hop dance as a historical and performing art form by reviewing hip-hop movement techniques and preparing for further study at higher levels. (GE Area - CSU GE: E)

DANCETQ 173 Hip-Hop Dance Techniques III (1) UC/CSU

Prerequisite: DANCETQ 172

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This intermediate level hip-hop course solidifies learned techniques and knowledge of a complete hip-hop dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of hip-hop movement vocabulary, diverse selections of musical rhythms and phrasing, physical aptitude, and performance skills prepares students for higher study of hip-hop dance techniques and performance.

Exploration of the origins of hip-hop movement and the artistic influences embedded within the culture affirms each student's appreciation of hip-hop dance as a historical and performing art form. (GE Area - CSU GE: E)

DANCETQ 174 Hip-Hop Dance Techniques IV (1) UC/CSU

Prerequisite: DANCETQ 173

This pre-performance level hip-hop course advances acquired techniques, and knowledge of a complete hip-hop class, with an emphasis on the development of stylistic nuances in performance. Artistic development of performance components is applied to acquired skills and techniques learned in previous studies of hip-hop. Students apply knowledge of hip-hop, terminology, dancer technique and training, character, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Exploration of hip-hop dance trends, including music and movement styles, will be discussed. Performance practice prepares students for real world performance opportunities, and solidifies the student's appreciation of hip-hop as a performing art form. (GE Area - CSU GE: E)

DANCETQ 211 Tap Dance Techniques I (1) UC/CSU

This course provides students the opportunity to learn and develop fundamental tap dance skills, thereby establishing a foundational knowledge of this dance technique. Besides learning the fundamental elements of this dance style, emphasis is placed on developing skills to a fundamental performance level. In addition, students learn tap dance step terminology and history, which allow students to gain an appreciation for this type of dance as an art form. (GE Area - CSU GE: E)

DANCETQ 212 Tap Dance Techniques II (1) UC/CSU

Prerequisite: DANCETQ 211

This course provides students the opportunity to learn and develop beginning tap dance skills, thereby establishing a basic knowledge of this dance technique. Besides learning the basic elements of this dance style, emphasis is placed on developing skills to a basic performance level. In addition, students learn tap dance step terminology and students also learn history and appreciation for this type of dance as an art form. (GE Area - CSU GE: E)

DANCETQ 570 Conditioning for Dance Team Techniques I (1) UC/CSU

This course provides a foundation for fundamental skills to condition the body for dance or cheer. In addition to exploring conditioning programs aimed to increase flexibility, strength, core awareness, balance, coordination and endurance, students will have the opportunity to develop dance or cheer team techniques through discussion and application of warm-up skills, movement sequences and basic combinations. (GE Area - CSU GE: E)

DANCETQ 571 Conditioning for Dance Team Techniques II (1) UC/CSU

Prerequisite: DANCETQ 570

This course establishes basic beginning skills to condition the body for dance or cheer. Students will develop a conditioning program designed to increase flexibility, strength, core, balance, coordination, and endurance. Students will have the opportunity to enhance fundamental dance/cheer techniques through the application of warm-up skills, movement sequences, and beginning dance/cheer combinations. (GE Area - CSU GE: E)

DENTAL ASSISTANT

(DEN AST)

NOTE: Dental Assistant courses are open only to students accepted into the Dental Assisting Program.

DEN AST 001 Orientation to Dental Assisting (2)

Corequisite: DEN AST 005.

This course will introduce students to the practice of dentistry and dental specialties. It covers topics such as: Professional and legal responsibilities and the roles of the dental auxiliary; responsibilities of the dental assistant, including oral communications, written communications and psychology; patient and office personnel communication and relations, proper charting, record keeping and professionalism.

DEN AST 003 Dental Assisting Seminar (1)

This course will enable students to discuss, problem solve and perform exercises centered on case reasoning for clinical dental assisting. Accumulated theoretical knowledge will be related to practical clinical application.

DEN AST 005 Pre-Clinical Chairside Assisting (5)

Beginning skills needed to assist in common dental procedures: Use of dental equipment and instruments; and manipulation of dental materials. Procedures include the initial examination, dental restorations, impressions and basic oral surgery.

DEN AST 006 Dental Sciences for the Dental Assistant (2)

An overview of the embryologic development of the structures and soft tissues of the head, neck, teeth and oral cavity; histology of the hard and soft tissue of the oral cavity: Anatomy and morphology of teeth, the eruption sequence and process; normal occlusion, development and class of malocclusions; anatomy of the skull, arteries and veins,

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musculature and nervous structures of the head and neck:
General pharmacologic principles: local anesthetic solutions, analgesic gases, and psycho sedatives.

DEN AST 007 Infection Control for the Dental Setting (1)

This course will enable students to comprehend and apply protection from infectious diseases important in dentistry. Instruction on disinfection, instrument decontamination, sterilization procedures and try set-up preparation will be given. Regulatory compliance agencies such as OSHA, CDC and ADA recommendations will be introduced. Hazardous material management, protocols and emergency procedures for hazardous and bio-hazard materials will be established.

DEN AST 008 Introduction to Dental Radiology (3)

This course will enable students to understand the principles and apply techniques of exposing and processing dental radiographs using infection control and universal precaution methods. Emphasis is placed on radiation safety and protection. This course will enable students to become proficient at intraoral radiographic techniques through laboratory practice. Mannequins will be used for initial technique and instruction until 100% accuracy is achieved.

DEN AST 009 Medical Emergencies (2)

Advisory: ALD HTH 033.

This course will enable students to recognize psychological or common medical conditions which could lead to an emergency situation in a dental office. Emphasis placed on prevention; to include a basic review of CPR, the Heimlich maneuver and obtaining and recording vital signs; assigned roles in the case of an emergency, as well as management and legal issues of an emergency response.

DEN AST 010 Intermediate Chairside Assisting (3)

Students will apply knowledge and basic clinical skills learned in DEN AST 105 and other related classes toward proficiency in performing dental assisting services. Emphasis will be on chair side assisting with coronal polishing, ultrasonic scaling for cement removal, restorative, oral surgery, orthodontia pedodontia, and periodontal surgeries.

DEN AST 012 Dental Assisting Clinical Science (3)

Prerequisites: DEN AST 001, DEN AST 006. Co-requisite: DEN AST 005

Students will develop an understanding of microbiologic and nutritional conditions related to dentistry; principles of patient motivation and education: etiology, process and prevention of caries and periodontal disease; design and management of a plaque and oral disease control program; brushing flossing and the use of adjunctive aids; dietary counseling.

DEN AST 013 Practice Management (2)

Students will develop skills necessary to undertake front office responsibilities to include: purchasing, inventory and cost control of office supplies; accounts payable and receivable procedures; insurance billing procedures, HIPAA; treatment

planning and case presentation; scheduling of appointments; resume and interviewing skills.

DEN AST 015 Advanced Chairside Assisting (5)

Advanced skills needed to assist in complex dental procedures and in the dental office laboratory. Includes advanced chair side techniques and laboratory procedures; endodontics, oral surgery, orthodontics, pediatric dentistry, restorative, periodontics and prosthodontics. Two-hour lecture, three-hour laboratory/preclinic or clinic.

DENTAL HYGIENE SPECIAL PROJECTS

(DEN HY)

Note: Dental hygiene special project courses are only open to enrolled dental hygiene students. Upper division courses can be found in the "Dental Hygiene Bachelor of Science Degree" section of this catalog.

DEN HY 090 Special Projects in Dental Hygiene (2) NDA (P/NP Option)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 096 Special Projects in Dental Hygiene - Laboratory (.5) NDA (P/NP Option)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 097 Special Projects in Dental Hygiene (1) NDA (P/NP Option)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

DEN HY 397 Special Projects in Dental Hygiene (1)

This course allows dental hygiene students and graduates to pursue special projects in dental hygiene on a contract basis under the direction of a supervising instructor.

EARTH SCIENCE (EARTH)

EARTH 001 Earth Science (3) UC/CSU

EARTH 001 is a 3-unit course that provides a broad-based, integrated introduction to the geosciences. The course content includes a survey of geology, geography, oceanography, meteorology, and astronomy. This course is designed to fulfill a natural science requirement. (GE Areas – IGETC 5A; CSU GE: B1)

EARTH 002 Earth Science Laboratory (1) UC/CSU

Co-requisite: EARTH 001

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EARTH 002 is a laboratory course designed to examine many of the basic principles of geology, meteorology, oceanography, and astronomy. It gives students hands-on experience with Earth materials, skills to gather scientific data, and critical thinking to solve problems. (GE Areas – IGETC 5C; CSU GE: B3)

ECONOMICS (ECON)

ECON 001 Principles of Microeconomics (3) UC/CSU

This course is an introduction to the field of microeconomics, which focuses on the behavior of individual economic agents including consumers, business firms, and the government when confronted with scarcity. The course also examines contemporary social issues such as income distribution and poverty as well as global issues such as outsourcing and protectionism. Topics include supply and demand, elasticity, forms of business organizations, theory of production and cost, pricing and output decision in various market structures, market failure and the role of government, labor management relations, and international trade. (GE Areas – IGETC 4B; CSU GE: D2)

ECON 002 Principles of Macroeconomics (3) UC/CSU

This course is an introduction to the field of macroeconomics. Topics to be analyzed include an analysis of the behavior of the national economy as a whole, together with such issues as the determination of gross domestic product, the unemployment rate, the inflation rate, interest rates, and the long-term economic growth rate. In addition, global issues such as the role of the exchange rate and the balance of trade are analyzed. (GE Areas – IGETC 4B; CSU GE: D2)

ECON 010 Economic History of the United States (3) UC/CSU

Emphasizes the causes of growth in the American economy and how the economy today continues to be influenced by events from the past. Considers the causes of the American Revolution: how changes in institutions and British attitudes contributed to the revolution. Analyzes how Southern plantation agriculture, slavery, and westward expansion culminate in the Civil War. Traces the increasing role of government in the economy starting with the Industrial Revolution, the price controls of World War I, the Great Depression, and the New Deal. Speculates on the future of the U.S. economy. (GE Areas – IGETC 4B; CSU GE: D2)

ECON 011 Economics of Globalization (3) UC/CSU

This course examines the phenomenon of globalization using economic analysis to explore controversial themes of the globalization debate such as off shoring, sweatshops, environmental standards, intellectual property protection, cultural diversity, economic development, and immigration. (GE Areas – IGETC 4B; CSU GE: D2)

EDUCATION (EDUC)

EDUC 001 Introduction to Teaching (3) UC/CSU

This course introduces students to the field of professional education and the concepts and issues that are related to K - 12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction. The course content includes the California Standards of Teaching Professionals (CSTP) and Teaching Performance Expectations (TPE). This course requires a minimum of 45 hours of observation/participation in a public multicultural school.

EDUC 211 Introduction to Educational Issues (3) UC/CSU

This course serves as an introduction to the broad landscape of public education in the United States. It is applicable to students with interests in educational research, policy, or teaching in both formal and informal educational contexts. The course will provide context to answer the question, "What is the purpose of public education?" Educators, students, parents, politicians, and community members may have varying answers to this question. Their respective answers have implications for how we organize schools as social and cultural institutions, how we think about teaching and learning, and how we determine the intended outcomes of education. Students will examine this question in relation to contemporary issues in the landscape of public education; understanding education and educational institutions in social, cultural, and historical contexts; and understanding the science of learning and human development in educational settings. The course readings highlight the work of educational researchers from UCLA's Department of Education, especially the ways their scholarship intersects with policy and practice. To complement the weekly reading and class discussion, students will work in groups to identify a real-life problem affecting public education in Los Angeles. Students will study this problem from multiple perspectives throughout the course. The final project involves conceptualizing a socially just solution to this real-life educational problem. Students will be required to conduct a minimum of three hours observing in a public preK-16 classroom setting. (GE Areas – IGETC 4; CSU GE: D)

ENGINEERING, ELECTRICAL TECHNOLOGY (EET)

EET 123 Introduction to Arduino (2) CSU

In this course, students gain new skills in programming and electronics engineering. Arduino is a groundbreaking, open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. The Arduino board can

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read sensors, control motors and lights, and upload your hand-built code that interacts with the real world. Students learn the Arduino programming language, which is based on C/C++.

ENGINEERING - GENERAL

(ENG GEN)

ENG GEN 101 Introduction to Science, Engineering and Technology (2) UC/CSU

This course introduces the major engineering disciplines, engineering decision-making and ethics, and factors for success in academic and professional settings. It provides general knowledge of engineering design, communications, problem solving, fundamental physical concepts, and computational engineering tools. Presents the relationship of engineering to materials, the environment, and mathematics. Speakers, field trips and classroom activities expose students to the many ways engineering affects our lives and the variety of roles of engineers in society.

ENG GEN 120 Introduction to Programming Concepts and Methodologies for Scientists and Engineers (4) UC/CSU

Prerequisite: MATH 260.

Students will learn the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, interface of software with the physical world, use of sensors, and application of numerical techniques.

ENG GEN 122 Programming and Problem-Solving in MATLAB (3) UC/CSU

Prerequisite: MATH 261

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

ENG GEN 131 Statics (3) UC/CSU

Prerequisites: PHYSICS 037 and MATH 262

This is a first course in engineering mechanics. Students will learn about two- and three-dimensional analysis of force systems on particles and rigid bodies in equilibrium. Topics also include static analysis of trusses and beams, and determination of center of gravity, centroids, friction, and moments of inertia of area and mass.

ENG GEN 150 Materials Science and Engineering (4) UC/CSU

Prerequisites: CHEM 101 and PHYSICS 037

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and

semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports.

ENG GEN 220 Electrical Circuits I (4) UC/CSU

Prerequisites: MATH 263 and PHYSICS 038

Corequisite: MATH 275

This course covers electric circuit analysis in time and frequency domains, transient, and steady state solutions. Topics include linear circuit analysis techniques, Kirchhoff's Laws, Network Theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents circuits, natural-forced-complete response of RLC circuits, AC circuits, phasors, three phase power, and frequency response and resonance. The laboratory includes experimental verification of the laws of AC and DC circuits, Kirchhoff's laws, and Thevenin's theorem using instruments such as multimeter, oscilloscopes, and signal generators.

ENG GEN 225 Digital Circuit Analysis (4) UC/CSU

Prerequisites: MATH 263, PHYSICS 038

Corequisite: MATH 275

This course is an introduction to digital circuit analysis. Topics covered include the following: Number systems, computer arithmetic, and binary codes; binary logic, Boolean algebra, and logic gates; combinational circuits, analysis and design, including adders, MUX's, decodes, etc.; and sequential circuits analysis and design. In the lab students design, implement, and debug a combinational circuit; and perform implementation of combinational circuits using logic gates and programmable logic devices and design sequential logic circuits using gates, ROMs, and PALs. Students in the laboratory use FPGA board to program and experience the behavior of circuits.

ENGINEERING GRAPHICS & DESIGN

(EGD TEK)

EGD TEK 101 Engineering Graphics (3) UC/CSU

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

ENGLISH

(ENGLISH)

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ENGLISH 072 English Bridge (1) NDA (P/NP Option)

Corequisite: ENGLISH 101.

ENGLISH 072 is a complement to ENGLISH 101 and meets two hours per week. Students receive additional support to improve their analytical and composition skills necessary to meet ENGLISH 101 standards. Emphasis is on the completion of written assignments and essays, library and research papers assigned in the concurrent ENGLISH 101 course. Assistance is provided on pre-writing, drafting, and revising strategies, grammar and mechanics, critical thinking, and understanding reading-to-write strategies.

ENGLISH 100 Accelerated Prep: College Writing (3) (NDA)

This class prepares students for academic reading, critical thinking, and writing expected in transfer and associate-degree classes. Students plan, draft, revise, and edit compositions based on college-level readings that cover topics that challenge students' thinking and provide an intellectual background for the assignments. This course prepares students for ENGLISH 101.

ENGLISH 101 College Reading and Composition I (3) UC/CSU

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. (GE Areas – IGETC 1A; CSU GE: A2)

ENGLISH 101Y College Reading and Composition I Plus 2-Hour Lab (3.5) UC/CSU

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. Course content is identical to ENGLISH 101 with two additional lab support hours for students who desire additional support. (GE Areas – IGETC 1A; CSU GE: A2)

ENGLISH 102 College Reading and Composition II (3) UC/CSU

Prerequisite: ENGLISH 101

ENGLISH 102 focuses on developing student appreciation of a variety of literary genres from diverse writers in different eras. Students learn how to identify standard elements of story in texts and to use appropriate literary terminology to interpret

texts and defend their textual interpretations. (GE Areas – IGETC 3B; CSU GE: A3, C2)

ENGLISH 103 Composition and Critical Thinking (3) UC/CSU

Prerequisite: ENGLISH 101

This course, which meets the transfer critical thinking requirement, is designed to develop critical thinking, reading, and writing skills beyond the level achieved in ENGLISH 101. Based on college-level readings, the course will focus on the development of logical reasoning and analytical and argumentative writing skills with a minimum of 10000 words of student writing submitted over the semester. (GE Areas – IGETC 1B; CSU GE: A3)

ENGLISH 127 Creative Writing (3) UC/CSU

Prerequisite: ENGLISH 101

This course is an introduction to writing poetry, creative non-fiction, and fiction. Students learn different ways to employ the elements of story in their own original literary works by discussing the works of respected writers. Assignments consist of practicing writing in various genres, peer reviews, writing logs, screen writing and journals. (GE Areas – CSU GE:C2)

ENGLISH 185 Directed Study (1) CSU

This is a course in writing in, and about, but not limited to, the natural and physical sciences. Students will study documents such as abstracts, research proposals, and journal articles, will analyze the development of disciplinary writing practices, and will study non-fiction science writing for general audiences.

ENGLISH 203 World Literature I (3) UC/CSU

Prerequisite: ENGLISH 101

This course surveys world literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the seventeenth century. Students read English translations of these great works and write critical papers. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 204 World Literature II (3) UC/CSU

Prerequisite: ENGLISH 101

This course surveys world literature from around the world, including Europe, the Middle East, Africa, Asia, and other areas, from the seventeenth century to the present. Students read English translations of these great works and write critical papers. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 205 English Literature I (3) UC/CSU

Prerequisite: ENGLISH 101

This survey of English literature begins with works from the Middle Ages, proceeds to poetry and plays from the Renaissance, and continues to the decline of neoclassicism in the eighteenth century, with special emphasis on major writers and works. Students will write critical papers. (GE Areas – IGETC 3B; CSU GE: C2)

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ENGLISH 206 English Literature II (3) UC/CSU

Prerequisite: ENGLISH 101

This survey of English literature includes writing from the Romantic Era (e.g., Blake, Wordsworth, Keats, and Mary Shelley), the Victorian Age (e.g., Tennyson, Browning, and Wilde), and the Modern Period (e.g., Yeats, Woolf, Eliot, and Joyce). Students will write critical papers. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 207 American Literature I (3) UC/CSU

Prerequisite: ENGLISH 101

This course surveys American literature from 1608 to the Civil War, emphasizing the works of major writers, culturally diverse and under-represented writers, and writers who suggest the diversity of subject and opinion in American literature. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 208 American Literature II (3) UC/CSU

Prerequisite: ENGLISH 101

This survey of American literature from the Civil War period to the present emphasizes major and under-represented writers and works in order to understand, appreciate, and investigate multicultural influences within national identity. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 209 California Literature (3) UC/CSU

Prerequisite: ENGLISH 101

This course surveys representative literature by California authors and/or about the state of California, beginning with California Indians' oral literature and including notable fiction, poetry, short stories, drama, and films. Topics covered include the relation of this literature to the state's history and an overview of the development of a recognizable state literature. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 215 Shakespeare I (3) UC/CSU

Prerequisite: ENGLISH 101

This course is study of the poems and plays selected from the works of Shakespeare. The course covers many of the elements found in Shakespeare's work, such as structure, character, conflict, setting, style, theme, the supra-supernatural, and symbolic meaning. The selection of plays will include Shakespeare's tragedies, histories, and comedies. Students will study Shakespeare's works in their social, cultural, and historical contexts. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 219 Literature of American Ethnic Groups (3) UC/CSU

Prerequisite: ENGLISH 101

Students analyze the literature of American ethnic writers: stories, novels, plays, poems, essays, and other nonfiction prose works. Works are examined in the context of traditional and contemporary problems facing American ethnic groups that offer unique contributions to American society. (GE Areas – IGETC 3B; CSU GE: C2, D3)

ENGLISH 234 African-American Literature I (3) UC/CSU

Prerequisite: ENGLISH 101

This survey course examines the literary history of African Americans by studying oral traditions, novels, short stories, poems, dramas, and essays written by African-Americans, revealing the dynamics of American culture as interpreted by African-Americans seeking to define themselves and other Americans. (GE Areas – IGETC 3B; CSU GE: C2, D3)

ENGLISH 239 Women in Literature (3) UC/CSU

Prerequisite: ENGLISH 101

Students examine major literary works from ancient times to the present that make women their central character or focus. Students also examine women's changing status and sense of identity as reflected in essays, fiction, poetry, and drama. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 245 Queer Literature (3) UC/CSU

Prerequisite: ENGLISH 101

This course acquaints students with the work of queer (gay, lesbian, bisexual, transgender, or gender non-conforming) writers, historical and contemporary, who have made important contributions to literature. Queer issues and relationships (both overt and in subtext) are examined in both historical and contemporary contexts. Students read works by Whitman, Baldwin, Walker, Kushner, and Highsmith among others. In addition, students become familiar with queer theory and use the work of writers such as Foucault, Butler, and Rich to analyze texts and write critical essays that analyze recurrent themes in this literature. (GE Areas – IGETC 3B; CSU GE: C2)

ENGLISH 420 Research, Design and Methodology (3)

Prerequisite: ENGLISH 103

This advanced course prepares students to develop a research project as well as evaluate scientific evidence-based literature. Research design components and methodology will be discussed, as well as evaluation of scientific evidence-based literature and a capstone project. This is an upper division course, under the SB850 pilot project and only open to students in the baccalaureate degree program.

ENGLISH AS A SECOND LANGUAGE (E.S.L.)

E.S.L. 006A College ESL VI: Writing and Grammar (6) UC/CSU

Prerequisite: Appropriate demonstrated placement

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be

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introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized.

E.S.L. 008 Advanced ESL Composition (6) UC/CSU

Prerequisite: Completion of E.S.L. 006A or appropriate placement level demonstrated through the placement process. This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.

ENVIRONMENTAL DESIGN

(ENV)

ENV 101 Foundations of Design I (3) UC/CSU

Corequisite: ARC 172

An introduction to the processes of basic design through studio projects addressing the relationship between idea, structure, and form. Design projects are assigned which involve the study of various ordering systems and the creation of 3-dimensional objects that manifest the principles and structures of those systems. Students will begin to understand and work with basic architectural formal language.

ENV 102 Foundations of Design II (3) UC/CSU

Prerequisite: ENV 101, ARC 172

ENV 102 is a continuation of ENV 101. An introduction to the processes of basic architectural design through studio projects addressing the relationship between idea, structure, function, and form. Design projects are assigned that involve concepts such as hierarchy, transition and connection as they relate to simple spatial constructs. The development of a clear relationship between architectural form language and spatial idea is stressed.

ENVIRONMENTAL SCIENCE

(ENV SCI)

ENV SCI 001 Introduction to Environmental Science (3) UC/CSU

Introduction to environmental issues from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Topics include ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air

and water pollution, and solid waste management. (GE Areas – IGETC 5A; CSU GE: B1)

ENV SCI 002 The Human Environment: Biological Processes (3) UC/CSU

This is a course in basic ecology and the effects of humans on their environment which fulfills a non-laboratory life science requirement. Topics include ecological structure and function, population dynamics, use of natural resources, energy, pollution and man's impact on the survival of plant and animal species. (GE Areas – IGETC 5B; CSU GE: B2)

ENV SCI 024 Global Climate Change (3) UC/CSU

Climate change is an important and controversial topic. This course covers how the climate system operates today, records of Earth's ancient climate and environments, evidence for modern climate change, and potential impacts to environments and societies based on current predictions. (GE Areas – IGETC 5A; CSU GE: B1)

FAMILY AND CONSUMER STUDIES

(FAM & CS)

FAM & CS 021 Nutrition (3) UC/CSU

This course provides a basic understanding of nutrition. It deals with the six classes of nutrients and their daily requirements. It discusses the effect diet has on achieving a healthy lifestyle, and how to avoid obesity and nutritionally-related diseases. (GE Area – CSU GE: E)

FILM PRODUCTION

(FLM PRD)

Note: The following information applies to the following courses: FLM PRD 101A, 101B, 101C, 103A, 122, 185A, 285A, 291B, 385A, 400. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and corequisites and established pursuant to Title 5, sections 55200 and Board Policy 4260.

FLM PRD 100 Intro to Motion Picture and TV Production Crafts (3) CSU

This lecture-based course provides a broad overview of the entertainment industry including how the world of movies, television and new media is structured and the major processes in content production. The course has a career focus, exploring the entertainment industry's specialized trades sectors - such as stagecraft, set dressing, carpentry, grip, apprentice editing, camera loading, costume manufacturing, make-up, lighting, set painting, sound, and digital production (visual effects, gaming, virtual reality and animation). Students will learn terminology and protocols used

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on motion picture and television sets, and practice the kind of professionalism employers expect of them in an industry job. Additionally, students will be exposed to industry resources, unions, guilds, libraries, web sites and publications relevant to employment in the industry, and practice 'life skills' which will help them manage life both on set and off. This is the introductory course for any student pursuing a certificate of achievement in Film Production and TV Crafts.

FLM PRD 101 Production Skills (3) CSU

The purpose of this class is to provide students with a hands-on overview of the responsibilities of an entry-level crew member in the major craft and technician departments in the motion picture, television and stage industry including camera, grip, set dressing, costume, set lighting, set painting, sound, editing, digital production, and stagecraft. The class will introduce you to the basic skills, tools, terminology, safety protocols and work habits specific to each department. This knowledge will allow you to make an informed decision as to whether you would like to pursue further studies in a particular craft. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101A Production Skills A (4) CSU

Prerequisite: FLM PRD 100

This intermediate hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101B Production Skills B (4) CSU

Prerequisite: FLM PRD 100

This advanced hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore basic skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 101C Production Skills C (4) CSU

This capstone hands-on class focuses on development of the entry-level skills required to gain employment in the entertainment industry's craft and technician departments. You will work with an industry professional from one or more of the craft departments to explore basic skills, tools, terminology, techniques, safety protocols and work habits as they are practiced on the job. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 103 Tools and Rigging for Production Crafts (3) CSU

This course focuses on the safe use of hand and power tools and hardware commonly used in the craft departments of the

television and film production industry. Operation and safety instruction will be given on both portable and stationary power tools, hand tools, pneumatic tools, rigging hardware, aerial platforms, spray guns, etc. Students will learn tools, hardware and techniques used in the grip, set dressing, set painting and set lighting crafts. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 103A Beginning Tools for Production Crafts (3) CSU

Prerequisite: FLM PRD 100

This course is an introduction to the hand and power tools used in the craft departments of the television and film production industry. Students will be introduced to workplace safety protocols, basic measuring techniques, the principles of electrical safety and the safe operation of hand tools, portable power tools and stationary power tools. Students will also learn which tools, hardware and techniques are commonly used in the grip, set dressing, set painting and set lighting crafts. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 105 Stage Craft (6) CSU

Prerequisite: FLM PRD 100

Stagehands are technicians who construct and erect sets, rig electrical equipment and lighting, route and mix audio and manage props for live productions and specialized television applications. The class will introduce students to the fundamentals of stagecraft, including basic construction, rigging, electrical, lighting and audio support. This course provides instruction on the proper operation of all tools and equipment used in stagecraft. Students will learn how measure accurately, perform necessary calculations, read blue prints, set-up and test back line equipment, run audio and electrical cabling, rig lights and build and erect simple flats. The course also incorporates instruction on job-related paperwork, interaction with other crafts, basic computer skills, workplace safety, written and verbal communication, work ethics and job-seeking skills.

FLM PRD 106 Tech Literacy for Production & Post (3) CSU

Prerequisite: FLM PRD 100

This course is highly recommended for students wishing to pursue study in the following crafts: camera, sound, editing and digital production. This class provides students with an overview of entertainment industry technical topics and trends, including an introduction to the major audio and video file formats and codecs; computer hardware and software fundamentals; current industry technical trends; Microsoft excel; file organization; data storage solutions; software, internet and cloud-based applications commonly used by the studios. Knowledge of these topics are considered foundational for these craft pathways.

FLM PRD 110 Set Dressing Crafts (6) CSU

Prerequisite: FLM PRD 100

In film and television, the Art Department creates the physical environment in which stories take place. As part of the Art Department, the Set Decorator and his/her staff (such as the

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Lead Person, Buyers and Set Dressers) are responsible for locating and staging the 'set dressing' -- furniture, rugs, lighting fixtures and the like -- that contributes to telling the story according to the vision of the Production Designer, Director and Producer(s). This class teaches the entry-level skills for set dressing. Coursework includes the aesthetics of decorating as well as tools demonstrations; concepts in measuring, basic mounting and hanging techniques; pulling and inventory of orders; identification and labeling, packing and unpacking protocols; concepts in moving and loading of items and the setting up and maintenance of sets. The course also covers job-related paperwork, interaction with other crafts, computer skills and workplace safety as well as written and verbal communication skills, work ethic and professional development. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 110A Set Dressing Crafts A (4) CSU

Prerequisite: FLM PRD 100

In film and television, the art department creates the physical environment in which stories take place. The set decorator and his/her staff (such as the lead person, buyers and set dressers) are responsible for locating and staging the 'set dressing' -- furniture, rugs, lighting fixtures and the like -- that contributes to telling the story according to the vision of the production designer and director, writer(s) and producer(s). This course teaches the entry-level skills for set dressing, including the history and evolution of the craft, movements in art history, architecture and interior design, and hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 110B Set Dressing Crafts B (3) CSU

Prerequisite: FLM PRD 110A

This course will cover intermediate-level skills, techniques and concepts within the craft of set dressing. Students will shop for and dress sets for student productions, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

FLM PRD 115 Grip Crafts (6) CSU

Prerequisite: FLM PRD 100

Motion picture and television grips are responsible for non-electrical lighting, rigging and camera movement. Students in this class learn what it takes to become a working grip on the set of a television show or motion picture. They learn how to work safely with the tools and equipment common to grip work, as well as understand the professionalism and physicality that are required to advance into a professional career pathway in the grip department.

FLM PRD 115A Grip Crafts A (4) CSU

Prerequisite: FLM PRD 100

This course will introduce students to the craft of the motion picture and television grip technician, beginning with the study of basic concepts in rigging, mounting, and carpentry. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lbs.

FLM PRD 115B Grip Crafts B (3) CSU

Prerequisite: FLM PRD 115A

This course will cover intermediate-level skills, techniques and concepts within the grip craft. Students will set up and problem-solve rigging, mounting and camera movement scenarios, practice with tools, equipment, and expendables and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

FLM PRD 120 Camera Assistant/Digital Utility (6) CSU

Prerequisite: FLM PRD 100

This course introduces students to the basic skills of the Loader, Digital Utility, Media Manager and Second Camera Assistant. The course covers many topics, including the fundamentals of image capture and optics for moving pictures, an overview of the camera crew - with a focus on Loading, Utility and Media Management - as well life skills on location and in the studio. Students begin by learning all of the fundamental elements of cinematography such as camera types, lenses, and workflows as well as the importance of lighting, camera angles and processing. The course features extensive hands-on practice in digital camera technology. This class requires outstanding math, writing, and communication skills.

FLM PRD 121 Camera Assistant/Digital Utility Intermediate Lab (1)

Prerequisite: FLM PRD 100; Corequisite: FLM PRD 120

This laboratory course supports the Film Production Crafts 120 "Camera Assistant/Digital Utility" course. It provides hands-on lab time for the students to practice and drill the basic skills required of 2nd ACs, Loaders, Media Managers and Digital Utility personnel, such as loading, off-loading, logging and working collaboratively with the crew. This class requires outstanding math, writing, and communication skills.

FLM PRD 122 Camera Operation for Unmanned Aircraft Systems (3) CSU

Prerequisite: AVIATEK 075.

This course introduces the student to the operation of camera systems aboard small unmanned aircraft systems (sUAS). Students will learn the components of various UAS camera

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systems, set up video transmission, and practice aerial videography techniques for real world scenarios.

FLM PRD 125 Editing Crafts in Film, TV, and Video Production (6) CSU

Prerequisite: FLM PRD 100

This course covers the art and craft of editing for audio-visual media, particularly as practiced in the professional entertainment industry. Coursework includes an overview of the history of editing and editing techniques, and how these have impacted audio-visual storytelling, as well as considerable practice in using modern editing tools and applications to log, capture, and edit footage. The course also explores various career pathway opportunities in post-production, and students will learn how to perform the core support work typically required of entry level positions in these pathways. This course requires strong computer and organizational skills.

FLM PRD 126 Introduction to Editing Crafts (3) CSU

Prerequisite: FLM PRD 100 & 101

This course is an introduction to the craft of video editing, with an emphasis on fundamental concepts and a focus on the role and responsibilities of the assistant editor. The approach will be project-based, with students learning and developing digital workflows by shooting or ingesting footage from a variety of sources, transcoding it into an editing-friendly codecs, logging it, and then assembling it into sequences. Completed work will be compressed and uploaded to internet practice sites. A student emerging from this class will have a solid technical foundation for the further study of video editing, and an understanding of what will be expected of them in most entry-level editing positions. This course requires strong computer and organizational skills

FLM PRD 127 Editing Crafts Lab 1 (2) CSU

Prerequisite: FLM PRD 100 & 101

This lab course allows students to practice their video editing and post-production skills via exercises and projects. It will also cover tools, settings and menu options in video editing applications as well as editing concepts and techniques.

FLM PRD 128 Editing Crafts Lab 2 (1) CSU

Prerequisite: FLM PRD 100 & 101

This lab course allows students to practice their video editing and post-production skills via exercises and projects. It will also cover tools, settings and menu options in video editing applications as well as editing concepts and techniques.

FLM PRD 129 Intermediate Editing Crafts (3) CSU

Prerequisite: FLM PRD 100 & 101

This course covers intermediate concepts and techniques in video editing and post production, with an emphasis on understanding more advanced digital work flows, becoming familiar with current software used in post-production, and basic visual effects and sound editing. The approach will be project-based, with students editing projects of different genres and formats. Students will act as both editor and

assistant on a variety of projects. The course requires strong computer and organizational skills.

FLM PRD 130 Costume Manufacturing Crafts (6) CSU

Prerequisite: FLM PRD 100

This entry-level costume class teaches students the fundamentals of costume manufacturing. Students learn how to take designs and create stage, movie, and television costumes with sewing skills and other techniques they've acquired. They also are schooled in the countless fabrics and textures utilized by the professionals.

FLM PRD 140 Set Lighting Crafts (6) CSU

Prerequisite: FLM PRD 100

This course will introduce students to the craft of the studio electrical lighting technician: how to safely and correctly handle and operate lighting instruments, stands, mounting equipment, and power distribution systems and how to safely and effectively use the basic hand tools and expendable supplies of the craft.

FLM PRD 140A Set Lighting Crafts A (4) CSU

Prerequisite: FLM PRD 100

This course will introduce students to the craft of the motion picture and television lighting technician, beginning with a study of basic concepts in lighting design, electricity, and power distribution systems. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 140B Set Lighting Crafts B (3) CSU

Prerequisite: FLM PRD 140A

This course will cover intermediate-level skills, techniques and concepts within the craft of set lighting. Students will set up and problem-solve lighting scenarios, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

FLM PRD 145 Set Painting Crafts (6) CSU

Prerequisite: FLM PRD 100

In this course, students learn the art and craft of set painting as it is currently practiced by studio set painters employed in the entertainment industry. Such work often involves the creation of faux finishing, and students will learn the basics of surface preparation and painting, as well as specialized faux finishing techniques. Coursework covers the history of set painting in scenic design for theater and motion pictures, color theory, paints and finishes, tools and tricks of the trade and a consideration of the differences between creating finishes for permanent applications versus temporary installations such as sets.

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FLM PRD 146 Set Painting Crafts (3) CSU

Prerequisite: FLM PRD 100 & 101

This course will introduce students to the craft of set painting for motion pictures and television. Students will learn how to prepare surfaces for acceptance of various paints, the steps of paint preparation and color mixing, and finishing techniques including aging, staining and texturizing surfaces. Students will learn industry terminology and the handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 147 Set Painting Lab 1 (3) CSU

Prerequisite: FLM PRD 100 & 101

This lab course will allow students to practice the basic skills of a set painter via exercises, demonstrations and production simulations. It also covers hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 148 Set Painting Lab 2 (2) CSU

Prerequisite: FLM PRD 100 & 101

This lab course will allow students to practice the basic skills of a set painter via exercises, demonstrations and production simulations. It also covers hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

FLM PRD 150 Scenic Artists Crafts (6)

Prerequisite: FLM PRD 100

In this course, students learn how to create realistic back drops such as are commonly used in television and motion pictures. Coursework covers the basics of visual design, perspective, paints, brushes and the use of projections as well as computer generated matte paintings.

FLM PRD 185 Directed Study - Film/TV Production Crafts (1) CSU

Prerequisite: FLM PRD 100

This Directed Study class allows a student to pursue directed study in film, television, stagecraft, and new media production crafts areas on a contract basis under the direction of a supervising instructor.

FLM PRD 185A Directed Study – Film/TV Production Crafts A (1) CSU

Prerequisite: FLM PRD 100

This intermediate level directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

FLM PRD 200 Introduction to Photoshop and Illustrator (3) CSU

Students will develop an understanding of the core principles of digital art and design, with an emphasis on techniques practiced in the visual effects, animation, and graphic arts

industries. The course covers the fundamentals of digital art: color theory, composition, software tools, image formats, image creation and manipulation, and the fundamentals of compositing and green screen. Students will become familiar with Adobe Photoshop and Illustrator software to explore these concepts. In addition, students will get an overview of workflows and job pathways in visual effects, animation, and graphic arts.

FLM PRD 201 Introduction to Immersive Media (3) CSU

Prerequisite: FLM PRD 100

This career-focused course provides a broad overview of immersive media which includes virtual reality, augmented reality, and other immersive technologies. Topics covered will include but not be limited to 3D storytelling, 3D animation, and 3D gaming. Through lectures, demonstrations, and hands-on exercises, students will learn the immersive media workflow from pre-visualization, through production to post production. Students will become familiar with hardware such as 3D cameras and motion capture tools, software applications such as Maya and Unreal Engine, and applicable terminology. The history of immersive media, how it is changing our cultural landscape, and how it is projected to evolve, will also be explored.

FLM PRD 202 Visual Effects and Motion Graphics (3) CSU

Students will learn to use Adobe After Effects to create motion graphics with text and animation, with an emphasis on techniques practiced in the visual effects industry. Tools such as key frames, motion paths and masks will be used to create visual effects and motion graphics projects and students will explore common workflows and job pathways in post-production and visual effects.

FLM PRD 203 3D Camera Technology for Immersive Media (3) CSU

Prerequisite: FLM PRD 100

This career-focused course provides an introduction to camera technology for virtual reality, augmented reality, and other immersive technologies. Topics covered will include but not be limited to 3D perceptive abilities, 3D cinematography and camera techniques, 3D story-telling, and emerging technologies in 3D camera innovations. Through lectures, demonstrations, and hands-on exercises, students will learn 3D cinematography and camera techniques utilized to record 3D content and to transfer that content into an immersive technology pipeline. Safety and best practices for recording video and audio will also be addressed.

FLM PRD 205 2D Digital Production (3) CSU

This course provides a foundation in narrative, visual and concept design for all digital production classes. Students will create characters, props and backgrounds within a story board animatic. There will be a focus on the traditional principals of 2D animation, including physics of movement and staging 2D characters in scenes while incorporating performance, emotion, dialogue and camera placement.

CREDIT COURSE LISTINGS & DESCRIPTIONS

FLM PRD 206 Motion Capture for Immersive Media (3) CSU

Prerequisite: FLM PRD 100

This career-focused course provides an introduction to motion capture for virtual reality, augmented reality, and other immersive technologies. Topics covered will include but not be limited to 3D perceptible abilities, cameras, software, sensors, and digitizing motions from acquisition to animation enhancement and file integration. Students will learn tracking, solving, integration, animation and motion mixing techniques, as well as current and emerging trends in motion capture technologies for immersive media.

FLM PRD 207 CG Production (4) CSU

This course introduces students to 3-D modeling, texture, lighting, rigging, and animation in projects using three-dimensional software. Students will gain familiarity with the software's expansive interface and gain basic proficiency in 3-D digital production workflows.

FLM PRD 212 Production Team (3) CSU

This course exposes students to project management from concept to completion within the digital production field. Students will collaborate to create a project from pre-production through production, including scheduling, budget management, and team building.

FLM PRD 215 Demo Reel (2) CSU

This course focuses on creating an industry standard demo reel utilizing the software focused on the student's major area of study. In addition to a demo reel the student will create a personal website, business cards, and resume.

FLM PRD 285 Directed Study - Film/TV Production Crafts (2)

Prerequisite: FLM PRD 100

This Directed Study class allows a student to pursue directed study in film, television, stagecraft and new media production crafts areas on a contract basis under the direction of a supervising instructor.

FLM PRD 285A Directed Study – Film/TV Production Crafts A (2) CSU

Prerequisite: FLM PRD 100

This intermediate level directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

FLM PRD 290A Production Crafts Lab A (1) CSU

Prerequisite: FLM PRD 100

This lab course will allow students to practice their collaborative skills via production exercises and projects.

FLM PRD 290B Production Crafts Lab B (1) CSU

Prerequisite: FLM PRD 100

This lab course will allow students to practice their collaborative skills via production exercises and projects.

FLM PRD 291A Post Production Lab A (1) CSU

Prerequisite: FLM PRD 100

This lab course will allow students to practice their collaborative skills via post production exercise and projects.

FLM PRD 291B Post Production Lab B (1) CSU

Prerequisite: FLM PRD 100

This lab course will allow students to practice their collaborative skills via post production exercise and projects.

FLM PRD 385 Directed Study - Film/TV Production Crafts (3)

Prerequisite: FLM PRD 100

Directed Study classes allow a student to pursue directed study in Film Production Crafts areas on a contract basis under the direction of a supervising instructor.

FLM PRD 385A Directed Study – Film/TV Production Crafts A (3) CSU

Prerequisite: FLM PRD 100

This intermediate level directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

FLM PRD 400 Film/TV Production Crafts Production (2) CSU

Prerequisite: FLM PRD 100 & FLM PRD 101

The purpose of this course is the creation of a professional portfolio detailing field work completed in the entertainment industry. Students will compile call sheets, production paperwork, correspondence, references, and a journal of experiences & skills acquired, as they carry out their work study assignments in the program. In addition, students will write a resume and create business cards. The portfolio will be created under the direction of a supervising instructor.

FINANCE

(FINANCE)

FINANCE 001 Principles of Finance (3) CSU

This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

FINANCE 002 Investments (3) CSU

This course covers an analysis of stocks, bonds, mutual funds, real estate trusts, commodities and related investments. Particular attention is given to the concepts and skills needed to make sound financial decisions, to understand financial statements, interest rates, bond and stock markets, as well as acquiring, managing and budgeting capital and making financial forecasts.

FINANCE 008 Personal Finance and Investments (3) CSU

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Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to their personal affairs. Personal and family budgeting, consumer credit, home ownership, life and property insurance, investment and savings plans, social security and retirement plans.

FIRE TECHNOLOGY (FIRETEK)

FIRETEK 027 Wildland Firefighter (4) CSU

This course provides information on the characteristics and behavior of wildland fires in the Southern California watershed systems. It covers the organization, staffing, equipment, initial fire attack procedures, large fire management procedures as well as the tactical strategies used on large fires.

FIRETEK 201 Fire Protection Organization (3) CSU

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

FIRETEK 202 Fire Prevention Technology (3) CSU (P/NP Option)

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

FIRETEK 203 Fire Protection Equipment and Systems (3) CSU (P/NP Option)

This course provides information relating to the 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

FIRETEK 204 Building Construction for Fire Protection (3) CSU (P/NP Option)

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies

FIRETEK 205 Fire Behavior and Combustion (3) CSU (P/NP Option)

This course will provide students with the knowledge and information regarding basic fire chemistry and examines the various firefighting procedures recommended for attacking a variety of fires. A special emphasis will be given to the underlying theories regarding the fire combustion process.

FIRETEK 207 Wildland Fire Control (3) CSU

This course provides information relating to the incident command system and how it is used to control order and assign resources on wild land fires. The course will survey the methods used to suppress wild land fires, including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing.

FIRETEK 209 Fire Tactics and Strategy (3) CSU

Introduction to structural firefighting problems and methods. The course will provide students with the knowledge and information regarding the basic fires procedures and policies for attacking a variety of fires and includes information on the system that is required to direct large scale emergencies. Most aspects of emergency management will be covered; for example, high-rise and commercial buildings including a number of fire issues on residential fires along with fires in aircraft, ships and vehicles.

FIRETEK 210 Fire Company Organization and Procedure (3) CSU

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer including the major leadership and management theories.

FIRETEK 213 Fire Investigation (3) CSU

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes

FIRETEK 216 Fundamentals of Personal Fire Safety & Emergency Action (3) CSU

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, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

FIRETEK 217 Fire Apparatus (3) CSU

This course provides the basic theoretical principles underlying the operation of fire apparatus and fire pumps. The course includes the specification process used for the bidding and purchase for fire apparatus of all types with special emphasis of specifications for: motors, pumps, chassis and

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body requirements. NFPA Pumping standards and testing procedures will also be covered.

FRENCH (FRENCH)

FRENCH 001 Elementary French I (5) UC/CSU

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France. (GE Area – IGETC 6A: CSU GE: C2)

FRENCH 002 Elementary French II (5) UC/CSU (P/NP Option)

Prerequisite: FRENCH 001 or two years of high school French or equivalent.

This course completes the basic grammar of the French language. Videos are employed to develop an understanding of French culture and history, improve comprehension, enrich vocabulary, and serve as topics for discussions and written compositions. (GE Area – IGETC 6A: CSU GE: C2)

FRENCH 003 Intermediate French I (5) UC/CSU (P/NP Option)

Prerequisite: FRENCH 002 or three years of high school French or equivalent.

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines. Note: Acceptable for French 4 credit at UCLA. (GE Area – IGETC 3B, 6A: CSU GE: C2)

FRENCH 004 Intermediate French II (5) UC/CSU

Prerequisite: FRENCH 003, or four years of high school French.

This course continues to refine speaking, reading and writing comprehension skills through literary and visual media. (GE Area – IGETC 3B, 6A: CSU GE: C2)

GEOGRAPHY (GEOG)

GEOG 001 Physical Geography (3) UC/CSU

This course is a systematic study of the elements of the physical environment (e.g., weather, climate, landforms, water, soil and vegetation), and an analysis of their interrelationships and patterns of world distribution. (GE Area – IGETC: 5A; CSU GE: B1)

GEOG 002 Cultural Elements of Geography (3) UC/CSU

This course introduces cultural elements of geography and their correlation with the physical environment. This course explores diverse human populations, cultural origins, diffusion

and contemporary spatial expressions. Topics include: population patterns, cultural diversity, language, religion, livelihood, settlements, geopolitics, economic systems, development, and environmental modification. (GE Area – IGETC: 4E; CSU GE: D5)

GEOG 003 Introduction to Weather and Climate (3) CSU

This course is an introduction to weather and climate patterns through an examination of the scientific method and Earth's atmosphere and processes including atmospheric composition and structure, solar radiation, energy balances, temperature, seasonality, atmospheric moisture, clouds and fog, precipitation, air pressure and circulation, air masses and fronts, cyclones, weather forecasting, climate, and climate change.

GEOG 007 World Regional Geography (3) UC/CSU

This course provides a geographical survey of the world's major regions with emphasis on those features important to an understanding of current global concerns and problems. (GE Area – IGETC: 4E; CSU GE: D5)

GEOG 015 Physical Geography Laboratory (2) UC/CSU

Corequisite: GEOG 001

This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: Earth-Sun relationships; Earth's representation on maps and in air photos; temperature, moisture, and pressure; air masses, fronts, and storms; and landform evolution by tectonic, erosion, and depositional forces. (GE Area – IGETC: 5C; CSU GE: B3)

GEOLOGY (GEOLOGY)

GEOLOGY 001 Physical Geology (3) UC/CSU

GEOLOGY 001 deals with materials that compose our planet Earth and forces and processes that affect it. The course includes a survey of minerals & rocks, a study of plate tectonics, the forces & processes that create volcanoes & earthquakes, how ages of fossils, minerals, and rocks are determined; the work of running and groundwater; basic concepts behind the formation of petroleum, coal & other mineral deposits, and the environmental impact of energy and mineral resources. (GE Area – IGETC: 5A; CSU GE: B1)

GEOLOGY 002 Earth History (3) UC/CSU

This course is an introduction to the geological history of Earth, with emphasis on the evolution of life and landforms. Topics include the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans; how Earth processes produce and alter landforms, climate, and energy and water resources on which humans depend; and significant tectonic events, such as mountain building episodes. (GE Area – IGETC: 5A; CSU GE: B1)

GEOLOGY 006 Physical Geology Laboratory (1) UC/CSU

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Prerequisite: GEOLOGY 001 or Corequisite: GEOLOGY 001.
GEOLOGY 006 deals with laboratory exercises which aid students in the identification of minerals and rocks (igneous, sedimentary and metamorphic), the interpretation of topographic and geologic maps, the geologic work of running & groundwater, determination of relative and radiometric ages of minerals and rocks, and earthquake analyses that include locating earthquake epicenters and magnitudes. (GE Area – IGETC: 5C; CSU GE: B3)

GEOLOGY 007 Earth History Laboratory (1) UC/CSU

Corequisite: GEOLOGY 002.

This is a laboratory course for Earth History, intended to teach the scientific methods of reasoning and to acquaint students with the fundamental principles of historical geology.

Laboratory exercises examine the history of Earth from its origin to the present as interpreted from the fossil record and radiometric dating techniques. Topics include the evolutionary study of fossils, the study of rock types and ancient land forms, plate tectonics, supercontinent cycle, paleoclimate, and the methods used to determine events in Earth history and reconstruct past environmental conditions. Field trips may be taken. Strongly recommended for the student who is enrolled in or has completed GEOLOGY 002. (GE Area – IGETC: 5C; CSU GE: B3)

GEOLOGY 012 Introduction to the Geology of California (3) UC/CSU

This course offers a survey of the geology of California, with emphasis on: physiographic provinces; local rocks and minerals; landforms; geologic and tectonic history; natural hazards such as earthquakes or volcanoes; mineral, energy, and water resources. (GE Area – IGETC: 5A; CSU GE: B1)

GEOLOGY 285 Directed Study – Geology (2) CSU

The course allows students to pursue directed study in Geology on a contract basis with, and under the direction of a supervising instructor.

HEALTH

(HEALTH)

HEALTH 011 Principles of Healthful Living (3) UC/CSU

This course is recommended for students entering the teaching profession, or in preparation for health care professions such as nursing, medicine, physical therapy, dentistry, and areas in the biological sciences. 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. (GE Area – CSU GE: E)

HEALTH 012 Safety Education and First Aid (3) UC/CSU

This course provides students with scientific rationale and practical application involved in responding to a victim with a potential life-threatening condition. Students will become proficient in performing CPR, and in the use of an AED. Legal ramifications will be discussed in class along with factors involved when dealing with special populations. In addition, the course covers the management of infectious diseases, splinting, bandaging and spine boarding. The AHA American Heart Association standards will be followed along with candidacy in becoming certified in First Aid & CPR/AED BLS.

HEALTH OCCUPATIONS

(HLTHOCC)

HLTHOCC 051 Medical Office Microcomputer Management Applications (1)

In this course students learn the essential microcomputer management applications of the medical office. Topics include spreadsheets, accounts receivable, insurance data entry, patient demographic entry and scheduling systems.

HLTHOCC 052 Medical Office Procedures I (4)

This introductory course reviews the role of the Medical Assistant, office operations, communication, professionalism, legal/ethical issues and basic medical office procedures.

HLTHOCC 053 Medical Office Procedures II (4)

This course covers the role of the Medical Assistant, medical ethical and legal implications, and office procedures including patient processing, reception, appointment scheduling, telephone techniques, interpersonal relations, basic computer usage, written communication, records management and insurance/billing.

HLTHOCC 054 Human Disease for Health Occupations (4)

This course provides a review of medical and directional terminology and discusses the anatomy and physiology of body systems, common diseases and related diagnostic and medical procedures.

HLTHOCC 055 Clinical Assisting Techniques I (4)

This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical sepsis and infection control.

HLTHOCC 056 Clinical Assisting Techniques II (4)

This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include medication administration, emergency responses and EKG techniques.

HLTHOCC 057 Medical Office Laboratory Procedures (3.5)

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This course introduces student to methods of specimen collection, including blood test, urinalysis and other routine office laboratory tests.

HLTHOCC 058 Pharmacology for the Medical Assistant (2)

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. Laboratory experience will be guided practice in medication administration.

HLTHOCC 059 Practicum for the Medical Assistant (2)

This course provides introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

HLTHOCC 060 Medical Assistant Clinical Internship (3)

This 8-week course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Student will work under the supervision of a medical assistant preceptor. Student is expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor.

HLTHOCC 061 Medical Insurance (3)

In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

HLTHOCC 062 Skill Set for the Health Care Professional (2) CSU

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring, basic first aid, therapeutic communication and basic health documentation.

HLTHOCC 063 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2) CSU

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

HLTHOCC 064 Cultural and Legal Topics for Health Care Professionals (1) CSU

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.

HLTHOCC 065 Fundamentals for the Health Care Professional (2.5) CSU

This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an internship during which area employers will introduce students to direct and indirect patient care opportunities.

HISTORY (HISTORY)

HISTORY 001 Introduction to Western Civilization I (3) UC/CSU

This History course covers the major elements in the Western heritage from the earliest Mesopotamian civilizations through the religious reformations of the sixteenth century. Students are introduced to the history, ideas and institutions central to western civilization. Students will be knowledgeable, through reading and critical discussion, with representative contemporary documents and writings of enduring interest. (GE Area – IGETC: 3B, 4F; CSU GE: C2, D4)

HISTORY 002 Introduction to Western Civilization II (3) UC/CSU

This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis upon the rise of the nation state and industrialization. The global influence of Europe, Africa, Asia and the countries of the Western Hemisphere in the twentieth and twenty-first centuries will also be examined. (GE Area – IGETC: 3B, 4F; CSU GE: C2, D6)

HISTORY 005 History of the Americas I (3) UC/CSU

This course presents the major socio-cultural, political and economic developments that accompanied the discovery and colonization of the Americas from the pre-Columbian era through the period of U.S. and Latin American independence. (GE Area – IGETC: 4F; CSU GE: D6)

HISTORY 006 History of the Americas II (3) UC/CSU

This course traces the development of the Americas from the Latin American wars of independence to the present, stressing Latin American development, inter-American relations and constitutional patterns. Emphasis is placed on the contrast between the development of Latin America as opposed to that of the United States and Canada, as well as the relationships between the Americas and the world. (GE Area – IGETC: 4F; CSU GE: D6)

HISTORY 011 Political and Social History of the United States I to 1877 (3) UC/CSU

This course surveys the political, social, economic and constitutional history of the United States, from the colonial settlements through the Civil War and reconstruction. (GE Area – IGETC: 4F; CSU GE: D6)

CREDIT COURSE LISTINGS & DESCRIPTIONS

HISTORY 012 Political and Social History of the United States II from 1865 (3) UC/CSU

This course presents the major sociocultural, political and economic developments during the course of the history of the United States, from the Reconstruction period through the present day. (GE Area – IGETC: 4F; CSU GE: D6)

HISTORY 027 History of Africa (3) UC/CSU

This is a survey of Africa from ancient times to the present. The course includes the historical ramifications of the African Diaspora to the Western Hemisphere and the special relationship of Africa to the United States. (GE Area – IGETC: 4C, 4F; CSU GE: D6)

HISTORY 029 Asian Civilization: The Middle East (3) UC/CSU

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and sociocultural development. The course deals with the life and teachings of Mohammed, development of the Islamic world, and the relationship between the Islamic world and the rest. (GE Area – IGETC: 4F; CSU GE: D6)

HISTORY 040 American History in Film (3) UC/CSU

This course will survey the development of American films, and explore the way in which American history has been interpreted and presented for mass viewing by movie-going audiences. (GE Area – CSU GE: C1)

HISTORY 041 The African-American in the History of the United States I (3) UC/CSU

HISTORY 041 (same as AFRO AM 004) is a survey of United States history from the early Colonial era to the Reconstruction Period, with special emphasis on the contribution of the African American to the political, economic and social development of the nation. This course also surveys the U.S. Constitution and California state and local government. (GE Area – IGETC: 4F; CSU GE: D)

HISTORY 042 The African-American in the History of the United States II (3) UC/CSU

The course covers post-Civil War United States history, identifying 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 and analyzes both the 20th century and early 21st century social change movements in the contexts of race, equality, gender, Black feminism, 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 helps students understand the theories and motivations behind racial behavior and race-based social patterns and attitudes that forged U.S. political, social, and economic inter-race relations from 1865 to the present. (GE Area – IGETC: 4F; CSU GE: D)

HISTORY 043 The Mexican-American in the History of the United States I (3) UC/CSU

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. (GE Area – IGETC: 4C, 4F; CSU GE: D)

HISTORY 044 The Mexican-American in the History of the United States II (3) UC/CSU

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. (GE Area – IGETC: 4C, 4F; CSU GE: D)

HISTORY 056 American Environmental History (3) CSU

Students will survey the environmental history of the United States from the pre-Columbian era to the present, including an examination of the economic, social and political consequences of environmental degradation and the responses to those disasters by governmental and other bodies. Students will relate events and express concerns when dealing with issues of the environment. They will apply this knowledge by calculating and assembling data while measuring the outcomes of the environment and how it is interpreted in American History.

HISTORY 058 The Asian-American in the History of the United States (3) CSU

This is an introductory history of Asians in the United States from the mid nineteenth century to the present. The course emphasizes the experiences of Asian immigrants and Asian-Americans within the broader context of immigration and race relations throughout American history. An interdisciplinary approach will be taken to address the issues facing Asian-Americans including gender, race, identity, politics, socialization, assimilation, and popular culture.

HISTORY 074 Asian Civilization (3) UC/CSU

This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia. (GE Area – IGETC: 4C, 4F; CSU GE: D)

HISTORY 086 Introduction to World Civilization I (3) UC/CSU

HISTORY 086 is an introductory survey of world civilization up to the 16th century including a comparative study of the social, economic, political, intellectual and religious institutions of Africa, the Americas, Asia and Europe. The course will also

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examine traditions as well as changes brought by encounters between societies and their interactions with one another. (GE Area – IGETC: 3B, 4F; CSU GE: C2, D6)

HISTORY 087 Introduction to World Civilization II (3) UC/CSU

Interactions of world civilizations from the early modern era (ca. 15 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. (GE Area – IGETC: 3B, 4F; CSU GE: C2, D6)

HOSPITALITY (HOSPT)

HOSPT 100 Introduction to the Hospitality Industry (3) CSU

This course is an introduction to the hospitality industry. The course will give students an overview of careers in hotels, resorts, restaurants, private clubs, and institutional settings. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

HOSPT 110 Sanitation and Safety (2) CSU

This course provides students with a solid foundation about sanitation and safety within the hospitality industry. Areas emphasized include: food safety regulations, general food-handling and storage procedures, foodborne illnesses and prevention procedures, and maintaining workplace sanitation and personal hygiene.

HOSPT 135 Meeting/Convention and Incentive Planning (3) CSU

Prerequisite: HOSPT 100

This course is an introduction to meeting, event and convention planning including the scope of the industry, and its relationship to other parts of the tourism, travel and hospitality industries. Students will be prepared to plan, promote and operate programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and the use of technology for registration. An overview of food and beverage service costs and audio-visual equipment will also be presented. Incentive programs will be covered as well as logistics, housing and transportation, function room set-up, marketing, promotion and publicity, and risk management. Students will learn industry terminology, the financial management aspects of meeting/convention planning, and about important industry-related professional associations.

HOSPT 136 Event Management (3) CSU

Prerequisite: HOSPT 100

This course provides future event managers with the essential training and skills required to research, plan, schedule, organize, and market special events anywhere in the world. This course teaches the logistical know-how, and the theoretical understanding needed, to enter this rewarding sector of the hospitality industry. Topics covered include event management, meeting planning, trade show and exposition operations, catering, and marketing for all types of special events.

HOSPT 302 Introduction to Hotel/Motel Operations (3) CSU

With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career. By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

HOSPT 303 Hotel Front Office Operations (3) CSU

Exciting and rewarding careers are available in the hotel industry, and in this course, students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision making skills, and teamwork.

HOSPT 310 Hospitality Sales (3) CSU

Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

HOSPT 311 Hospitality Marketing (3) CSU

Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the

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hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

HOSPT 320 Hospitality Law (3) CSU

Prerequisite: HOSPT 100

For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper restaurateur are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

HOSPT 325 Guest Relations Management (3) CSU

Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

HOSPT 330 Managing Technology and E-Commerce (3) CSU

The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

HOSPT 340 Introduction to Professional Food Service (3) CSU

The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to food service operations and give them the foundation they need to make smart decisions in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high-quality food.

HUMANITIES (HUMAN)

HUMAN 030 The Beginnings of Civilization (3) UC/CSU

This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. (GE Area – IGETC: 3B; CSU GE: C2)

HUMAN 031 People in Contemporary Society (3) UC/CSU

A study of cultural history from the 17th century to the present. The approach is interdisciplinary, involving art, music, literature, drama, philosophy, and history. Emphasis is upon the evolutionary influences that have shaped modern culture. (GE Area – IGETC: 3B; CSU GE: C2)

HUMAN 060 People and Their World: Technology and the Humanities (3) UC/CSU

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed. (GE Area – IGETC: 3B; CSU GE: C2)

INTERIOR DESIGN (INTRDGN)

INTRDGN 102 Introduction to Interior Design (3) CSU

Prerequisites: ARC 172, ENV 101

Introduction to the field of interior design including the elements and principles of ideas and design as applied to color, materials, space planning, furniture and lighting selection. Products, services and career options are reviewed. Design projects are assigned through exercising spatial relationships, proximities, scales, focal elements, and color material balance.

INTRDGN 106 Digital Drafting for Interior Design (3) CSU

Prerequisites: ARC 172, ENV 101

An introduction to the fundamentals of freehand drawing, drafting, and computer-based drawing for Interior Designers. This course involves 2D and 3D analysis and interpretive studies using drawing as an integral part of the design process.

INTRDGN 107 Color Theory and Design (3) CSU

This course covers the developments and use of color as it relates to interior design. The psychology of color, texture and light effects, the historic value of color, color trends past and present, and the uses of color in build environments.

INTRDGN 108A Residential Space Planning (3) CSU

Prerequisites: INTRDGN 102, 106, 107

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This course covers space planning for interior design with an emphasis on complete environmental planning including humane and green environments, client requirements, ADA compliance, architectural considerations, interior and exterior relationships in residential design. Covers basic drawing and 3D modeling techniques in developing design proposals.

INTRDGN 108B Residential Space Planning (2) CSU

Prerequisite: INTRDGN 108A

This course covers commercial space planning for interior design with an emphasis on complete environmental planning. The course also client requirements, ADA compliance, architectural considerations, and interior and exterior relationships to commercial design. This course includes presentation methods and field trips.

INTRDGN 114 Interior Design Materials, Standards and Specifications (3) CSU

This course covers the knowledge of materials and finishes specification and their applications for both residential and commercial space. Students learn about interior products for durability, health, environmental, sustainability, and American Disability Act considerations.

JAPANESE

(JAPAN)

JAPAN 001 Elementary Japanese I (5) UC/CSU

This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture. (GE Area – IGETC: 6A; CSU GE: C2)

KINESIOLOGY

(KIN)

KIN 229 Body Conditioning Skills (1) UC/CSU

This course provides students with the opportunity to participate in a variety of moderate to vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility and establish a workout program they can use for the rest of their life. Exercises are drawn from a number of different sources such as yoga, Pilates, cardio, speed walking/running, and weight training. (GE Area – CSU GE: E)

KIN 232 Step Aerobics Activity (1) UC/CSU

Students are instructed how to safely exercise using step-aerobic benches to achieve their personal fitness goals. Additional instruction offered on exercises from a variety of different sources such as yoga, Pilate's and weight training. Course is open to all levels. (GE Area – CSU GE: E)

KIN 245 Body Dynamics Skills (1) UC/CSU

Emphasis is on physical fitness through a non-traditional strength training. Students will leave with an extensive exercise library using nontraditional equipment (fit balls, bends, medicine balls, etc.). (GE Area – CSU GE: E)

KIN 250 Weight Training Skills (1) UC/CSU

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 individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology. (GE Area – CSU GE: E)

KIN 251 Yoga Skills (1)

This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels

KIN 251-1 Yoga Skills – I (1) UC/CSU

Students are introduced to the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions), and terminology. (GE Area – CSU GE: E)

KIN 272 Track and Field Skills (1) UC/CSU

This class is for the student who is interested in developing track and field skills. The emphasis is on teaching fundamentals while working to improve the student's overall fitness and conditioning levels. (GE Area – CSU GE: E)

KIN 286 Baseball Skills (1) UC/CSU

Course will focus on developing fundamental skills, strategies, knowledge of the rules and history of baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels. (GE Area – CSU GE: E)

KIN 287 Basketball Skills (1) UC/CSU

This course offers instruction, and practice on the fundamental skills and basic techniques of basketball. (GE Area – CSU GE: E)

KIN 288 Flag/Touch Football Skills (1) UC/CSU

This course is designed to teach students the rules and skills related to flag football as a team activity. (GE Area – CSU GE: E)

KIN 289 Soccer Skills (1) UC/CSU

This course emphasizes fundamental soccer skills, as well as the selection and care of equipment, rules, proper etiquette, terminology and strategies of the game. The student will be

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introduced to individual and team offense and defense as well as terminology and the five components of fitness. (GE Area – CSU GE: E)

KIN 291 Volleyball Skills (1) UC/CSU

This course is designed to teach beginning to intermediate volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball. (GE Area – CSU GE: E)

KIN 303 Aqua Aerobics (1) UC/CSU

This course is an exercise and conditioning activity class that promotes cardiovascular and muscular fitness. It is conducted in a shallow therapy pool and uses foam noodles, kick boards and noodles. (GE Area – CSU GE: E)

KIN 326 Aerobic Super Circuit Lab (1) UC/CSU

This course is designed for the individual interested in beginning a personal fitness program. Using fundamentals of exercise physiology, each student will assess his/ her level of physical fitness, develop fitness goals, design and implement a personalized exercise program to be performed on circuit training equipment. (GE Area – CSU GE: E)

KIN 327 Lifelong Fitness Lab (1) UC/CSU

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course. (GE Area – CSU GE: E)

KIN 329 Body Conditioning (1) UC/CSU

This course uses a variety of aerobic and anaerobic exercises to help the student achieve their physical fitness goals. Students will establish a workout program they can use for the rest of their life. Exercises are drawn from a number of different sources such as yoga, Pilates, dance and weight training. (GE Area – CSU GE: E)

KIN 331 Cross Training (1) UC/CSU

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength, endurance and flexibility. (GE Area – CSU GE: E)

KIN 334-1 Fitness Walking I (1) UC/CSU

This course focuses on achieving cardiovascular fitness and a healthy life- style through walking. Includes such topics as basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level and the physical health benefits from walking. (GE Area – CSU GE: E)

KIN 335-1 Fitness and Weight Control I (1) UC/CSU

This course introduces students to healthy weight control strategies and an individualized approach towards exercise for lifelong fitness. Topics include assessing and improving fitness levels, developing a realistic exercise program, nutrient tracking, healthy meal choices, goal setting, label reading, weekly weigh ins, and active lifestyle approaches that are involved in maintaining appropriate levels of fitness and weight control. (GE Area – CSU GE: E)

KIN 345 Body Dynamics Activity (1) UC/CSU

Emphasis is on physical fitness through a regular exercise program including low/high impact aerobics performed to music, and nutrition, diet and body mechanics information. (GE Area – CSU GE: E)

KIN 350 Weight Training (1) UC/CSU

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course include instruction in the five health-related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles. (GE Area – CSU GE: E)

KIN 350-1 Weight Training I (1) UC/CSU

This course enhances training skills, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed on the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles. (GE Area – CSU GE: E)

KIN 386 Baseball Skills Activity (1) UC/CSU (P/NP Option)

This course is designed to provide instruction in the history of and the skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play. (GE Area – CSU GE: E)

KIN 387 Basketball (1) UC/CSU

This course is designed to teach all levels of basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing and shooting but it also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness. (GE Area – CSU GE: E)

KIN 388 Flag Football (1) UC/CSU

This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football

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techniques, terminology, rules and regulations. (GE Area – CSU GE: E)

KIN 389 Soccer (1) UC/CSU

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback. (GE Area – CSU GE: E)

KIN 391 Volleyball (1) UC/CSU

This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, etiquette, terminology and strategies for volleyball. (GE Area – CSU GE: E)

KINESIOLOGY ATHLETICS

(KIN ATH)

KIN ATH 503 Intercollegiate Athletics - Baseball (3) UC/CSU

This course is for the intercollegiate baseball team. It 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. (GE Area – CSU GE: E)

KIN ATH 504 Intercollegiate Athletics - Baseball (3) UC/CSU

This course includes instruction in the fundamental, intermediate and advance principles, theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting and rebounding as well as individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 506 Intercollegiate Athletics - Cross Country (3) UC/CSU

This is the intercollegiate cross-country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross-country team. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 508 Intercollegiate Athletics - Football (3) UC/CSU

This course is for the intercollegiate football team. The course includes advanced football skills, offensive and defensive,

along with special team strategies. The components of fitness for football require running, cardiovascular endurance, agility, strength training, and balance. The class includes football video to study the technique and strategies used while participating as a member of the intercollegiate football team. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 511 Intercollegiate Athletics - Soccer (3) UC/CSU

This course is for the intercollegiate soccer team. The course covers fundamental, intermediate, and advanced principles, theories, and skills of soccer. Students will practice the soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense and defense, and will be expected to participate in intercollegiate competition. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 512 Intercollegiate Athletics - Softball (3) UC/CSU

This is the intercollegiate softball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of softball and practice basic softball skills, including throwing, fielding, hitting, and base running while participating in intercollegiate competition. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 515 Intercollegiate Athletics - Track and Field (3) UC/CSU

This course is the intercollegiate track and field team course requiring active participation on the college track & field team. The course covers fundamental and advanced principles and theories of track and field techniques, including demonstration and practice of sprinting, hurdling, throwing, vertical and horizontal jumping, pole vaulting, and middle- and long-distance skills while participating in intercollegiate competition. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 516 Intercollegiate Athletics - Volleyball (3) UC/CSU

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition. Tryouts are required. (GE Area – CSU GE: E)

KIN ATH 549 Intercollegiate Cheer/Yell Leaders (3) UC/CSU

This course covers fundamental to advanced principles of drill patterns, yell, dance, stunt and cheer leading routines. Instruction, demonstration and practice of yell, dance, stunt and cheer leading skills. Students will be required to perform at athletic events and competitions as part of the course requirements. (GE Area – CSU GE: E)

KIN ATH 552 Intercollegiate Sports - Conditioning & Skills Training (3) UC/CSU

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic

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skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning. (GE Area – CSU GE: E)

KIN ATH 553 Intercollegiate Football - Fitness & Skills Training (1) UC/CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football. (GE Area – CSU GE: E)

KIN ATH 554 Intercollegiate Track/Field - Fitness & Skills Training (1) UC/CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for track and field. (GE Area – CSU GE: E)

KIN ATH 555 Intercollegiate Cross Country - Fitness & Skills Training (1) UC/CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for cross country. (GE Area – CSU GE: E)

KIN ATH 556 Intercollegiate Basketball - Fitness & Skills Training (1) UC/CSU

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. (GE Area – CSU GE: E)

KIN ATH 557 Intercollegiate Baseball - Fitness & Skills Training (1) UC/CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball. (GE Area – CSU GE: E)

KIN ATH 558 Intercollegiate Soccer - Fitness & Skills Training (1) UC/CSU

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. (GE Area – CSU GE: E)

KIN ATH 563 Intercollegiate Volleyball - Fitness & Skills Training (1) UC/CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball. (GE Area – CSU GE: E)

KIN ATH 564 Intercollegiate Softball - Fitness & Skills Training (1) UC/CSU

This course is designed for the student athlete and provides an advanced strength and conditioning program specific to softball, emphasizing injury prevention and safety. The goal of this class is to improve general fitness and strength and to increase explosiveness and speed. The student also learns strategic plays necessary for competition at advanced levels. (GE Area – CSU GE: E)

KIN ATH 571 Intercollegiate Cheerleading - Fitness & Skills Training (1) UC/CSU

This course is designed for members of the West LA College cheerleading team and develops knowledge and provides skills to condition the body for cheer. In addition to exploring various conditioning programs, it offers an opportunity to enhance cheerleading techniques. (GE Area – CSU GE: E)

KINESIOLOGY MAJOR

(KIN MAJ)

KIN MAJ 100 Introduction to Kinesiology (3) UC/CSU

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

KIN MAJ 126 Fundamentals of Athletic Training (3) UC/CSU

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and anyone else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

KIN MAJ 127 Advanced Athletic Training (3) UC/CSU

This course will build on the knowledge and skills introduced in Kin Maj 126. The student will acquire more clinical experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries using an evidence-based practice approach.

KIN MAJ 128 Care and Prevention of Athletic Injuries (3) UC/CSU

The scope of this course includes the diagnosis and treatment of common athletic injuries, movement dysfunctions and upper/lower body impairment syndromes. The internal and external factors will be examined and discussed to provide the most appropriate care and management strategies.

KIN MAJ 143 Academic Success for Student Athletes (3) UC/CSU

This course will enable the student to achieve greater success in college as well as their personal life. The course will use strategies to create academic, professional and personal success. The student athlete will learn about the college

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experience including higher educational resources. The course examines graduation, transfer, educational planning and factors in educational decision making.

LAW (LAW)

LAW 003 Civil Rights and the Law (3) UC/CSU

This course presents a comparative and analytical study of the law and related problems concerning the Bill of Rights and the United States Constitution, life and the death penalty, freedom of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events. (GE Area – CSU GE: D8)

LIBRARY SCIENCE (LIB SCI)

LIB SCI 101 College Research Skills (1) UC/CSU

In this course, students will learn efficient research skills. These skills will enable students to find, evaluate, and appropriately cite academically acceptable resources, thereby avoiding the dreaded 'p'-word, plagiarism. That said, are there sources that cannot be used for a research paper--as long as they are properly documented? Students will learn and appreciate the freedom that the simple implementation of MLA (and other) documentation style(s) offers. The course will prepare students to mount effective research campaigns in other classes.

LIB SCI 102 Internet Research Methods (1) UC/CSU

Successful completion of this course will enable the student to find and assess information found on the Internet. The student will also be able to devise effective search strategies in the pursuit of academic and personal interests utilizing approved principles of access and standardized evaluation criteria.

LIB SCI 103 Information Literacy: Search Strategies, Tools, and Resources (2) UC/CSU

This course combines modern, up-to-date search strategies with the latest research tools to enable the student to access pertinent information and data from both print and electronic research resources.

LIB SCI 104 Advanced Internet Research (1) UC/CSU

This course provides extensive coverage of the Internet and the World Wide Web using specialized and meta-searchers to find resources on the web and on the so-called "deep web." The student will learn to monitor the growth and direction of the internet and learn how the internet affects society's views of privacy, intellectual property rights, social interaction, and communication.

MANAGEMENT

(MGMT)

MGMT 001 Principles of Management (3) CSU

This course provides an introduction to the principles of management. A detailed analysis of basic managerial functions including planning, organizing, leading and controlling in a business or administrative environment is made.

MGMT 002 Organization and Management Theory (3) CSU

The course is an analytical study of the basic process of the management of an organization. The course presents the process of achieving set goals and objectives in a formal organization. The course objectives include: (1) To provide the student with a basic framework of the subject matter through an overview of how an enterprise is organized and managed. (2) To develop student sensitivity to the four key tools of management - planning, organizing, influencing, controlling. (3) To introduce learning tracks by which students will appreciate the essence of management activities throughout the process and activities related to production, distribution, finance and administration, and decision-making.

MGMT 006 Public Relations (3) CSU

Covers essentials for organizing and operating a public relations program. Includes the study of relations with the community, customers, stockholders, news media, employees. Multicultural relations and PR writing are also covered.

MGMT 013 Small Business Entrepreneurship (3) CSU

This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course provides a detailed treatment of strategic planning for small businesses, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making, and hands-on experience for creating a business plan

MGMT 031 Human Relations for Employees (3) CSU

Students will apply psychological and sociological principles to the study of human relations in business and industry. The students will examine case studies and teamwork scenarios. Students will identify communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

MANUFACTURING & INDUSTRIAL TECHNOLOGY (MIT)

MIT 220 Introduction to Robotics (3) UC/CSU

This course is an introductory course in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors,

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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.

MARKETING

(MARKET)

MARKET 001 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

MARKET 021 Principles of Marketing (3) CSU

This course provides an intensive study of concepts and strategies on which the field of marketing is based. Emphasis will be on product, distribution, promotion and pricing decisions. Additional topics are sales forecasting, domestic and international markets, personal selling, marketing legislation and the environmental factors that impact marketing.

MARKET 023 Introduction to Social Media Marketing (3) CSU

This course equips students with the practical skills required to develop marketing strategies that leverage opportunities inherent in social media and consumer-to-consumer social interactions to achieve business and marketing goals. The course emphasizes the importance of understanding consumers' social interactions. Also covered: current social media marketing channels, social marketing strategies, effective social media tracking, relevant aspects of digital marketing technologies and emerging topics in e-commerce, mobile marketing, and social media startups.

MATHEMATICS

(MATH)

MATH 215 Principles of Mathematics I (3) UC/CSU

Prerequisite: Students may self-place into this course
This is a course designed primarily for students who plan to teach in elementary school. This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. This course also covers the language of sets, elementary logic, systems of numeration, nature of numbers, fundamental operations, relations and functions, integers, rational and real numbers, and various algorithms used in calculations. (GE Area – CSU GE: B4)

MATH 227 Statistics (4) UC/CSU

Prerequisite: Students may self-place into this course
This course is an introduction to the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; hypothesis testing, including chi-square and t-tests; analysis of variance, and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. In short, this statistics course emphasizes the analysis of collected data and how inferences about a population are made from that sample. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 227S Statistics with Support (4) UC/CSU

Prerequisite: Students may self-place into this course
This course is an introduction to probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, and hypothesis testing. Analysis of variance, chi-square and student t-distributions, linear correlation, and regression analysis are also presented as topics. The lab component supplements the lecture by providing background information and additional support. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 230 Mathematics for Liberal Arts Students (3) UC/CSU

Prerequisite: Students may self-place into this course
An introduction to the spirit and style of mathematics and its pursuit as a human endeavor. Topics include logical reasoning and set theory, algebraic and geometric systems, probability and statistics, mathematical modeling, and two or more of the following: numeration systems, financial math, graph theory, election theory, fair-division algorithms, number theory, sequences and series. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 236 Calculus for Business and Social Sciences (5) UC/CSU

Prerequisite: MATH 245 or 246 with a grade of "C" or better. Students may also self-place into this course
This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 241 Trigonometry with Vectors (4) CSU

Prerequisites: Students may self-place into this course
The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors. (GE Area – CSU GE: B4)

MATH 241S Trigonometry with Vectors with Support (4) UC/CSU

CREDIT COURSE LISTINGS & DESCRIPTIONS

Prerequisite: Students may self-place into this course

This course includes the study of the trigonometric functions and their inverses; measurement of angles in degrees and in radians; evaluating triangles; solutions of trigonometric equations; verification of trigonometric identities; vectors; complex numbers; graphing trigonometric functions and polar curves. The lab component supplements the lecture by providing background information and additional support. (GE Area – CSU GE: B4)

MATH 245 College Algebra (3) UC/CSU

Prerequisite: Students may self-place into this course

This course covers relations, functions and their graphs, exponential and logarithmic functions, theory of equations, matrices and determinants, theory of equations, permutations, combinations, probability, sequences and series, conic sections, and mathematical induction. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 246 College Algebra for STEM (4) CSU

Prerequisite: Students may self-place into this course

This course is a college-level course in algebra. Topics include the properties of real numbers, relations, functions and their graphs, complex numbers, theory of equations, and conic sections.

MATH 259 Precalculus with Trigonometry (6) CSU

Prerequisite: Students may self-place into this course

This course is preparation for calculus. It includes the study of functions (polynomial, piecewise defined, radical, rational, exponential, and logarithmic), analytic geometry (Cartesian and polar, including conic sections), sequences and series and other topics. The study of trigonometric functions includes their inverses and their graphs, identities and proofs, trigonometric equations, solving triangles, parametric equations and introduction to vectors.

MATH 259A Precalculus with Trigonometry A (3) CSU

Prerequisite: Students may self-place into this course

This course is the first half of MATH 259. MATH 259 is preparation for calculus. It covers the study of polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, theory of equations, mathematical induction, sequences and series, binomial theorem, inequalities, matrices, polar coordinates, graphing polynomial, rational, and conic sections. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors.

MATH 259B Precalculus with Trigonometry B (3) CSU

Prerequisite: Students may self-place into this course

This course is the second half of MATH 259. This course is preparation for calculus. It covers the study of polynomial,

absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, theory of equations, mathematical induction, sequences and series, binomial theorem, inequalities, polar coordinates, graphing polynomial, rational, and conic sections. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and introduction to vectors.

MATH 259L Just in Time Support for Precalculus with Trigonometry (1) (P/NP Option)

Corequisite: MATH 259, 259A, 259B, 260, or 261

This course covers core mathematics skills and concepts needed for Precalculus with Trigonometry, intended for students who are concurrently enrolled in MATH 259, 259A, 259B, 260, or 261. Topics include concepts from Elementary and Intermediate Algebra that are needed to succeed in a Precalculus with Trigonometry: linear equations in one and two variables with applications, literal equations, functions and graphs, systems of equations, inequalities, factoring, polynomial operations, rational expressions, radicals, quadratics, exponential and logarithmic functions.

MATH 260 Pre-Calculus (5) UC/CSU

Prerequisite: MATH 241 with a grade of "C" or better. Students may also self-place into this course.

Preparation for calculus. Topics include functions and their graphs (polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric); inverses of functions, algebra of functions; analytic geometry, polar coordinates; equations including rational, linear, radical, polynomial, exponential, trigonometric, logarithmic, and absolute value; linear, nonlinear, and absolute value inequalities; systems of equations and inequalities; trigonometric and inverse trigonometric identities and formulas. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 261 Calculus I (5) UC/CSU

Prerequisite: MATH 260 with a grade of "C" or better. Students may also self place into this course.

Students learn basic principles and applications of calculus. Topics include continuity and limits; differentiation and integration of algebraic and trigonometric functions; fundamental theorem of the calculus; applications of the derivative to curve sketching, rectilinear motion, maximum/minimum problems, and related rates; applications of the integral to problems of area, volume, arc length, and work. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 262 Calculus II (5) UC/CSU

Prerequisite: MATH 261 with a grade of "C" or better. Students may also self place into this course.

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates, and sequences and series. (GE Area – IGETC: 2A; CSU GE: B4)

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MATH 263 Calculus III (5) UC/CSU

Prerequisite: MATH 262 with a grade of "C" or better. Students may also self-place into this course.

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two- and three-dimensional vectors, Stokes and divergence theorems, and differential equations. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 270 Linear Algebra (3) UC/CSU

Prerequisite: MATH 261. Students may also self-place into this course.

This course covers vector spaces, linear transformations and matrices, matrix algebra. Determinants and solutions of systems of equations are made. Note: Offered Fall semesters only. (GE Area – IGETC: 2A; CSU GE: B4)

MATH 275 Ordinary Differential Equations (3) UC/CSU

Prerequisite: MATH 262. Students may also self-place into this course.

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems. (GE Area – IGETC: 2A; CSU GE: B4)

MICROBIOLOGY

(MICRO)

MICRO 020 General Microbiology (4) UC/CSU

Prerequisite: BIOLOGY 003.

Study of microorganisms, including their structure, metabolism, methods of multiplying, and classification. The techniques used to control microorganisms and the human body's defenses against microbial attack are emphasized. The laboratory covers the microscopic examination of microorganisms, aseptic techniques, the cultivation of bacteria, the effects of antimicrobial agents, and the influence of the environment on bacterial growth. (GE Area – IGETC: 5B, 5C; CSU GE: B2, B3)

MULTIMEDIA

(MULTIMD)

MULTIMD 100 Introduction to Multimedia Computer Applications (3) CSU

This course provides an overview of the interactive multimedia industry, the profession and career options, the market, and production, forming the basis for the study of digital arts and technologies.

MULTIMD 210 Digital Editing (3) CSU

Video editing is a beginning course that focuses on current digital video and sound editing using the current industry standard computer programs and design techniques.

MULTIMD 320 Web Design (3) CSU

A fundamental course in the application of the principles of design to build websites. Students will use a web interface design they have created to build and publish a third or fourth generation website.

MULTIMD 350 Web Design II (3) CSU

Prerequisite: MULTIMD 320

Advanced development of aesthetic and conceptual skills related to design for Web Sites. Techniques are demonstrated to further student experience with design, Dreamweaver, HTML5 and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards.

MULTIMD 400 Introduction to Experimental Animation (3) CSU

Introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects, including hand-drawn, clay animation and cut-out. Students apply concepts of timing, weight, personality, balance and style.

MULTIMD 805 Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media (3) UC/CSU

Intermediate level course dealing with motion graphics and compositing for film and television using digital imaging and animation software, with an emphasis on After Effects or similar state-of-the-art software, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

MULTIMD 807 Interactive Media Design (3) UC/CSU

This course introduces students to basic concepts of interactive design for digital media with a journalistic emphasis. Students will design interactive multimedia packages, graphics, animation, mobile applications, digital e-book reader interactives, widgets, and more. An introduction to basic design principles, concepts of engagement and interactivity, and presentation of journalistic content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

MUSIC

(MUSIC)

MUSIC 101 Fundamentals of Music (3) UC/CSU

For non-music majors. The rudiments of musical notation, scales, keys, intervals, common musical terms, with an introduction to chord structure. (GE Area - CSU GE: C1)

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MUSIC 111 Music Appreciation I (3) UC/CSU

Designed for non-Music majors, this course meets Humanities/Fine Arts requirements. A survey of a wide variety of musical styles and periods past and present in Western musical tradition. The emphasis is on perceptive listening along with expository readings. (GE Area – IGETC: 3A; CSU GE: C1)

MUSIC 121 Music History and Literature I (3) UC/CSU

Note: Music History and Literature I is not prerequisite to Music History and Literature II.

This course presents a survey of musical practices and styles from the earliest, ancient times, through Romanesque, Gothic, Renaissance, and Baroque to 1750. The artistic philosophy of each style period is explored. (GE Area – IGETC: 3A; CSU GE: C1)

MUSIC 122 Music History and Literature II (3) UC/CSU

Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined. (GE Area – IGETC: 3A; CSU GE: C1)

MUSIC 136 Music in American Culture (3)

An historical study of musical theater in America from Colonial times to burlesque through operetta to The Follies and current Broadway shows. (GE Area – IGETC: 3A; CSU GE: C1)

MUSIC 185 Directed Study - Music (1)

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

NURSING-HEALTH CARE ANCILLARIES (NRS-HCA)

Note: The following information applies to NRS-HCA 399, 399A, 399B - Students must attend a mandatory orientation. Students are required to have malpractice insurance and health clearances, including but not limited to a TB test, immunizations, and physical examination. Background clearance via Live Scan Fingerprinting and American Heart Association Health Provider CPR training must be completed. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites established pursuant to Title 5, sections 55200-55202 and Board Policy 4260.

NRS-HCA 056 Essential Practical Skills for Nurse Assistants (1) (P/NP Option)

Prerequisite: NRS-HCA 399

This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with activities of daily living.

NRS-HCA 399 Certified Nurse Assistant / Certified Home Health Aide (7)

This course will provide students with an introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

NRS-HCA 399A Nurse Assistant Training Program (5)

Prerequisite: ENGLISH 101

This course will provide students with an introduction to the health care field, working with residents/patients in the long-term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

NRS-HCA 399B Home Health Aide Training Program (2)

Prerequisite: NRS-HCA 399A

This course will introduce students to the health care field, working with residents/patients in long-term care facilities, the acute care setting and the home care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support.

OCEANOGRAPHY (OCEANO)

OCEANO 001 Introduction to Oceanography (3) UC/CSU

This course offers introductory study of the ocean floor, chemical & physical properties of ocean water, currents, tides, waves and marine resources. (GE Area – IGETC: 5A; CSU GE: B1)

OCEANO 010 Physical Oceanography Laboratory (1) UC/CSU

Prerequisite: OCEANO 001.

OCEANO 010 is the laboratory course that accompanies the OCEANO 001 lecture course. This course introduces the student to the tools of oceanography and current oceanographic research. The student will learn analytic techniques used to study oceanographic features, seawater properties, currents, tides, marine sediments, etc. Field trips to coastal Southern California may be included. (GE Area – IGETC: 5C; CSU GE: B3)

CREDIT COURSE LISTINGS & DESCRIPTIONS

PARALEGAL STUDIES

(PALEGAL)

PALEGAL 004 Legal Internship (3) CSU

Prerequisite: PALEGAL 010 & ENGLISH 101.

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

PALEGAL 010 Introduction to Law and Legal Profession (3) CSU

Prerequisite: ENGLISH 101.

An introductory course in formalizing the career of the legal assistant, an introduction to law, social forces and the law, comparison of the role of the legal assistant and the lawyer, and an introduction to legal terminology and bibliography, including research problems.

PALEGAL 011 Introduction to Civil Litigation II (3) CSU

Prerequisite: PALEGAL 010 & ENGLISH 101.

This course is a continuation of PALEGAL 010 with a study of the composition, location and jurisdiction of all courts, a study of document production and administration within the judicial structure, a detailed examination of civil and criminal litigation, and an introduction to legal drafting and writing.

PALEGAL 012 Tort Law (3)

Prerequisite: PALEGAL 010 and ENGLISH 101.

This course provides an overview of the fundamentals of tort law including intentional torts to the person and to property, negligence, and strict liability. Additionally, students will study personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and how to prepare for tort litigation.

PALEGAL 013 Wills, Trusts, and Probate Administration (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

PALEGAL 014 Law Office Management and Procedures (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

PALEGAL 016 Civil and Criminal Evidence (3) CSU

Prerequisite: PALEGAL 010

This is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition

comprehension and use in court; interrogatory summarizing and use in court.

PALEGAL 017 Legal Writing (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

This course covers advanced legal drafting and writing, including special research and projects.

PALEGAL 018 Family Law (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

This course surveys family practice and procedure topics including: parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship. Students learn to conduct client interviews, and draft pleading necessary to the general practice of family law.

PALEGAL 019 Property and Creditor Rights (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

This course is a study of the law of property including community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, a study of the system of recording and search of public documents, a study of bankruptcy laws. The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies.

PALEGAL 020 Probate Procedures (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both estate and intestate decedents.

PALEGAL 033 Entertainment Law (3)

Prerequisite: PALEGAL 010 & ENGLISH 101.

An overview of the legal aspects of the entertainment industry. The student will be exposed to legal aspects of contractual agreements; copyright requirements, privacy, regulations of the Federal Communications Commission; Libel and slander; freedom of speech and press; publishing rights; trademarks; unions and related concerns.

PALEGAL 035 Immigration Law (3) CSU

Prerequisite: PALEGAL 010 & ENGLISH 101.

This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

PALEGAL 041 Contract Law for Paralegals (3)

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

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PALEGAL 042 Workers' Compensation Law for Paralegals (3)

This course will take an in depth look at the California Workers' Compensation system, from the occurrence of a work-related injury or illness to the final resolution of the claim. Students learn the substantive and procedural processes, roles and responsibilities of the claimant, employer, healthcare provider, insurance company, lawyers and the paralegal. Learn about and prepare the necessary forms and pleadings required for both the injured worker and the defense, discovery, electronic court filings (EAMS), deposition summaries, penalties, discrimination, serious and willful misconduct, fraudulent claims, the relevant state and federal laws and related ethical obligations.

PALEGAL 043 Electronic Discovery for Paralegals (3)

This course provides the student with a comprehensive overview of acquiring, managing, producing and organizing varied documents during all phases of a lawsuit. Traditional and computer assisted methods of document management and discovery are explored. The student will learn how to handle a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial.

PALEGAL 044 Business Organizations for Paralegals (3)

This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal's role in collecting data, drafting documents, maintaining minutes, records and much more.

PALEGAL 045 Litigation Document Preparation (3)

This course introduces the student to common litigation documents, terminology, procedures, and document preparation. Topics covered include the development and production of initial client documents, fee agreements, interrogatories, subpoenas, other discovery, deposition summaries, briefs, motions and pleadings. Students will receive hands-on instruction to create these legal documents using word processing software and focus on deadlines and calendaring requirements.

PALEGAL 046 Technology Use for Paralegals (3)

Prerequisite: ENGLISH 101.

This course introduces the student to web-based skills and popular software packages used in the legal environment. Students will receive hands-on instruction that reflect the actual information and documents frequently found in legal practices using word processing software and various popular software packages. Topics include the development and production of client documents, briefs, motions, pleadings,

time and billing records, rules-based calendaring, case, contact and document management, email management, document assembly, auto-fill court forms, case notes and e-filing. Students will also receive hands-on training in AbacusLaw, LexisNexis CaseMap, Summation, SmartDraw, Sanction, and more which will provide up-to-date skill sets required for today's paralegals.

PALEGAL 051 Legal Research (3) CSU

Prerequisite: PALEGAL 010 & ENGLISH 101

Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and loose-leaf services. Students also receive hands-on training in Westlaw and LexisNexis.

PHARMACY TECHNICIAN (PHRMCTK)

PHRMCTK 023 Introduction to Pharmacy (2) CSU

In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

PHRMCTK 029 Body Systems I (3) CSU

In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 030 Body Systems II (3) CSU

In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

PHRMCTK 031 Pharmacy Calculations (2) CSU

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In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

PHRMCTK 032 Pharmacy Operations (4.5) CSU

Prerequisites: PHRMCTK 023, 029, and 031.

In this course students will become competent in handling and pre-paring medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guide- lines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

PHRMCTK 034 Community Pharmacy Externship (2.5) CSU

Prerequisites: PHRMCTK 023, 029, 030, 031, and 032; ALD HTH 056 and 057.

In this course students practice skills developed in other courses in a community or outpatient pharmacy.

PHRMCTK 035 Inpatient Pharmacy Services (2) CSU

In this course students will become competent in the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting. This course includes hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation and inpatient drug distribution using manual and automated systems.

PHRMCTK 036 Inpatient Pharmacy Externship (2.5) CSU

Prerequisites: PHRMCTK 035, ALD HTH 056 and 057.

In this course, students practice newly developed skills in the in-patient pharmacy setting.

PHRMCTK 037 Sterile Products (4.5) CSU

Prerequisites: PHRMCTK 023, 029, and 031.

In this course students will learn the aseptic techniques and use of the laminar flow hood used in the preparation of sterile products. Emphasis is placed on parenteral calculations, sterile dosage forms and quality assurance procedures.

PHRMCTK 038 Sterile Products Externship (2.5) CSU

Prerequisites: ALD HTH 056 and 057, and PHRMCTK 037.

In this course students practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

PHILOSOPHY

(PHILOS)

PHILOS 001 Introduction to Philosophy (3) UC/CSU

This course introduces philosophical ideas and methods concerning knowledge, reality and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a

philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. (GE Area – IGETC: 3B; CSU GE: C2)

PHILOS 006 Logic in Practice (3) UC/CSU

This course is designed to foster critical thinking skills, without exclusively appealing to the traditional techniques of formal logic. A number of general issues connected with 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. (GE Area – CSU GE: A3)

PHILOS 008 Deductive Logic (3) UC/CSU

This course introduces some principles of valid reasoning with emphasis on deductive logic. The course must include a study of formal techniques of sentential logic. The course may also include a treatment of inductive reasoning, language, or fallacies. (GE Area – CSU GE: A3)

PHILOS 009 Symbolic Logic I (3) UC/CSU

PHILOS 009 is an introduction to the basic concepts of symbolic logic. This introduction will include the Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, Formal Deductive Proofs, and Natural Deduction Proofs in Sentential and Predicate Logic. (GE Area – CSU GE: A3)

PHILOS 012 History of Greek Philosophy (3) UC/CSU

This course addresses ancient philosophy with emphasis on the development of Greek philosophy from the Pre-Socratics through Aristotle and may also include Hellenistic, Roman, medieval or non-western thinkers. (GE Area – IGETC: 3B; CSU GE: C2)

PHILOS 014 History of Modern European Philosophy (3) UC/CSU

Students study western philosophy from the Renaissance to the 19th century. The course explores the rise of modern science, continental rationalism and British empiricism, and Kant. (GE Area – IGETC: 3B; CSU GE: C2)

PHILOS 020 Ethics (3) UC/CSU

This course introduces classical theories of ethics including morality and values, utilitarianism, deontological theories, and virtue theory. Issues of meta-ethics including relativism, are explored in the context of contemporary moral problems, including ethical issues surrounding our moral obligations to wilderness areas and other species. (GE Area – IGETC: 3B; CSU GE: C2)

PHILOS 028 Environmental Ethics (3) UC/CSU

Relationship between human beings and the wilderness; human obligations to environmental systems. Study of "traditional" normative theories of ethics, morality, and rights, as applied to issues involving animals and other species. Critical examination of environmental ethical theories.

CREDIT COURSE LISTINGS & DESCRIPTIONS

Consideration of the value and moral status of the environment (animals, plants, ecosystems). (GE Area – IGETC: 3B; CSU GE: C2)

PHILOS 033 Comparative Survey of World Religions (3) UC/CSU

An historical overview of the principal religious traditions of the world, concentrating on Hinduism and Buddhism, Confucianism and Taoism, Judaism, Christianity, and Islam. Considers origins, principal beliefs and practices, and contemporary issues. (GE Area – IGETC: 3B; CSU GE: C2)

PHILOS 040 Introduction to the Philosophy of Art (3) UC/CSU

Students are introduced to the meaning of art, the meaning of beauty, truth in art, creativity and art, and various philosophical theories regarding the nature of art. (GE Area – IGETC: 3A; CSU GE: C1, C2)

PHILOS 041 Introduction to Philosophy and Literature (3) UC/CSU

This course introduces an analysis of philosophical ideas as expressed in both philosophical treatises and great works of literature. Initially, we will explore the relationship between philosophy and literature, including any difference between philosophical writing and literary writing, what Plato says about art and truth, and the quarrel between philosophy and poetry. The material will examine issues of truth and rhetoric and what makes philosophical writing unique, and how philosophical ideas are expressed in mythical and religious texts, stories, novels, plays and poems. These and other topics will be addressed in this class, as well as some traditional philosophical questions that arise in classical and popular works of literature. These issues include the concept of the self, the problem of evil, free will and determinism, ethics and the good life, the nature of reality and questions of knowledge, appearance and reality. (GE Area – IGETC: 3B; CSU GE: C2)

PHOTOGRAPHY

(PHOTO)

PHOTO 007 Exploring Digital Photography (3) UC/CSU

An introductory course in digital photography with an emphasis on exploring the traditions of a medium which has produced great works of the human imagination. Students will learn uses and applications of professional digital SLR cameras which include camera controls, lens choice, exposure settings, elements of composition, and photographing with natural light and studio light. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

PHOTO 027A History & Aesthetics of Photography A (3) UC/CSU

Students study the major developments of the photographic medium, and relate these developments to society and to historic events. Students will also examine the meaning of photography as a work of art. (GE Area – IGETC: 3A; CSU GE: C1)

PHOTO 027B History & Aesthetics of Photography B (3) UC/CSU

Provides a chronological description of the major developments of the photographic medium, focusing on documentary. Relates these developments to society and to events in the other visual arts. (GE Area – IGETC: 3A; CSU GE: C1)

PHYSICAL SCIENCE

(PHYS SC)

PHYS SC 001 Physical Science I (3) UC/CSU

Designed for the non-science major or prospective elementary teachers, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course. (GE Area – IGETC: 5A; CSU GE: B1)

PHYS SC 014 Physical Science Laboratory (1) UC/CSU

Corequisite: PHYS SC 001

Designed for the non-science major or prospective elementary teacher, this course provides an introduction to the laboratory methods and problem-solving skills used in physical science. The experiments, along with a limited number of demonstrations that will be performed will allow students to visualize and apply basic concepts in physics, chemistry, astronomy and geology. (GE Area – IGETC: 5C; CSU GE: B3)

PHYSICS

(PHYSICS)

PHYSICS 006 General Physics I (4) UC/CSU

Advisory: MATH 241 or MATH241S

PHYSICS 006 covers the vector representation of the static & dynamic mechanics of solids, thermodynamics, fluid mechanics, vibrations & waves, sound and an introduction to direct current circuits. It uses problem applications that will equip the students with the basic analytic and experimental techniques to enable them to solve problems. The course work includes the qualitative and quantitative solution of problems, demonstrations and laboratory experiments selected to illustrate the major principles of physics. (GE Area – IGETC: 5A, 5C; CSU GE: B1, B3)

PHYSICS 007 General Physics II (4) UC/CSU

Prerequisites: PHYSICS 006

PHYSICS 007 is an introductory course in electrostatics, electromagnetic forces & fields, electro- magnetic wave theory, direct & alternating current circuit analysis including

CREDIT COURSE LISTINGS & DESCRIPTIONS

resonance, optics, and modern (relativity, quantum, atomic & nuclear) physics. The course uses qualitative and quantitative problem applications and laboratory work to equip the students with basic analytic and experimental techniques. (GE Area – IGETC: 5A, 5C; CSU GE: B1, B3)

PHYSICS 012 Physics Fundamentals (3) UC/CSU

This introductory course gives the students an opportunity to grasp a basic knowledge in physics. The students learn not only how to solve physical problems analytically but also that they learn how to analyze conceptual questions. The topics covered in the course encompass: kinematics of one- and two-dimensional motion, circular motion, Newton's Law of Motion, momentum, energy, rotational motion, atomic nature of matter, thermodynamics, change of phase, vibrations and waves, electromagnetism, optics, atomic physics and nuclear physics, quantum physics, special theory of relativity and general theory of relativity. This course does not serve as a prerequisite for PHYSICS 006 or PHYSICS 037. (GE Area – IGETC: 5A; CSU GE: B1)

PHYSICS 037 Physics for Engineers and Scientists I (5) UC/CSU

Corequisite: MATH 261

Advisory: A year of high school physics or a physics prep course is recommended. Completion of MATH261 and concurrent enrollment in MATH262 is highly recommended. The first semester of a three-semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. This course introduces the use of modeling of physical systems and the use of calculus and vectors to solve problems involving Classical Mechanics, gravity, the conservation of energy and momentum (linear & angular), statics & dynamics/kinematics, characteristics of solids and fluids, and fluid mechanics. Students will develop skills in modeling, formulating and solving physics problems and will enhance their ability to analyze different situations in terms of fundamental physics principles. The analytical and theoretical work will be reinforced and blended with laboratory experiments that will permit students to verify, illustrate, and deduce various laws of physics. (GE Area – IGETC: 5A, 5C; CSU GE: B1, B3)

PHYSICS 038 Physics for Engineers and Scientists II (5) UC/CSU

Corequisite: MATH 262

Prerequisites: PHYSICS 037

Advisory: Completion of MATH262 and concurrent enrollment in MATH263

The second semester of a three-semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include thermodynamics (temperature, heat, heat engines, entropy), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits). The laboratory includes both quantitative and

qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed. (GE Area – IGETC: 5A, 5C; CSU GE: B1, B3)

PHYSICS 039 Physics for Engineers and Scientists III (5) UC/CSU

Corequisite: MATH 262

Prerequisite: PHYSICS 037

Advisory: Completion of MATH262 and concurrent enrollment in MATH263 (if PHYSICS039 is taken before PHYSICS038).

The third semester of a three-semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include Oscillations, Wave Motion, Sound, Light, Optics, Special Theory of Relativity, Quantum Theory and Early Models of the Atom, Quantum Mechanics, Molecules and Solids, Nuclear Physics and Radioactivity, Elementary Particles, and Astrophysics and Cosmology. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed. (GE Area – IGETC: 5A, 5C; CSU GE: B1, B3)

PHYSICS 185 Directed Study – Physics (1) CSU

Students study physics on a contract basis under the direction of a supervising instructor. A directed study course is defined as research study requiring a high level of self-directed learning. This learning requires students to read, conduct research, and complete written examinations, reports, projects, research papers, portfolios or similar assignments that are designed to measure competency in the stated objectives. This work may be experiential, directed reading or independent research supervised by a faculty member.

PHYSICS 285 Directed Study – Physics (2) CSU

Students study physics on a contract basis under the direction of a supervising instructor. A directed study course is defined as research study requiring a high level of self-directed learning. This learning requires students to read, conduct research, and complete written examinations, reports, projects, research papers, portfolios or similar assignments that are designed to measure competency in the stated objectives. This work may be experiential, directed reading or independent research supervised by a faculty member.

PHYSIOLOGY (PHYSIOL)

PHYSIOL 001 Introduction to Human Physiology (4) UC/CSU

Advisory: BIOLOGY 003, CHEM 051 or CHEM 060 or CHEM 066 or CHEM 101

This course presents the biochemical and biophysical principles underlying the physiological processes of the human body. Lecture topics include the regulation of body processes and the integration of organ systems to maintain homeostasis. Laboratory exercises include the

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electrocardiogram, spirometry, blood pressure and urinalysis. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Therapy and Life Sciences, or for those who wish to extend their knowledge of the human body. (GE Areas - IGETC: 5B, 5C; CSU GE: B2, B3)

POLITICAL SCIENCE

(POL SCI)

POL SCI 001 The Government of the United States (3) UC/CSU

This course deals with the principles, problems, structures, and functions of United States and California governments. The topics covered will be political concepts, ideology and government, the Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, interest groups, California and the nation, the California Constitution, the state legislature, the state's plural executive, and the state judiciary. (GE Areas - IGETC: 4H; CSU GE: D8)

POL SCI 002 Introduction to Comparative Politics (3) UC/CSU

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. (GE Areas - IGETC: 4H; CSU GE: D8)

POL SCI 007 Introduction to International Relations (3) UC/CSU

This course is a survey of the factors involved in international relations today. Emphasis is placed on providing the student with a historical and theoretical framework for the analysis of world affairs. (GE Areas - IGETC: 4H; CSU GE: D8)

POL SCI 014 Government and Politics in the Middle East (3) UC/CSU

This course surveys the culture, history, and resources of the countries in the region and their relationship with each other and with the western world. (GE Areas - IGETC: 4H; CSU GE: D8)

POL SCI 017 Government and Politics in Latin America (3) UC/CSU

This introductory course provides a framework for understanding and analyzing the governments, politics and institutions of Latin America in connection with the region's diverse cultures and societies and their markets and economies in the context of the global economy. (GE Areas - IGETC: 4H; CSU GE: D)

POL SCI 020 Race and Ethnicity in Politics (3) CSU

The social construction of racial and ethnic groups in American society and their relationship to local, state, and national governments are covered. The problems of racism,

discrimination and assimilation, and the impact of ideology on integration into the political system are covered. In addition, the course examines voting behavior and pressure group politics, resistance and political action, the social construction of race and racism, and the political conditions shaping our understanding of the poor. The course also explores the political challenges faced by the aged, the young, and women.

POL SCI 060 Introduction to Globalization (3) UC/CSU

Introduction to the phenomenon of globalization from the broad perspectives of economics, governments and conflicts, and cultures and societies. Structured around these three pillars of globalization, this course is designed to provide a framework for understanding the multiple and complex connections that globalization produces among nation-states, non-governmental organizations, and societies around the world with their particular ethnic, cultural and religious groups. (GE Areas - IGETC: 4H; CSU GE: D8)

POL SCI 061 Global Issues (3) UC/CSU

This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics can include population trends, economic development and inequality, basic human needs (such as food, water, health care, and shelter), human rights, international conflict, migration, security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities. (GE Areas - IGETC: 4; CSU GE: D)

PSYCHOLOGY

(PSYCH)

PSYCH 001 Introductory Psychology (3) UC/CSU

This course presents an overview of the major fields of psychology, including research methods, learning and conditioning, biopsychology, memory, intelligence, health psychology, motivation and emotion, perception, human development, social psychology, personality, psychotherapy, and abnormal psychology. The history of modern psychology and its roots in philosophy is presented. Particular attention is given to the application of psychological concepts to the problems people find living in contemporary society. (GE Areas - IGETC: 4I; CSU GE: D9)

PSYCH 002 Biological Psychology (3) UC/CSU

Prerequisite: PSYCH 001.

This course examines behavior from a biological, physiological approach. A detailed examination of the anatomy and physiology of the neuron and brain is provided, including the central, peripheral, and autonomic nervous systems. Sensory systems are presented, including vision, audition, and somatosensory. A biopsychological perspective is taken to study motivation, emotion, language, sleep, consciousness, sexual behavior, and mental illness. (GE Areas - IGETC: 5B; CSU GE: B2)

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PSYCH 013 Social Psychology (3) UC/CSU

Studies individual behavior as it affects others and as it is affected by others. Main topics include: aggression, attitudes, attraction, discrimination and prejudice, conformity, compliance, and obedience, group behavior, interpersonal relationships, persuasion, prosocial behavior, "the self," and social cognition. (GE Areas - IGETC: 4I, 4J; CSU GE: D7, D9)

PSYCH 014 Abnormal Psychology (3) UC/CSU

This course deals with maladaptive or abnormal behavior of human beings. Topics covered include history of abnormal psychology, classifications, clinical frameworks, treatment and outcomes of abnormal behavior, assessment utilizing the DSM, and therapy. Major categories of mental disorders are presented including: anxiety, depression, stress, somatoform, dissociative, sexual, personality, and schizophrenia. (GE Areas - IGETC: 4I; CSU GE: D9, E)

PSYCH 041 Life-Span Psychology: From Infancy to Old Age (3) UC/CSU

This course presents the psychological development of the person from the prenatal period through old age and death. Each of the stages of life is presented. Emphasis is placed on theories and their application to the behavioral, cognitive, social, and biological aspects of human development. Psychosocial and life-span approaches are employed to illustrate the interconnectedness of life. (GE Areas - IGETC: 4I; CSU GE: D9, E)

PSYCH 052 Psychological Aspects of Human Sexuality (3) UC/CSU

This course addresses the psycho-sexual development of the individual and the values that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The anatomy and physiology of the human reproductive system, the physical and emotional orgasmic response, life-long development, sexually transmitted diseases, myths and misconceptions about the sexual response, sexual variance, and dysfunction are presented. The interaction of personality and sexual behavior is explored. The student can achieve an understanding of their own unique sexuality. (GE Areas - IGETC: 4I; CSU GE: D9, E)

PSYCH 074 Research Methods in the Behavioral Sciences (3) UC/CSU

Prerequisite: PSYCH 001 and MATH 227 or PSYCH 091
An introduction to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and its application to data is applied for both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of personal computers is demonstrated. Report writing of APA

style manuscripts and presentation of a group project from data collected are required.

PSYCH 079 Introduction to Social Work (3) UC/CSU

This course is an introductory overview of social work and covers the history and development of social services. Institutions such as the welfare system, the justice system, and healthcare are explained. A particular emphasis is placed on issues of human needs related to socioeconomic factors, health, and mental health. Case management and the tasks of culturally responsive social workers are explored. Social work as a career, including qualifications as well as legal and ethical requirements are also covered.

PSYCH 091 Statistics for the Social and Behavioral Sciences (4) UC/CSU

An introduction to the basic statistical methods and analysis commonly used by the behavioral and social scientists. Topics include: descriptive and inferential statistics usually include levels and types of measurement; measures of central tendency and dispersion; normal, t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software to sociology and/or other social science data required. (GE Areas - IGETC: 2A; CSU GE: B4)

PSYCH 900 Seminar in Social Work and Human Services (1)

Prerequisite: PSYCH 001 or PSYCH 079 or SOC 001

Corequisite: PSYCH 921

This course is for the student who is participating in a supervised field experience in a community organization, agency, or institution, this course provides a weekly class meeting that provides the academic element to the experiential course (PSYCH 921). Applying concepts learned in the prerequisite and corequisite courses will be emphasized. This course is designed to provide the student with an opportunity to develop skills that would facilitate gainful employment in the human services field.

PSYCH 921 Fieldwork in Social Work and Human Services

Prerequisites: PSYCH 001 or PSYCH 079

Corequisite: PSYCH 900

This course offers the student a supervised field experience in a community organization, agency or institution, allowing the application of knowledge and new skills outside of the classroom environment. The student will have an opportunity to observe, practice, and develop skills that will facilitate gainful employment in the social work field.

REAL ESTATE (REAL ES)

REAL ES 001 Real Estate Principles (3) CSU

CREDIT COURSE LISTINGS & DESCRIPTIONS

This beginning course in real estate fundamentals is required for the real estate salesperson's license, and is highly recommended as a foundation course in real estate. Real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate are covered. *Note: This course is required for a real estate salesperson's license; elective for the California Broker's license.*

REAL ES 003 Real Estate Practice (3) CSU

This course covers the day-to-day activities of the real estate brokerage business from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as time management, human relations, client psychology, financing, leasing, appraising and property management. The course is required for those seeking the California Salesperson and Broker's license. *Note: This course is required for those seeking the California Broker's license.*

REAL ES 004 Real Estate Office Administration (3) CSU

Topics presented in this course include management, leadership, communications, staffing, real estate market analysis, finance, and other topics pertinent to the successful operation of a real estate office. *Note: This course may be used as an elective toward the California salesperson's license.*

REAL ES 005 Legal Aspects of Real Estate I (3) CSU

This course covers in detail the principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes. *Note: This course is required for the California Broker's license; elective for a real estate salesperson's license.*

REAL ES 007 Real Estate Finance I (3) CSU

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are also covered.

REAL ES 009 Real Estate Appraisal I (3) CSU

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

REAL ES 010 Real Estate Appraisal II (3) CSU

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three

approaches to value, and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income producing properties. An appraisal report on an income-producing property is usually required.

REAL ES 011 Escrow Principles (3) CSU

The principles used in opening, processing and closing escrow accounts involving land and title transfers, including the forms and procedures used by escrow departments in banks, title companies, and escrow firms. Sample escrow forms are completed by students.

REAL ES 014 Property Management (3) CSU

This course is designed for real estate brokers, salespeople and owners of income producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics, and legal and professional relationships.

REAL ES 018 Real Estate Investments I (3) CSU

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: search, analysis, negotiation, documentation, contingency removal and property management after purchase.

REAL ES 021 Real Estate Economics (3) CSU

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 the governmental relationship to real estate development. *Note: This course is required for the California Broker's license; elective for a real estate sales license.*

REAL ES 039 Uniform Standards of Professional Appraisal (1) CSU (P/NP Option)

This course fulfills the 15-hour requirement for the Uniform Standards of Professional Appraisal Practice, which is required by the California Bureau of Real Estate Appraisers (BREAA) to qualify to take the Trainee Appraiser license examination. Students will learn the basic standards of professional appraisal and how to apply them to practical situations.

REAL ES 040 Residential Report Writing and Case Studies (3)

Required course for the Appraiser Trainee License. This course teaches how to reason and use logic in the writing of a residential appraisal of a one-unit property using the 1004MC form report. Students will also be analyzing case studies that deal with more difficult appraisal problems and proposing solutions to those cases.

CREDIT COURSE LISTINGS & DESCRIPTIONS

REAL ES 041 Real Estate Appraisal: Real Estate Foundations (2.5) CSU

This course offers an introduction to the fundamentals of appraising for property tax purposes. It reviews the various appraisal approaches and significant appraisal principles for all types of property. The course also covers the economic aspects and legal definitions of market value and California property tax laws. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 042 Real Estate Appraisal: Assessment Practice (2) CSU

This course offers a detailed introductory explanation of the California property taxation process. This course explains all of the governmental agencies involved and their individual roles in California property tax assessments. Proposition 13 and Senate Bill 813 are fully explained to the trainees. The students are taught the procedures and policies of the Los Angeles County Assessor's Office in implementing property tax laws. Finally, the course ends with an explanation of the statute of limitations for assessing escapes or corrections of a prior year and/or current year assessments. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 043 Real Estate Appraisal: Residential Cost Approach (2.5) CSU

This course acquaints beginning appraisers with recommended methods and procedures to use when making replacement cost estimates of single and multiple-family residences. This course begins with a review of the cost concept and then provides instruction in the use of standard classification systems for residential buildings. Through case studies, the students will learn to select and apply unit costs from the Assessor's Residential Building Cost manuals. The course covers techniques for recognizing and estimating depreciation. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 044 Real Estate Appraisal: Sales Comparison Approach (2.5) CSU

Prerequisite: REAL ES 041 and REAL ES 043

This course provides instruction in appraisal procedures with an emphasis on the comparative sales approach. This course focuses on the appraisal of single-family residential property. Students learn to analyze and adjust sales to reflect market value and conditions, including cash equivalent procedures. They study methods of estimating land value and learn to make sales comparisons with properties selected for reappraisal. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

REAL ES 045 Real Estate Appraisal: Income Approach (2.5) CSU

Prerequisite: REAL ES 041 and REAL ES 043

This course offers an explanation of the basic assumptions of the income approach and takes the appraiser through the various steps of the capitalization process for both real and personal property. Students are shown recommended methods of collecting and recording information that is to be analyzed and processed in the income approach. They learn how to estimate the gross income of a property and to process that estimate into an estimate of net income. They learn the various techniques for extracting rates and income multipliers, and how to capitalize income estimates into indicators of value. This course is one of courses that meet the requirement for the Los Angeles County Assessors Appraiser Trainee Certification Program.

SOCIOLOGY (SOC)

SOC 001 Introduction to Sociology (3) UC/CSU

An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics. Students will learn how to apply sociological ideas to everyday life. (GE Areas - IGETC: 4J; CSU GE: D0)

SOC 002 American Social Problems (3) UC/CSU

This course is an introduction to the causes, consequences, solutions and changing definitions of social problems. Examples of problems discussed are poverty, race relations, sexism, crime, drugs, environmental issues, and population problems. Identification and analysis of contemporary American social problems including: (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. Topics will vary. (GE Areas - IGETC: 4J; CSU GE: D0)

SOC 011 Race and Ethnic Relations (3) UC/CSU

This course examines racial and ethnic relations in the U.S., including how these relationships developed historically. It explores the social, political and economic forces that maintain or act to change these relationships as well as patterns of interaction between various racial and ethnic groups. (GE Areas - IGETC: 4J; CSU GE: D)

SOC 031 Sociology of Gender (3) UC/CSU

This course is a sociological analysis of gender from both a micro and macro level perspective. This analysis will include the role of gender in socialization, cross-cultural expectations, interpersonal interactions, its expanding definition and the gender hierarchy. A particular emphasis is placed on the political, social and economic status of various genders from an intersectional perspective. (GE Areas - IGETC: 4; CSU GE: D)

CREDIT COURSE LISTINGS & DESCRIPTIONS

SOC 050 Introduction to Social Justice Studies (3) UC/CSU

This course provides an introduction to principles and theories of social justice. Students will be introduced to key concepts, methodologies, and policies connected to the field of social justice studies. The course examines the dynamics of 1) power and privilege, 2) prejudice and discrimination, and 3) interlocking systems of oppression. It also explores forms of resistance and processes of empowerment through the examination of various social movements throughout U.S. history.

SPANISH (SPANISH)

SPANISH 001 Elementary Spanish I (5) UC/CSU (P/NP Option)

This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context. (GE Areas - IGETC: 6A; CSU GE: C2)

SPANISH 002 Elementary Spanish II (5) UC/CSU

Prerequisite: SPANISH 001 or three years of high school Spanish

This course continues to teach language acquisition in a cultural context through listening, speaking, reading and writing at the second semester level. The students will continue to interact with authentic language in cultural context. (GE Areas - IGETC: 3B, 6A; CSU GE: C2)

SPANISH 003 Intermediate Spanish I (5) UC/CSU

Prerequisite: SPANISH 002 or three years of high school Spanish.

This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses, and emphasizes idiomatic construction and conversational ability. Discussion of selected literary and cultural readings will provide training in oral and written expression. (GE Areas - IGETC: 3B, 6A; CSU GE: C2)

SPANISH 004 Intermediate Spanish II (5) UC/CSU

Prerequisite: SPANISH 003 or four years of high school Spanish.

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish American life and problems are considered through readings and discussion of literature. The readings provide the basis for regular composition assignments. (GE Areas - IGETC: 3B, 6A; CSU GE: C2)

SPANISH 007 Conversational Spanish (3) UC/CSU

Prerequisite: SPANISH 002

This course is designed for students who have taken introductory language courses in Spanish and would like to develop their oral skills while exploring topics such as everyday life and routines, shopping, running errands, traveling, sports, family relations and celebrations, medical conditions, and education.

SPANISH 010 Latin-American Civilization (3) UC/CSU

This course will explain the diversity of social and political life of the Latin American continent and the way political scientists and historians are making sense of cultural and political differences. Students will learn to see certain events as the products of particular social, political, and historical contexts. This course will cover social topics such as: Race, Ethnicity, Gender, Religious, Economics, Developmental, Environmental issues and the politics of Latin America. (GE Areas - IGETC: 4F, 4H; CSU GE: D3, D8)

SPANISH 012 Survey of Mexican Literature (3) UC/CSU

This course introduces students to a variety of literary genres written in Mexico from different historical periods. General themes may include but are not limited to: The representation of indigenous identities, the Spanish conquest, gender representation, nation-building, the Revolution of 1910, border studies, and globalization. (GE Areas - IGETC: 3B; CSU GE: C2)

SPANISH 035 Spanish for Spanish Speakers I (5) UC/CSU

This course is intended for fluent Spanish speakers who have had no formal instruction in Spanish. Students are introduced to Spanish grammar and spelling rules with a focus on reading and writing skills and vocabulary expansion. Students practice the four language skills in the context of the geography, customs, and cultures of the Spanish-speaking countries and of the Latino experience in the United States. (GE Area - IGETC: 6A)

THEATER (THEATER)

THEATER 100 Introduction to the Theater (3) UC/CSU

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. (GE Areas - IGETC: 3A; CSU GE: C1)

THEATER 110 History of the World Theater (3) UC/CSU

The study of the history of theatre from the Origins of Theatre through the 19th Century. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Throughout history

CREDIT COURSE LISTINGS & DESCRIPTIONS

we can see how the theater changes in response to the changing needs and concerns of a given culture. Our goal for this course is to help students begin to understand and articulate the relationship between theater and society. Plays are read for analysis of structure, plot, character and historical relevance. (GE Areas - IGETC: 3A; CSU GE: C1)

THEATER 114 Script Analysis (3) UC/CSU

Principles, theories and techniques of play script analysis for theatrical production.

THEATER 130 Playwriting (3) CSU

Training is given in the fundamentals of effective stage, film and television writing leading to possible production in the one-act program or film workshop.

THEATER 200 Introduction to Acting (3) UC/CSU

This course is designed to release the natural storyteller in all of us. Students will discover a freedom of expression using their imagination, voice and physicality. Through games, improvisations and character work students will explore an awareness of self that will allow them to feel comfortable performing in front of others in a sincere and honest environment. Students will also perform an autodrama, an autobiographical portrayal of a person's life which empowers them to create characters and connect on a deep level to their own emotions, igniting a powerful, truthful performance on stage. Students will also work on scenes, monologues, learn script analysis and how to critique a play. (GE Area - CSU GE: C1)

THEATER 232 Play Production II (3) UC/CSU

This course provides instruction and supervised student participation in the play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

THEATER 233 Play Production III (3) UC/CSU

This course provides instruction and supervised participation in theater rehearsal and performance. Students will demonstrate and apply performance and production practices and skills identified and evaluated in the formal classroom. This is considered essential to the lower division preparation of a theater major. Students will receive permission to enroll after an audition or interview.

THEATER 265 Movement for the Actor (2) UC/CSU

An introduction to the basic principles of a standard, accepted movement technique, such as Alexander, Feldenkrais, Michael Chekhov, Viewpoints and Composition and the

application of these principles in theatrical and/or musical performances.

THEATER 270 Beginning Acting (3) UC/CSU

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text.

THEATER 271 Intermediate Acting (3) UC/CSU

Prerequisite: THEATER 270

This course follows THEATER 270 Beginning Acting and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes.

THEATER 278 Film and Television Acting (3) UC/CSU

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.

THEATER 291 Rehearsals and Performances I (1) CSU

This course provides instruction and supervised student participation in rehearsals and performances of a Theater Department production. Areas of involvement include all roles needed to complete the rehearsal and performance process. Student must be available for technical rehearsals and performance dates.

THEATER 305 Introduction to Design for Theatre (3) UC/CSU

Students will be offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, and laboratory experience. Information is applicable to all formal theatrical applications.

THEATER 385 Directed Study - Theatre (3) CSU

This course allows students to pursue directed study in Theater on a contract basis under the direction of a supervising instructor. Special studies will be undertaken with the guidance of weekly faculty meetings. Topics or projects must be approved by the faculty member in charge.

NONCREDIT PROGRAMS & COURSES

Academic Preparation	Career Exploration & Preparation	Job Training
<p>Certificates of Competency:</p> <ol style="list-style-type: none"> 1. Algebra Fundamentals 2. Arithmetic Fundamentals 3. College Readiness 4. Foundation for Academic Success I 5. Foundation for Academic Success II 6. Liberal Arts Math Prep 7. Pre-Algebra Fundamentals 8. Science preparation 9. Statistics Preparation 10. STEM Math Preparation 	<p>Certificates of Completion:</p> <ol style="list-style-type: none"> 1. Business Tools 2. Career Exploration: Information Communications Technology/Digital Media 3. Choosing Business Careers 4. Communicating in Business 5. Conservation Studies 6. Dental Career Skill Enhancement 7. Facilities Management 8. Healthcare Career Discovery 9. Healthcare Careers Preparation 10. Healthcare Services 11. Police Orientation Preparation 12. Pre-Dental Career Preparation 13. Pre-Nursing Career 14. Real Estate Supervisory/Trainee Appraisal Licensing 	<p>Certificates of Completion:</p> <ol style="list-style-type: none"> 1. Administrative Assistant 2. Autism Services Aide 3. Banquet & Restaurant Server 4. Custodial Technician Preparation 5. Front Desk Representative & Reservationist 6. Guest & Public Spaces Attendant 7. In-Home Supportive Services (IHSS) Provider 8. Maintenance Attendant for Hospitality 9. Tutor Training

Employment Preparation	English Language Learners
<p>Certificates of Completion</p> <ol style="list-style-type: none"> 1. 21st Century Employability Skills: Communication & Digital Literacy 2. 21st Century Employability Skills: Diversity Awareness & Collaboration 3. 21st Century Employability Skills: Empathy & Adaptability 4. 21st Century Employability Skills: Entrepreneurial & Analytical Mindset 5. 21st Century Employability Skills: Self-Awareness & Resilience 6. Academic & Workforce Success 7. Employment Readiness 8. Financial Literacy for College & Workforce Success 9. Job Readiness 10. Leadership and Workplace Success in the Public Sector 11. Licensing/Employment Test Prep 12. Resilient Leadership for College Engagement 13. Workplace Preparation and Career Success 14. Workplace Success I: Creative Leadership 15. Workplace Success II: Creativity & Innovation in the Workplace 	<p>Certificates of Completion:</p> <ol style="list-style-type: none"> 1. Administrative Assistant for the English Language Learner 2. ESL Fundamentals & Custodial Technicians <p>Certificates of Competency:</p> <ol style="list-style-type: none"> 3. College Readiness for the English Language Learner 4. ESL Fundamentals I 5. ESL Fundamentals II 6. ESL Fundamentals III 7. ESL Pathways 8. The Foundation of English Skills

21ST CENTURY EMPLOYABILITY SKILLS: COMMUNICATION & DIGITAL LITERACY (CN)

(6-18 hours)

The [21st Century Employability Skills: Communication and Digital Literacy certificate program](#) prepares students with the necessary skills and training in communication and digital literacy in the workplace. Students will learn a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. In addition, these courses give students education, development and training that enhances their workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills for success in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Speak in a professional manner, use appropriate content, and says things in a way that others will understand
2. Can communicate using technology tools like email, LinkedIn, or PowerPoint slide shows. Know how to use social media appropriately in work settings.
3. Understand what technology tools are available to help people work together in person and online.
4. Demonstrate a basic understanding of computer, tablet, smart phone hardware and software and how they work.
5. Employ the importance from right and wrong, both morally and legally, in using or sharing any documents, pictures, programs, or access to personal or private information.

Required Courses

BSICSKL 116CE	21 st Century Employability Skills: Communication.....	3-9 hours
BSICSKL 117CE	21 st Century Employability Skills: Digital Fluency	3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: DIVERSITY AWARENESS & COLLABORATION (CN)

(6-18 hours)

The [21st Century Employability Skills: Diversity Awareness and Collaboration certificate program](#) prepares students with the necessary skills and training in the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will also develop skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace. In addition, these courses give students education, development and training that enhances

their professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use social or cultural differences to help expand the concept of what is "normal" and use this to generate new ideas.
2. Value diversity in the workplace, including gender, sexual orientation, ethnicity, and age. Understand these differences can improve products, services, or work processes.
3. Develop and improve relationships with people of different backgrounds and beliefs by improving self-awareness, sensitivity to others' feelings, and professionalism.
4. Share leadership by gathering ideas and using the skills of all team members. Offer help and encourages everyone to share responsibilities.
5. Find positive ways to deal with conflict amongst team members and see failure as a way to learn.

Required Courses

BSICSKL 112CE	21 st Century Employability Skills: Diversity Awareness.....	3-9 hours
BSICSKL 113CE	21 st Century Employability Skills: Collaboration	3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: EMPATHY & ADAPTABILITY (CN)

(6-18 hours)

The [21st Century Employability Skills: Empathy and Adaptability certificate program](#) prepares students with the necessary skills and training in the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will also develop skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace. In addition, these courses give students education, development and training that enhances their professional and interpersonal skills that enable them establish rewarding relationships with diverse individuals and groups.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Know the difference between empathy (putting yourself in someone else's shoes) versus sympathy (feeling sorry for/ understanding what someone is going through) and know when to use one approach or the other.
2. Connect with others by being a good listener, asking questions to help understand what the other person is

NON-CREDIT PROGRAMS & COURSES

feeling, being honest, and mirroring positive nonverbal communication to build trust.

3. Notice when things change, like new technology or new responsibilities, and see it as an opportunity rather than being negative about it.
4. Be open to new experiences by trying out different work environments, roles, and tasks.
5. Can handle normal amounts of stress, use feedback in a positive way, and learn from things that go wrong.

Required Courses

BSICSKL 110CE	21 st Century Employability Skills: Empathy	3-9 hours
BSICSKL 111CE	21 st Century Employability Skills: Adaptability	3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: ENTREPRENEURIAL & ANALYTICAL MINDSET (CN)

(6-18 hours)

The [21st Century Employability Skills: Entrepreneurial and Analytical Mindset certificate program](#) prepares students with the necessary skills and training on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will also develop skills that enable ideas on how to solve problems and building a sense of motivation around having a solution mindset. In addition, these courses give students education, development and training on self-motivation, risk taking, and innovative thinking skill that would help build relationships with organizations.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate self-motivation and seek new knowledge, skills, and greater work responsibilities.
2. Practice new ideas and ways of doing things by drawing connections, comparisons, and combining different sources of information.
3. Consider different viewpoints and put effort into understanding why information may be presented in a certain way.
4. Look at the bigger picture of the work situation, community, or society when solving problems.
5. Take time to think about different ways of solving a problem and test out ideas to see which one is best.

Required Courses

BSICSKL 108CE	21 st Century Employability Skills: Entrepreneurial Mindset	3-9 hours
BSICSKL 109CE	21 st Century Employability Skills: Analysis/Solution Mindset	3-9 hours

21ST CENTURY EMPLOYABILITY SKILLS: SELF-AWARENESS & RESILIENCE (CN)

(6-18 hours)

The [21st Century Employability Skills: Self-Awareness and Resilience certificate program](#) prepares students with the necessary skills and training in the importance of self-awareness in the context of social awareness. Students will also develop skills that enable students to build their resilience so they're ready to meet challenges at work, at home and other areas of their life. In addition, these courses give students education, development and training on how to improve professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Know own personality, strengths, and areas of knowledge, skills, or habits that can be improved.
2. Look for work opportunities that would be a good match for personal strengths and skills.
3. Improve professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating
4. Believe in personal growth and change by seeing new knowledge and skills as a way of life, not just a one-time thing.
5. Listen to others' views while also speaking up for oneself in order to learn from feedback and resolve conflicts.

Required Courses

BSICSKL 114CE	21 st Century Employability Skills: Self-awareness	3-9 hours
BSICSKL 115CE	21 st Century Employability Skills: Resilience.....	3-9 hours

ACADEMIC & WORKFORCE SUCCESS (CY)

(72-126 hours)

The [Academic and Workforce Success certificate program](#) prepares students to become a successful online student, assists students with setting and achieving educational and career goals, and helps them develop the necessary research, career exploration, study, English and Math for college and workforce success.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively navigate and utilize college website, email system, student portal, and student services.

NON-CREDIT PROGRAMS & COURSES

- Effectively document his/her educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.
- Demonstrate a basic knowledge of available careers in the U.S. and compare and contrast
- Demonstrate basic skills to successfully undertake or progress in college-level credit courses.

Required Courses

BSICSKL 105CE	Student Success in Hybrid and Online Classes	18-36 hours
BSICSKL 073CE	Industry Overview and Career Opportunities	18 hours

Elective Courses (choose one from the following)

BSICSKL 027CE	Foundations: Study Skills	18 hours
BSICSKL 044CE	Reading and Writing for College and Career Readiness	45 hour
BSICSKL 098CE	Math for College and Career Readiness	18-54 hours

ADMINISTRATIVE ASSISTANT (CN)

(144-153 hours)

The [Administrative Assistant certificate program](#) prepares students for entry-level, in-demand positions. Students practice their professional correspondence and communication skills, computer skills, and customer service skills as well as become familiar with basic business terminology to be successful in different public and private professional office environments. Students are provided with assistance with their resume, job applications and interview skills as well as are shown their options to continue their education and develop administrative skills for specific industries such as paralegal, legal assistants, and administrative support positions in facilities management, technology companies, and more.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Demonstrate effective written and oral communication skills to a variety of workplace audiences (supervisors, clients, co-workers)
- Employ office technology and skills relevant to the workplace (PowerPoint presentations, excel spreadsheets, email, and other communication tools)
- Employ effective business vocabulary, customer service, and etiquette to meet the needs and goals of the workplace

Required Courses

BSICSKL 044CE	Reading and Writing College & Career Readiness	45 hours
VOC ED 097CE	Blueprint for Customer Service	9-18 hours

VOC ED 288CE	Computer Skills for the Workplace	54 hours
VOC ED 415CE	Effective Business Terminology	18 hours
VOC ED 418CE	Effective Business Correspondence.....	18 hours

ADMINISTRATIVE ASSISTANT FOR THE ENGLISH LANGUAGE LEARNER (CN)

(117-162 hours)

The [Administrative Assistant for the English Language Learner Certificate of Completion](#) will provide students with the necessary knowledge and skill sets to pursue a career as an administrative assistant in the public and private work sectors developing effective computer, language, and workplace communication skills.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
- Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

Required Courses

VOC ED 415CE	Effective Business Terminology	18 hours
VOC ED 418CE	Effective Business Correspondence.....	18 hours
VOC ED 288CE	Computer Skills for the Workplace	54 hours
VOC ED 097CE	Blueprint for Customer Service	9-18 hours
VOC ED 412CE	Vocational English as a Second Language C	18-54 hours

ALGEBRA FUNDAMENTALS (CY)

(72-90 hours)

The [Algebra Fundamentals certificate program](#) helps students build and strengthen their algebra knowledge and competency skills in order to succeed in college and transfer-level math, science, and career technical education courses that require math skills. This certificate will help the college comply with the new education law 7823 (Title V 55522) and expand efforts to increase student success in mathematics.

NON-CREDIT PROGRAMS & COURSES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Apply quantitative thinking processes using mathematical operations to solve common academic, workplace, and family problems.
2. Demonstrate a step-by-step process for solving application problems algebraically

Required Courses

BSICSKL 106CE Algebra Fundamentals..... 45-54 hours
BSICSKL 107CE Algebra Fundamentals Lab..... 27-36 hours

ARITHMETIC FUNDAMENTALS (CY)

(72-108 hours)

The [Arithmetic Fundamentals certificate program](#) prepares students to achieve arithmetic math skill competencies in areas including but not limited to: whole numbers, decimals, integers, fractions, mixed numbers, and percentages, emphasizing critical thinking and self-reflection to real world applications.

Program Learning Outcomes

1. Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, and division) to solve common academic, workplace, and life problems.
2. Select appropriate math strategies for solving and handling application problems involving basic finance, science, economics, and family issues.

Required Courses

BSICSKL 056CE Arithmetic Review: Whole Numbers, Decimals and Integers 27 hours
BSICSKL 057CE Arithmetic Review: Fractions, Decimals and Percentages..... 27 hours
BSICSKL 095CE Arithmetic Lab 18-54 hours

AUTISM SERVICES AIDE (CN)

(18-81 hours)

The [Autism Services Aide certificate program](#) prepares students with the knowledge, technical and workplace skills necessary to gain employment and serve as an aide in behavioral health treatment to individuals with autism spectrum disorders under a licensed clinician. Students will also gain a deeper understanding of available certificates, degrees and career pathways for advancement.

Program Learning Outcomes

1. Understand common behaviors for clients with Autism Spectrum Disorders.
2. Effectively implement treatment plans under the supervision of a qualified health professional.

3. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.
4. Understand how to develop and utilize strong customer service skills to become an asset to your employer and succeed at your job.

Required Courses

VOC ED 096CE Blueprint for Workplace Success.....9-36 hours
VOC ED 425CE Autism Services Aide9-45 hours

BANQUET & RESTAURANT SERVER (CN)

(27-54 hours)

The [Banquet and Restaurant Server certificate program](#) prepares students with the necessary job skills and training to gain entry-level employment as a banquet and/or restaurant server. In addition to employment, these courses will also serve as a pathway for students to pursue a certificate of achievement and/or Associate Degree in the college's credit Hospitality program. These courses and certificate are aligned with the current Hospitality industry and employer standards.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner and practice industry-defined work ethics.
3. Perform basic and supervisory level job functions in hotel/restaurant careers.

Required Courses

VOC ED 242CE Banquet Server Skills Training..9-18 hours
VOC ED 246CE Restaurant Server Skills Training9-18 hours
VOC ED 247CE Kitchen Steward Skills Training9-18 hours

BUSINESS TOOLS (CN)

(36 hours)

The [Business Tools certificate program](#) will prepare students to successfully conceptualize, create, and engage in effective oral and written business communication while employing appropriate business terminology, expressions, and concepts.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Conceptualize, create, and implement effective business communication tools for success in the workplace.

NON-CREDIT PROGRAMS & COURSES

- Effectively employ appropriate business terminology, expressions, and concepts in a variety of workplace settings.

Required Courses

VOC ED 415CE	Effective Business Terminology	18 hours
VOC ED 418CE	Effective Business Correspondence	18 hours

CAREER EXPLORATION: INFORMATION COMMUNICATIONS TECHNOLOGY/DIGITAL MEDIA (CN)

(54 hours)

Students will be introduced to a variety of careers and job opportunities available to computer professionals, gain hands-on practice designing and programming a working robot and gain experience designing a website blog while incorporating a variety of new and existing social networking platforms.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Identify and evaluate career opportunities and pathways within the computer science information technology field
- Use current and emerging computing technology to enhance scientific, business, and individual productivity.

Required Courses

VOC ED 281CE	Exploring Computer Science Information Technology	18 hours
VOC ED 292CE	Robotics I Lab	18 hours
VOC ED 294CE	Introduction to Social Media - WordPress Blogs	18 hours

CHOOSING BUSINESS CAREERS (CN)

(36 hours)

The [Choosing Business Careers certificate program](#) prepares students for success entering the workforce in the current and emerging business workplace. Additionally, students will gain essential skills to effectively conceptualize a new business opportunity and create a viable business plan.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Demonstrate a basic knowledge of available business careers in the U.S. and compare and contrast these careers.
- Implement best practices how to gather business career information using online resources.
- Demonstrate knowledge of and ability to create a viable business plan and its essential components.

Required Courses

VOC ED 416CE	Introduction to Business Careers	18 hours
VOC ED 420CE	Introduction to Starting a New Business	18 hours

COLLEGE READINESS (CY)

(27-63 hours)

The [College Readiness certificate program](#) prepares students to pursue a post-secondary education, prepare students to become active in setting and achieving educational / career goals, and establish the necessary study skills and computer literacy foundations for success.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

- Employ effective study skills and habits to successfully undertake or progress in college-level credit classes.
- Effectively navigate and utilize college website, email system, student portal, and student services
- Effectively document their educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses

BSICSKL 005CE	Academic Guidance	9-18 hours
BSICSKL 075CE	Introduction to Post-Secondary Education	9 hours

Elective Courses (choose one from the following)

BSICSKL 009CE	Introduction to Library, Searches, and Services	9-27 hours
BSICSKL 027CE	Foundations: Study Skills	18 hours
BSICSKL 073CE	Industry Overview & Career Opportunities	18 hours
BSICSKL 105CE	Student Success in Hybrid and Online Classes	18-36 hours
VOC ED 290CE	Computer Literacy for College	18 hours

COLLEGE READINESS FOR THE ENGLISH LANGUAGE LEARNER (CY)

(54-99 hours)

English Language Learners will benefit from completing this [College Readiness for the ELL](#) certificate as it will set them up for success by helping to clarify their education and career goals, ensuring they have the necessary computer skills for college, and teaching them how to navigate the college system to successfully complete their goals.

NON-CREDIT PROGRAMS & COURSES

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively navigate and utilize college website, email system, student portal, and student services.
2. Effectively use the computer for college purposes.
3. Effectively document your educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses

BSICSKL 075CE	Introduction to Post-Secondary Education.....	9 hours
BSICSKL 005CE	Academic Guidance.....	18 hours
VOC ED 289CE	Computer Basics for the English Language Learner	18-54 hours

Electives (choose one from the following)

BSICSKL 027CE	Foundations: Study Skills	18 hours
BSICSKL 073CE	Industry Overview and Career Opportunities	18 hours

COMMUNICATING IN BUSINESS (CN)

(36 hours)

The [Communicating in Business course](#) will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively demonstrate effective interview strategies that are customized to the specific employer and workplace.
2. Effectively employ appropriate business terminology, expressions, and concepts to meet the needs of workplace.

Required Courses

VOC ED 417CE	Effective Business Communication	18 hours
VOC ED 419CE	Business Communication for Interviewing.....	18 hours

CONSERVATION STUDIES (CN)

(36-80 hours)

The [Conservation Studies certificate program](#) serves as a recognizable accomplishment of career preparation and job training to be applied toward future employment in the environmental, conservation, public education, and social advocacy sectors.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the important role that urban parks play in relation to ecological health and the well-being of city residents, and understand the collaborative, professional nature of stewardship and conservation in urban settings.
2. Understand key characteristics of our local ecology, including geology, plants, wildlife, and human impacts.
3. Prepare and use techniques and tools appropriate for habitat restoration, data collection, and public outreach activities.
4. Demonstrate ability to document and communicate instructional and experiential learning opportunities through both writing and oral presentations.

Required Courses

VOC ED 222CE	Conservation Education	18-40 hours
VOC ED 223CE	Conservation Service Learning	18-40 hours

CONSTRUCTION INDUSTRY EXPLORATION AND PREPARATION (CN)

(81-216 hours)

The Construction Industry Exploration & Preparation Certificate of Completion program will provide students with the essential skills needed to obtain and retain entry-level construction positions in the public and private sectors.

Required Courses

VOC ED 252CE	Exploration of Construction and Maintenance Careers	54-108 hours
VOC ED 259CE	OSHA Safety Standards: Construction & Industry	18-36 hours

Elective Courses (choose one from the following)

VOC ED 096CE	Blueprint for Workplace Success.....	9-36 hours
BSICSKL 074CE	Employment Test Prep	36-72 hours

CUSTODIAL TECHNICIAN PREPARATION (CN)

(72-99 hours)

The [Custodial Technician Preparation certificate program](#) will help students meet the application requirements for entry-level custodial positions.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop a resume, complete a job application, practiced job interviewing skills, and learned about workplace performance and communication standards, skills, and practices

NON-CREDIT PROGRAMS & COURSES

2. Complete the required 60 hours of basic custodial safety and cleaning training.

Required Courses

VOC ED 060CE	Custodial Technician Preparation	63 hours
VOC ED 096CE	Blueprint for Workplace Success	9-36 hours

DENTAL CAREER SKILL ENHANCEMENT (CN)

(54 hours)

The [Dental Career Skill Enhancement certificate program](#) helps those students who are successfully accepted into dental hygiene and dental assisting program. The certificate program will increase their successful navigation of the dental programs. The knowledge and skills gained in this program will help students to successfully complete dental programs and develop essential skills needed to obtain and retain a job in the dental field.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Provide current students who enrolled in the dental career programs to be able to maintain and improve the skills learned in dental programs.
2. Provide students with appropriate guidance and feedback to succeed in the dental programs.
3. Effectively communicate the knowledge gained about professionalism

Required Courses

VOC ED 406CE	Visual Spatial Perception and Psychomotor Skill Training	18 hours
VOC ED 407CE	Career Preparation and Orientation in the Dental Field.....	36 hours

EMPLOYMENT READINESS (CN)

(72 hours)

The [Employment Readiness Soft Skills Certificate of Completion](#) will help students develop the necessary soft skills to secure, maintain and advance in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Identify and develop effective communication and leadership skills
2. Develop and practice collaborative teamwork problem-solving and project management techniques

Required Courses

BSICSKL 077CE	Fundamentals for Workplace Success I – Teamwork	36 hours
BSICSKL 078CE	Fundamentals for Workplace Success II – Effective Communication and Leadership Skills.....	36 hours

ESL FUNDAMENTALS & CUSTODIAL TECHNICIANS (CN)

(153 hours)

The Custodial Technician Preparation for the English Language Learner Certificate of Completion will provide students with the necessary knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Integrated English language skill curriculum will effectively target the necessary strategies to communicate effectively in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
2. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
3. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

Required Courses

VOC ED 060CE	Custodial Technician Training	63 hours
VOC ED 096CE	Blueprint for Workplace Success.....	9-36 hours
VOC ED 410CE	Vocational English.....	54 hours

ESL FUNDAMENTALS I (CY)

(234-270 hours)

The [ESL Fundamentals I certificate program](#) prepares English language learners to achieve low-advanced/advanced level English competencies in writing incorporating 21st century communication skills to apply toward college and career goals. The ESL Pathways Certificate of Competency serves as a recognizable accomplishment to be applied toward future achievements following any of West Los Angeles College's adult education guided pathways into college, career preparation, and job training.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Provide a transformative educational experience for every student, the ESL Pathways Certificate of Competency confirms that student has demonstrated achievement in the prescribed set

NON-CREDIT PROGRAMS & COURSES

competencies outlined in the approved sequence of courses.

Required Courses

ESL NC 006CE	English as a Second Language – 0.....	216 hours
VOC ED 289CE	Computer Basics for the English Language Learner	18-54 hours

ESL FUNDAMENTALS II (CY)

(432 hours)

The [ESL Fundamentals II certificate](#) will provide intermediate level English language learners the fundamental ESL reading, speaking and writing skills they need to be successful in their ESL classes and in navigating college.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate the foundations of using English skills to successfully communicate.
2. Acquire foundational English skills in speaking, listening, reading and writing.
3. Demonstrate the proper use of foundational and frequently used English words and phrases.
4. Use proper verb tense and grammar when speaking and writing.

Required Courses

ESL NC 007CE	English as a Second Language – I.....	216 hours
ESL NC 008CE	English as a Second Language – II.....	216 hours

ESL FUNDAMENTALS III (CY)

(432 hours)

The [ESL Fundamentals III certificate program](#) prepares English language learners to achieve low-advanced / advanced level English competencies in writing incorporating 21st century communication skills to apply toward college and career goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Employ low advanced English skills in reading, writing, listening, and speaking with an emphasis in writing.
2. Use simple, compound, and complex sentences with correct word order, punctuation, and mechanics incorporating modified words and phrases, as well as adverbial, adjectival, and noun clauses.
3. Apply subject - verb agreement rules correctly with a variety of subjects, including gerunds and infinitives.

Required Courses

ESL NC 009CE	English as a Second Language – III	216 hours
ESL NC 015CE	English as a Second Language – IV	216 hours

ESL PATHWAYS (CY)

(72 – 216 hours hours)

This [ESL Pathways Certificate of Competency](#) develops students' skills and confidence in preparation to bridge to college credit ESL coursework.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Communicate in a variety of written forms with purpose, meaning and grammatical corrections.
2. Comprehend and analyze a variety of passages and content to construct meaning as a skilled reader.
3. Listen actively with understanding.
4. Respond meaningfully and articulately to others requests, replies, questions and instruction.

Required Courses

ESL NC 018CE	English as a Second Language V	36-108 hours
ESL NC 019CE	English as a Second Language VI	36-108 hours

FACILITIES MANAGEMENT (CN)

(45-126 hours)

The [Facilities Management certificate program](#) prepares students to enter the facilities management talent pipeline. Our courses and certificate are aligned with the International Facility Management Association (IFMA) and with the Energy, Construction & Utilities sector for California.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively utilize Microsoft Project to complete a project cycle.
2. Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
3. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
4. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

Required Courses

VOC ED 123CE	Facilities Project
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NON-CREDIT PROGRAMS & COURSES

	Management.....	27-63 hours
VOC ED 124CE	Essentials of Facilities	
	Management.....	18-63 hours

FINANCIAL LITERACY FOR COLLEGE & WORKFORCE SUCCESS (CN)

(36 hours)

The [Financial Literacy for College and Workforce Success certificate program](#) helps students increase their successful navigation of and access to cost-effective financial resources and strategies for college and wealth-building banking and credit resources and strategies as they enter and advance in the workforce. The knowledge and skills gained in this program will help students identify and avoid predatory banking, tax and lending products and practices.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop the budgeting and analysis skills to save regularly and spend less than their income.
2. Understand and implement money management and spending practices and access free or low-cost resources that grows their assets and reduces their debt.

Required Courses

BSICSKL 065CE	Financial Literacy: Credit Basics	18 hours
BSICSKL 066CE	Financial Literacy: Personal Money Management Basics	18 hours

FOUNDATION FOR ACADEMIC SUCCESS I (CY)

(144 hours)

The [Foundation for Academic Success I Certificate of Competency](#) provides students with a set of courses that will help strengthen their academic readiness to undertake and pass a High School equivalency.

Program Learning Outcomes: Upon successful completion of this program, students will be able to ..

1. Writing – Students will compose a grammatically correct and coherent written summary and response to assigned material and prompts.
2. Reading—Students will identify authorial intent, main ideas, and supporting details in various texts read silently and aloud.
3. Calculate whole numbers, fractions, mixed numbers, and decimals through addition, subtraction, multiplication and division functions in numeric and word problems.

4. Determine and employ the necessary sequence of steps and calculations to solve and graph algebraic linear equations and geometric measurements.
5. Analyze historical primary and secondary sources and understand their meaning and inferences and socio-political context.
6. Apply scientific reasoning skills and interpret data sets and make correlations.

Required Courses

BSICSKL 027CE	Foundations: Study Skills.....	18 hours
BSICSKL 034CE	High School Equivalency Test Preparation.....	117 hours
BSICSKL 075CE	Introduction to Post-Secondary Education	9 hours

FOUNDATION FOR ACADEMIC SUCCESS II (CY)

(81-90 hours)

The [Foundation for Academic Success II Certificate of Competency](#) provides students with a set of courses that will help strengthen their academic readiness to undertake or progress in college-level credit courses, help them better define their educational and career goals and options, and enable them to develop an action plan and strategies to complete college and achieve their educational and career goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to ..

1. Demonstrate basic reading and writing skills to successfully undertake or progress in college-level credit courses.
2. Employ effective study skills and habits to successfully undertake or progress in college-level credit courses.
3. Demonstrate basic Math skills to successfully undertake or progress in college-level credit courses.
4. Effectively navigate and utilize college website, email system, student portal, and student services.
5. Effectively document his/her educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses

BSICSKL 005CE	Academic Guidance	9-18 hours
BSICSKL 023CE	College and Scholastic Assessment Preparation.....	72 hours

FRONT DESK REPRESENTATIVE & RESERVATIONIST (CN)

(18-36 Hours)

The [Front Desk Representative and Reservationist certificate program](#) prepares students with the necessary job skills and training to gain entry-level employment as a front desk

NON-CREDIT PROGRAMS & COURSES

representative and/or reservationist. In addition to employment, these courses will also serve as a pathway for students to pursue a certificate of achievement and/or Associate Degree in the college's credit Hospitality program. These courses and certificate are aligned with the current Hospitality industry and employer standards.

Program Learning Outcomes: Upon successful completion of this program, students will be able to ..

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner and practice industry-defined work ethics.
3. Perform basic and supervisory level job functions in hotel/restaurant careers.

Required Courses

VOC ED 243CE Front Desk Representative 9-18 hours
VOC ED 249CE Reservationist Skills Training.. 9-18 hours

GUEST & PUBLIC SPACES ATTENDANT (CN)

(27-54 hours)

The [Guest and Public Spaces Attendant certificate program](#) prepares students with the necessary job skills and training to gain entry-level employment as a Guest, Laundry, Public Spaces Attendant. In addition to employment, these courses will also serve as a pathway for students to pursue a Certificate of Achievement and/or Associate Degree in the College's credit Hospitality program. These courses and certificate are aligned with the current Hospitality industry and employer standards.

Program Learning Outcomes: Upon successful completion of this program, students will be able to ..

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner and practice industry-defined work ethics.
3. Perform basic and supervisory level job functions in hotel / restaurant careers.

Required Courses

VOC ED 244CE Laundry Attendant Skills Training..... 9-18 hours
VOC ED 245CE Public Space Cleaner Skills..... 9-18 hours
VOC ED 250CE Guestroom Attendant Skills Training..... 9-18 hours

HEALTHCARE CAREER DISCOVERY (CN)

(36 hours)

The [Healthcare Career Discovery certificate program](#) will prepare students with a comprehensive overview of healthcare careers in the US healthcare system. Students will gain skills applying online resources to research health care information including job descriptions, work environment, employment opportunities, educational requirements, and potential workplace earnings.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Build knowledge capacity to differentiate among healthcare career opportunities.
2. Employ the importance of professionalism in the classroom and the workplace.

Required Courses

VOC ED 320CE Exploring Healthcare..... 18 hours
Careers
VOC ED 404CE Student Success in 18 hours
Health Occupations

HEALTHCARE CAREERS PREPARATION (CN)

(36 hours)

The [Healthcare Careers Preparation certificate](#) will enable students to obtain basic oral and written communication skills for healthcare settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulations, composing case notes, reading and writing medical documents.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Effectively demonstrate oral and written communication skills for the healthcare workplace (case notes and reading and writing medical documents)
2. Employ professional behavior and attire as a healthcare professional.
3. Demonstrate comprehensive understanding of the HIPAA Privacy Regulations
4. Prepare for entry-level positions in the healthcare field.

Required Courses

VOC ED 402CE Communication Skills for Health Care Professions 18 hours
VOC ED 405CE Professionalism in Health Occupations 18 hours

HEALTHCARE SERVICES (CN)

(54 hours)

The [Healthcare Services certificate](#) will enable students to obtain basic documentation techniques and charting methods used in healthcare professions. Upon completion of this

NON-CREDIT PROGRAMS & COURSES

course, students will be able to document SOAP notes in medical records according to standard guidelines.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Employ basic medical vocabulary and abbreviations used in healthcare professions.
2. Demonstrate basic medical documentation techniques and charting methods used in healthcare.
3. Document notes in medical records according to standard guidelines
4. Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
5. Demonstrate professional behavior and attire as a healthcare professional

Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 401CE	Medical Documentation and Charting	18 hours
VOC ED 403CE	Law & Ethics for Health Professions	18 hours

IN-HOME SUPPORTIVE SERVICES PROVIDER (CN)

(54-108 hours)

The [IHSS certificate program](#) prepares students to apply for entry-level, short-term high demand employment in the In-Home Supportive Services Provider field mastering the medical fundamentals, terminology, specific job skills and 21st century communication skills.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
2. Demonstrate appropriate communication, performance, and teamwork behavior and standards
3. Understand the importance of workplace skills and how to gain employment, be successful, and keep your job.

Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 408CE	In-Home Supportive Provider (IHSS)	36-90 hours

IN-HOME SUPPORTIVE SERVICES PROVIDER FOR THE ENGLISH LANGUAGE LEARNER(CN)

(54-198 hours)

The [IHSS for English Language Learners certificate program](#) provides students the knowledge and skills needed to begin a career in health care as an In-Home Support Services provider (IHSS). The program will increase their successful navigation within the field affording them the opportunity to use this as a foundation for higher education into other health care related programs, and more importantly grant them the skills necessary to become gainfully employed. This exciting career fits those with a passion for helping people with physical limitations due to age or chronic disabilities paired with the progression of their disease. Successful completion of this course will result in a well-rounded IHSS professional who is able to make a difference in the lives of others while being part of an essential field and thriving industry. Integrated English language skills curriculum will effectively target the necessary strategies and knowledge to communicate effectively in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
2. Demonstrate appropriate communication, performance, and teamwork behavior and standards
3. Understand the importance of workplace skills and how to gain employment, be successful, and keep your job.

Required Courses

VOC ED 408CE	In-Home Supportive Provider (IHSS)	36-90 hours
VOC ED 096CE	Blueprint for Workplace Success.....	9-36 hours
VOC ED 097CE	Blueprint for Customer Service	9-18 hours
VOC ED 411CE	Vocational English as a Second Language B.....	54 hours

JOB READINESS (CN)

(40-66 hours)

The [Job Readiness certificate program](#) prepares students with the essential 21st century communication and workplace skills to effectively gain and maintain employment.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand the importance of workplace skills and how to gain employment, be successful and keep a job.

Required Courses

VOC ED 096CE	Blueprint for Workplace Success.....	9-36 hours
VOC ED 097CE	Blueprint for Customer Service	9-18 hours
VOC ED 098CE	30 Ways to Shine as a New	

NON-CREDIT PROGRAMS & COURSES

Employee..... 12 hours

LEADERSHIP & WORKPLACE SUCCESS IN THE PUBLIC SECTOR (CN)

(45-54 hours)

This [Leadership and Workplace certificate program](#) prepares students with the necessary skills and training to gain employment in the public sector. Students will learn the various state and federal laws and regulations related to the public sector. In addition, these courses provide students the education, development, and training that enhances their personal and professional leadership for success in working in the public sector.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Understand self-awareness which includes their values and beliefs
2. Understand and appreciate diversity
3. Develop an understanding of group dynamics including conflict resolution and group decision making processes
4. Demonstrate an understanding for ethical decision making and why it is important
5. Demonstrate effective communication skills and techniques

Required Courses

BSICSKL 078CE Fundamentals for Workplace Success II:
Effective Communication and Leadership
Skills 36 hours

BSICSKL 104CE Leadership Skills for the
Public Sector..... 9-18 hours

LIBERAL ARTS MATH PREPARATION (CY)

(24-126 hours)

The [Liberal Arts Math Preparation certificate program](#) supports student success in transfer-level mathematics classes such as Math 215, Math 230 and Math 245. The Academic Prep classes that make up the Liberal Arts Transfer Mathematics Preparation Certificate of Competency provide supplementary instruction to students, as needed in accordance with placement guidelines, to support their work in transfer level mathematics classes required for completion of an Associate Degree for transfer.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use mathematical reasoning, tools and strategies to analyze quantitative aspects of problems arising in their major or area of concentration.

Required Courses

ACAD PR 016CE Algebra.....12-54 hours

ACAD PR 018CE Preparatory Math12-72 hours

LICENSING/EMPLOYMENT TEST PREP (CN)

(45-108 hours)

The [Licensing/Employment Test Prep certificate program](#) covers a wide variety of employment certifications, licensures and other contextualized exams to adequately prepare students for employer-based tests. Students will be prepared to enter the workforce through resume development, interview skills and workplace skills.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate basic reading and writing skills to successfully pass employment professional licensure and/or certification test.
2. Employ effective study skills and habits to successfully pass employment professional licensure and/or certification test.
3. Demonstrate basic math skills to successfully pass employment professional licensure and/or certification test.
4. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

Required Courses

BSICSKL 074CE Employment Test
Preparation.....36-72 hours

VOC ED 096CE Blueprint for Workplace
Success.....9-36 hours

MAINTENANCE ATTENDANT FOR HOSPITALITY (CN)

(18-54 hours)

The [Maintenance Attendant for Hospitality certificate](#) prepares students with the necessary maintenance attendant job skills and basic hand/power tool training to gain entry-level employment in the current and emerging high-demand Hospitality sector. These courses will also serve as a pathway for students to pursue a Certificate of Achievement and/or Associate Degree in the college's Hospitality Discipline. These courses and certificate are aligned with the current industry and employer standards.

Program Learning Outcome: Upon successful completion, students will be able to....

1. Apply concepts and skills necessary to achieve guest satisfaction.
2. Conduct him/herself in a professional and ethical manner and practice industry-defined work ethics.

NON-CREDIT PROGRAMS & COURSES

3. Perform basic and supervisory level job functions in hotel / restaurant careers.

Required Courses

VOC ED 248CE	Maintenance Attendant Skills Training.....	9-18 hours
VOC ED 251CE	Intro to Basic Hand/Power Tool Training.....	9-36 hours

POLICE ORIENTATION PREPARATION (CN)

(63 hours)

The [Police Orientation Preparation certificate program](#) prepares students with essential competencies to strengthen readiness for a career in law enforcement and expand their knowledge capacity toward acceptance into a law enforcement academy.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Identify and access employment requirements and hiring processes for targeted employers of law enforcement personnel.
2. Develop appropriate personal employment preparation and career development plan for the law enforcement field
3. Demonstrate use of non-threatening and respectful communication skills and conflict management strategies when dealing with potential suspects or agitated community members.

Required Courses

VOC ED 033CE	Introduction to Career Pathways in Law Enforcement.....	27 hours
VOC ED 050CE	The Art and Practice of Community-based Policing.....	36 hours

PRE-ALGEBRA FUNDAMENTALS (CY)

(36-90 hours)

The [Pre-Algebra Fundamentals certificate program](#) provides students with a set of courses that will help strengthen their academic readiness to progress through the pre-algebra math sequence as well as assist them in the application of math in their career technical and STEM-related courses.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Analyze and interpret spatial and graphic data (schedule, maps, tables, graphs, and geometric figures)
2. Use mathematical tools essential for analyzing quantitative problems and for producing solutions

Required Courses

BSICSKL 058CE	Pre-Algebra Review: Real Numbers, Variables and Equations	18-45 hours
BSICSKL 059CE	Pre-Algebra Review: Rates, Proportions, Percentages, and Graphing Linear Equations	18-45 hours

PRE-DENTAL CAREER PREPARATION (CN)

(36 hours)

The [Pre-Dental Career Preparation certificate](#) program will provide students with the necessary knowledge, interpersonal, navigation, and leadership skills needed to effectively transition to and succeed in a dental training program and workplace

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Employ basic medical and dental vocabulary and abbreviations used in healthcare professions.
2. Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
3. Prepare students for success in the West Los Angeles College Dental Hygiene Program
4. Build knowledge capacity about program policies, college student support service, professionalism, HIPAA, clinical kit organization, library research skills, and clinic procedures.

Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 403CE	Law & Ethics for Health Professions	18 hours

PRE-NURSING CAREER PREPARATION (CN)

(54 hours)

The [Pre-Nursing Career Preparation certificate](#) will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

Program Learning Outcomes: Upon successful completion, students will be able to....

1. Employ basic medical vocabulary and abbreviations used in healthcare professions.
2. Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
3. Differentiate among healthcare career pathways in: In-Home Health Support Service, Certified Nurse Assistant, Home Health Aide, Geriatric Care

NON-CREDIT PROGRAMS & COURSES

- Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse.
4. Build knowledge capacity about California State licensure, job outlook, personnel requirements and program curriculum.
 5. Demonstrate professional behavior and attire as a healthcare professional.

Required Courses

VOC ED 400CE	Introduction to Medical Terminology	18 hours
VOC ED 403CE	Law & Ethics for Health Terminology Professions	18 hours
VOC ED 409CE	Pre-Nursing Career Pathways	18 hours

REAL ESTATE SUPERVISORY/TRAINEE LICENSING (CN)

(9-18 hours)

The Real Estate Supervisory/Trainee Appraisal Licensing certificate prepare students to complete the educational requirements for various Real Estate Appraisal Licenses by providing them with these two required courses for the California Bureau of Real Estate Appraisers' (BREA) state licensing.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Utilize a network of real estate professionals to conduct and complete the sale, purchase and management of real estate processes and transactions.
2. Use current and emerging technologies and applications to conduct real estate transactions.
3. Interpret property and real estate law to troubleshoot legal aspects in selling, purchasing and management of real estate.
4. Use of personal and business investment strategies and methods to advise clients and address customer needs.
5. Market, manage and direct the daily activities of a successful real estate agency.
6. Model effective and appropriate interactions and relationships that create good will and repeat business.
7. Model, adopt, and comply with ethical and moral business practices that maintain and sustain trust and integrity in the workplace and with clients, pursuant to DRE regulations and requirements.
8. Communicate oral and written thoughts in a clear and organized manner to effectively inform and convey ideas in the workplace and with clients.

Required Courses

VOC ED 197CE	Supervisory/Trainee Appraiser	4.5-9 hours
VOC ED 198CE	Federal & State Laws and Regulations for California Appraisers	4.5-9 hours

RESILIENT LEADERSHIP FOR COLLEGE ENGAGEMENT (CN)

(108-135 hours)

The [Resilient Leadership for College Engagement certificate program](#) will provide students with the necessary knowledge and interpersonal, navigation, and leadership skills needed to effectively transition to and succeed in college and in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate basic reading and writing skills to successfully pass employment professional licensure and/or certification test.
2. Employ effective study skills and habits to successfully pass employment professional licensure and/or certification test.
3. Demonstrate basic math skills to successfully pass employment professional licensure and/or certification test.
4. Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

Required Courses

BSICSKL 089CE	Resilient Leadership.....	18-36 hours
BSICSKL 044CE	Reading and Writing for College and Career Readiness	45 hours
BSICSKL 078CE	Fundamentals for Workplace Success II: Effective Communication and Leadership Skills	36 hours
BSICSKL 101CE	Introduction to Workforce Opportunities.....	9-18 hours

SCIENCE PREPARATION (CY)

(117-126 hours)

The [Science Preparation certificate program](#) prepares students to pursue a post-secondary education gaining a stronger foundation in biology and chemistry fundamentals and a deeper understanding of the range of college and career opportunities in the science field, health and biotechnology professions, and STEM careers.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

NON-CREDIT PROGRAMS & COURSES

1. Explain how scientists investigate causes of natural biological phenomena.
2. Perform basic biological and chemical lab procedures
3. Demonstrate chemical literacy and an understanding of fundamental chemical principles
4. Identify key employers and science career pathways and their required education and skills requirements

Required Courses

BSICSKL 093CE	Biology Fundamentals	
	Review	54 hours
BSICSKL 094CE	Chemistry Fundamentals	
	Review	54 hours
BSICSKL 099CE	College and Career Pathways Exploration for the Science Field	9-18 hours

STATISTICS PREPARATION (CY)

(24-90 hours)

The [Statistics Preparation certificate program](#) supports student success in transfer-level Statistics classes. The Academic Prep classes that make up the Liberal Arts Transfer Mathematics Preparation Certificate of Competency provide supplementary instruction to students, as needed in accordance with placement guidelines, to support their work in transfer level mathematics classes required for completion of an Associate Degree for transfer.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use mathematical reasoning, tools and strategies to analyze quantitative aspects problems arising in their major or area of concentration.

Required Courses

ACAD PR 015CE	Data Analysis	12-36 hours
ACAD PR 016CE	Algebra	12-54 hours

STEM MATH PREPARATION (CY)

(24-90 hours)

The [STEM Math certificate program](#) supports student success in transfer-level STEM mathematics classes. This program will provide supplementary instruction for students who need it in order to succeed in transfer-level STEM classes and to maximize the probability that they will complete a transfer level mathematics class within one regular academic year.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Use mathematical reasoning, tools, and strategies to analyze quantitative aspects of problems arising in their major or area of concentration.

Required Courses

ACAD PR 016CE	Algebra	12-54 hours
ACAD PR 017CE	Geometry	12-36 hours

THE FOUNDATION OF ENGLISH SKILLS (CY)

(162 hours)

The [Foundation of English Skills certificate program](#) prepares English language learners to achieve intermediate level English competencies incorporating 21st century communication skills to apply toward college and career goals.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Demonstrate the foundations of using English skills to communicate
2. Acquire foundational English skills in speaking, listening, reading, and writing.
3. Demonstrate the proper use of foundational and frequently used English words and phrases.
4. Use proper tenses and grammar when speaking and writing

Required Courses

ESL NC 061CE	English as a Second Language I	54 hours
ESL NC 062CE	English as a Second Language II	54 hours
ESL NC 063CE	English as a Second Language III	54 hours

TUTOR TRAINING (CN)

(18-36 hours)

The [Tutor Training certificate program](#) will prepare students to work as tutors and teaching assistants. The program will cover pedagogy, practices, and policies that will enable skillful practice of student tutoring and teacher assistance. Individuals will gain highly transferrable skills for future employment both within Learning and/or tutoring centers and in pre-K-12th grade schools.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Develop critical thinking skills to apply to working in the public sector or interacting with public entities.
2. Understand the laws and regulations regarding public information and transparency for meetings and decision-making.

Required Courses

VOC ED 088CE	Introduction to Tutor Training	9-18 hours
VOC ED 089CE	Advanced Tutor Training	9-18 hours

WORKFORCE PREPARATION & CAREER SUCCESS (CN)

(45-90 hours)

This [Workforce Preparation certificate program](#) prepares students to effectively transition from college to career with 21st communication skills and job-ready skills to be successful applying and working in current and emerging entry-level high-demand jobs in the public and private work sectors.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Practice the strategies and skills needed to effectively navigate and connect to local communities, specifically in areas related to community resources, businesses and the development of entrepreneurial skills.
2. Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards.
3. Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

Required Courses

BSICSKL 101CE	Introduction to Workforce Opportunities	9-18 hours
BSICSKL 102CE	Workforce Opportunities I	18-36 hours
BSICSKL 103CE	Workforce Opportunities II	18-36 hours

WORKPLACE SUCCESS I: CREATIVE LEADERSHIP (CN)

(108 hours)

The [Workplace Success I: Creative Leadership Certificate of Completion](#) will provide students with the necessary knowledge and training needed to be effective, creative leaders in the workforce.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
2. Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing the qualities of great leadership.

3. Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and how a leader can affect creative climate.

Required Courses

BSICSKL 072CE	The Creative Edge: Outstanding Leadership	54 hours
BSICSKL 079CE	Creativity, Innovation and Leadership	54 hours

WORKPLACE SUCCESS II: CREATIVITY & INNOVATION IN THE WORKPLACE (CN)

(108 hours)

The [Workplace Success II: Creativity and Innovation in the Workplace Certificate of Completion](#) will provide students with the necessary knowledge and training needed to be effective innovators and team members in the workforce. The required courses provide students with a foundation and framework for innovation in the discipline of creativity as well as skills in how to use creativity and innovation effectively in the workplace.

Program Learning Outcomes: Upon successful completion of this program, students will be able to...

1. Work effectively as a team member and a team facilitator by analyzing and recognizing individual team members' creative and innovative strengths.
2. Analyze, synthesize and evaluate solutions to assess the validity and usefulness of a solution and choose the most appropriate one.
3. Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
4. Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and innovation.

Required Courses

BSICSKL 070CE	Innovation: Igniting Creativity at Work	54 hours
BSICSKL 076CE	Successful Innovation and Creativity in the Workplace	54 hours

NONCREDIT COURSE LISTINGS & DESCRIPTIONS



Note: Courses denoted as “NDA” are Non-degree Applicable P/NP/SP Option denotes courses which may be taken as Pass, No Pass, or Satisfactory Progress

ACADEMIC PREPARATION

(ACAD PR)

ACAD PR 015CE Data Analysis (12-36 hours) NDA (P/NP/SP Option)

Corequisite: MATH 227 or MATH 227S

This course provides extra support for students concurrently enrolled in Math 227 and 227S. It includes basic information about how data is organized, visually presented, and numerically summarized and how to solve problems using this information. It also reviews such topics as linear functions and matrices in the context of Statistics, as needed.

ACAD PR 016CE Algebra (12-54 hours) NDA (P/NP/SP Option)

Corequisite: MATH 215 or MATH 241 or MATH 241S or MATH 245 or MATH 259 or MATH 259A or MATH 259B

This course provides extra support for students concurrently enrolled in MATH 241 (Trigonometry with Vectors), MATH 245 (College Algebra) and other transfer-level Math classes. It reviews the fundamentals of algebra as needed for success in the transfer-level class. Topics include the real numbers, rational exponents, polynomials, algebraic expressions, equations and inequalities (including linear, absolute value, quadratic, rational, radical), systems of equations, functions and graphs, modeling and applications

ACAD PR 017CE Geometry (36 hours) NDA (P/NP/SP Option)

Corequisite: MATH 241 or MATH 241S

This course provides extra support for students enrolled in MATH 241 (Trigonometry with Vectors), MATH 241S (Trigonometry with Vectors with Support) and other transfer-level courses. It reviews the fundamentals of geometry in two and three dimensions, including angles and angle measurement, circles, right triangles and the Pythagorean Theorem, congruence and similarity, and geometry in the Cartesian coordinate plane. Other topics will be discussed as they arise in the context of the transfer-level class.

ACAD PR 018CE Preparatory Mathematics (24-72 hours) NDA (P/NP/SP Option)

Corequisite: MATH 215 OR MATH 230

This course provides extra support for students enrolled in MATH 215 (Principles of Mathematics), MATH 230 (Math for Liberal Arts Majors), MATH 245 (College Algebra) or other transfer-level mathematics courses. It covers foundational topics in mathematics, including set theory and logic, algebraic and geometric systems, mathematical modeling and word problems, and other topics that students need to review to succeed in their transfer-level math class.

BASIC SKILLS

(BSICSKL)

BSICSKL 002CE Developing English Composition Skills (18-54 hours) NDA

Corequisite: BSICSKL 023CE or BSICSKL 034CE

This course is designed to develop and advance a student's academic reading, writing, and critical thinking skills for

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success in post-secondary academic coursework. In this course, students will plan, draft, write, and revise compositions of increased complexity and sophistication. Student writing will be based on academic readings that will challenge the student's thinking. The course will also involve hands-on application and practice of the topics covered, including thesis development, organization, synthesizing various texts, and working with outside sources.

BSICSKL 005CE Academic Guidance (9-18 hours) NDA

Student success begins with the understanding of one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their education and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

BSICSKL 009CE Introduction to Library Materials, Searches, and Services (9-27 hours) NDA (P/NP/SP Option)

This course introduces a wide range of resources and services available in public and academic libraries: print, audio, and electronic books; magazines; audio-visual materials; online databases; and librarian assistance.

BSICSKL 023CE College and Scholastic Assessment Preparation (72 hours) NDA (P/NP/SP Option)

This course is designed to review test-taking, math, reading and writing skills to prepare students for the college assessment test as well as orient students in note-taking, study, and organizational skills required for college success.

BSICSKL 027CE Foundations: Study Skills (18 hours) NDA

This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the Habits of Mind and Growth Mindset to help them develop the attitude and habits needed for success.

BSICSKL 034CE High School Equivalency Test Preparation (117 hours) NDA (P/NP/SP Option)

This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.

BSICSKL 044CE Reading and Writing for College and Career Readiness (45 hours) NDA (P/NP/SP Option)

Corequisite: ENGLISH 101 or ENGLISH 101Y or ENGLISH 102 or ENGLISH 103

Contextualized reading and writing course to prepare students for transition to apprenticeships, college, and career.

Skimming and scanning, annotation, reading for main idea, reading strategies, sentence structure, summarizing versus responding, paragraph structure, paragraph types, reading charts and graphs, and vocabulary.

BSICSKL 056CE Arithmetic Review: Whole Numbers, Decimals and Integers (27 hours) NDA (P/NP/SP Option)

Corequisite: BSICSKL 023CE or BSICSKL 034CE

An entry level course in foundational arithmetic designed to improve competency in whole numbers, decimals, and integers. Emphasis is placed on improving number sense and number confidence by employing estimation and work-checking techniques. This course features "Just in Time Teaching and Remediation" techniques as well as implementation of a diagnostic tool.

BSICSKL 057CE Arithmetic Review: Fractions, Decimals and Percentages (27 hours) NDA (P/NP/SP Option)

Corequisite: BSICSKL 023CE or BSICSKL 034CE

This course designed to review basic arithmetic operations. It is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, student must have the genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

BSICSKL 058CE Pre-Algebra Review: Real Numbers, Variables and Equations (18-45 hours) NDA

Corequisite: BSICSKL 023CE or BSICSKL 034CE

An entry level course in pre-algebra designed to improve competency in real numbers as well as introduce the logic of algebra relating to solving linear equations. Emphasis is placed on improving logical reasoning and overall comprehension of the language of algebra by relating abstract ideas to real-world applications. This course features "Just in Time Remediation" techniques as well as a diagnostic tool.

BSICSKL 059CE Pre-Algebra Review: Rates, Proportions, Percentages, and Graphing Linear Equations (18-45 hours) II NDA

Corequisite: BSICSKL 023CE or BSICSKL 034CE

An entry level course in pre-algebra designed to improve competency in rates, proportions, and percentages as well as introduce the logic of algebra relating to basic geometry and graphing linear equations. Emphasis is placed on improving logical reasoning and overall comprehension of the language of algebra by relating abstract ideas to real-world applications.

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This course features "Just in Time Teaching and Remediation" techniques as well as implementation of a diagnostic tool.

BSICSKL 065CE Financial Literacy - Credit Basics (18 hours) NDA

Students develop a foundation of credit management concepts and learn about the credit rating systems, the consequences of excessive debt, and the impact of deferred and default student education loans on credit history. Students learn how to establish debt wisely, examine their own debt and develop strategies to pay down their debt and improve their credit score.

BSICSKL 066CE Financial Literacy - Personal Money Management (18 hours) NDA

Students will acquire a foundation of money management concepts and develop a financial plan to meet their educational goals using various strategies and products: FAFSA, scholarships, student loans, tax filing, and crowd-sourcing. They will also learn to use and access basic and cost-effective personal money management and banking tools and strategies necessary for the workplace.

BSICSKL 070CE Innovation: Igniting Creativity at Work (54 hours) NDA (P/NP/SP Option)

This course provides a foundation and framework for innovation in the discipline of creativity. Emphasis is placed on understanding what constitutes creativity and innovation, the evolution of creativity and innovation and their influence, and the importance of innovation and new ideas in today's organizational environments.

BSICSKL 072CE The Creative Edge: Outstanding Leadership (54 hours) NDA (P/NP/SP Option)

In this course, students learn and master the Creative Problem-Solving process as leaders. Students will apply and facilitate the process in a variety of leadership settings.

BSICSKL 073CE Industry Overview and Career Opportunities (18 hours) NDA (P/NP/SP Option)

This course provides students with the basic information about the targeted industry and sectors they are focused on for their career; including essential facts, key institutions, history, career pathways and trends. This course provides students with the basic research and networking skills to become well-informed job seekers so they can effectively prepare for their career and become employed.

BSICSKL 074CE Employment Test Preparation (36-72 hours) NDA

This course is designed to help familiarize students with general types of test questions found in actual employment tests. In addition, this course covers a wide variety of exams, allowing you to take practice tests for employment

certifications, licensures and other contextualized exams to adequately prepare students for employer-based tests.

BSICSKL 075CE Introduction to Post-Secondary Education (9 hours) NDA

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information and strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

BSICSKL 076CE Successful Innovation and Creativity in the Workplace (54 hours) NDA (P/NP/SP Option)

This course examines how ideas and innovations are implemented in our organizations. We will explore why some organizations are successful at innovation and why others fail. Students will analyze how creativity and innovation can be used as a tool for business leadership and the workplace.

BSICSKL 077CE Fundamentals for Workplace Success - Teamwork (36 hours) NDA

This course prepares students to successfully collaborate and work effectively with their classmates and colleagues in diverse settings by strengthening their employability and interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and strategies that optimize their strengths and help them increase their effectiveness and efficiency at school and in the workplace.

BSICSKL 078CE Fundamentals for Workplace Success II- Effective Communication/Leadership Skill (36 hours) NDA

This course gives students the opportunity to develop their listening, communication and leadership skills, appropriate for the workplace in a supportive and interactive environment. Students will be introduced to skills that can help them become active, purposeful listeners and more effective communicators and leaders for career success.

BSICSKL 079CE Creativity, Innovation, and Leadership (54 hours) NDA (P/NP Option)

This course examines the relationship between creativity, innovation and leadership. Participants analyze their own leadership style and how to lead others through change.

BSICSKL 089CE Resilient Leadership (18-36 hours) NDA (P/NP Option)

This course introduces students to resilience methodologies, the risk and protective factors related to resiliency and leadership competencies that enhance the well-being of an individual, family, community, and institutions. Students will examine key leadership characteristics and competencies which strengthen individuals' resiliency and set the conditions for successful performance and leadership in helping other individuals, communities, and organizations.

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BSICSKL 093CE Biology Fundamentals Review (54 hours) NDA

This class will serve as a bridge class for success in the credit biology courses such as biology, microbiology, anatomy and physiology and biotechnology. Students will practice basic science concepts and terminology that are necessary to develop readiness for either passing a high school equivalency test, preparing for coursework in the health professions, or for transitioning to a 4-year college.

BSICSKL 094CE Chemistry Fundamentals Review (54 hours) NDA

This class will serve as a bridge for success in credit chemistry courses such as CHEM 050 and CHEM 060. Students will learn and practice basic mathematics and science concepts that are necessary to ensure their readiness for successful completion of coursework for health professions and for transitioning to a four-year college.

BSICSKL 095CE Arithmetic Lab (18-54 hours) NDA (P/NP/SP Option)

Arithmetic Lab course is designed to offer opportunities for a student to self-reflect on previous knowledge while exploring arithmetic topics. It is a self-paced course featuring Just in Time Teaching (JiTT) practices, which emphasize critical thinking and real-world applications.

BSICSKL 096CE Pre-Algebra Lab (18-54 hours) NDA (P/NP/SP Option)

Pre-Algebra Lab course is designed to offer opportunities for a student to self-reflect on previous knowledge while exploring topics in basic algebra. It is a self-paced course featuring Just in Time Teaching (JiTT) practices, which emphasize critical thinking and real-world applications.

BSICSKL 098CE Math for College and Career Readiness (18-54 hours) NDA (P/NP/SP Option)

A contextualized math course to prepare students for successful transition to college, apprenticeships, and employment. Topics include numeracy, fractions, decimals, unit conversion, ratios, proportions, algebra, measurement, and statistics.

BSICSKL 099CE College and Career Pathways for the Science Field (9-18 hours) NDA (P/NP/SP Option)

This course introduces students to a variety of college and career pathways in the biology, chemistry, physical and applied science and biotechnology fields. Students will meet different professionals, identify key employers, and review educational and skill requirements for different careers.

BSICSKL 101CE Introduction to Workforce Opportunities (9-18 hours) NDA (P/NP/SP Option)

This course emphasizes independence and employability for students with disabilities. It introduces students to introductory

job-readiness skills by first researching campus resources, interviewing campus faculty and staff and exploring a wide range of occupations through experts on campus.

BSICSKL 102CE Workforce Opportunities I (18-36 hours) NDA (P/NP Option)

This course emphasizes independence and employability for students with disabilities by developing student awareness about the world of work and workplace culture through job preparation research and activities. Students will incorporate a career inventory self-assessment as well as a value, personality and/or skills assessments to apply toward career decision-making, customizing entry level labor market research, understanding workplace structure and exploring employment opportunities.

BSICSKL 103CE Workforce Opportunities II (18-36 hours) NDA (P/NP Option)

This course emphasizes independence and employability for students with disabilities by exploring workplace dynamics and developing soft skills. This course is designed to set students up for success and to provide them a competitive edge on the job. Students will be exposed to workplace culture, structure and expectations and participate in job shadowing, informational interviewing and employers' insights through panel presentations. Students will develop a career portfolio.

BSICSKL 104CE Leadership Skills for the Public Sector (9-18 hours) NDA (P/NP/SP Option)

This course gives students education, development and training that enhances their personal and professional leadership abilities and provides them with the necessary knowledge and skills required for success in working in and with the public sector

BSICSKL 105CE Student Success in Hybrid and Online Classes (18-36 hours) NDA (P/NP/SP Option)

This course is designed to set students up for success when enrolled in hybrid and online college classes. Students will explore the Canvas learning management system (LMS) using the course tools to complete typical online learning tasks such as creating student profiles, taking quizzes, and posting to discussion boards. Students will also learn mindful best practices and skills to succeed in the online learning environment including time management, academic honesty, and online etiquette.

BSICSKL 106CE Algebra Fundamentals (45-54 hours) NDA (P/NP/SP Option)

Corequisite: BSICSKL 023CE or BSICSKL 034CE

This algebra course bridges the gap from noncredit Pre-Algebra to credit Intermediate Algebra. It covers basic operations with real numbers, linear equations, polynomials, and linear inequalities, and graphing. Emphasis is placed on

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solving a variety of elementary application problems using mathematical modeling and symbol manipulation skills.

BSICSKL 107CE Algebra Fundamentals Lab (27-36 hours) NDA (P/NP/SP Option)

Corequisite: BSICSKL 023CE or BSICSKL 034CE

This algebra fundamentals lab course bridges the gap from noncredit Pre-Algebra to credit Intermediate Algebra. This course allows students to practice basic operations with real numbers, linear equations, polynomials, linear inequalities, and graphing. Emphasis is placed on solving a variety of elementary application problems using mathematical modeling and symbol manipulation skills.

BSICSKL 108CE 21st Century Employability Skills: Entrepreneurial Mindset (9 hours) (P/NP/SP Option)

This course is the part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on the primary attributes of an entrepreneurial mindset and its importance in the workplace. Students will understand the importance of developing self-motivation, risk taking, and innovative thinking skills that would help build relationships with existing organizations or assist in setting up their own business opportunities.

BSICSKL 109CE 21st Century Employability Skills: Analysis/Solution Mindset (9 hours) (P/NP/SP Option)

This course is the part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on helping giving students ideas on how to solve problems and building a sense of motivation around having a solution mindset.

BSICSKL 110CE 21st Century Employability Skills: Empathy (9 hours) (P/NP/SP Option)

This class is part of the professional competencies outlined in the New World Work 21st Century Skills list. The workshop focuses on building empathy in the workplace. Students will focus on understanding the difference between empathy and sympathy and developing good communicative skills that build positive verbal/nonverbal trust in the workplace. Students will also understand the importance of developing social and vocational relationships that create a positive and productive work environment.

BSICSKL 111CE 21st Century Employability Skills: Adaptability (3-9 hours) (P/NP/SP Option)

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on helping students be aware of and positively responds to change in the workplace. Students will learn how to cope with uncertain, new, and rapidly changing conditions on the job as well as how to adapt to different personalities, communication styles, and cultures.

BSICSKL 112CE 21st Century Employability Skills: Diversity Awareness (3-9 hours) (P/NP/SP Option)

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on the importance of developing sensitivity to differences in background, beliefs, gender, sexual orientation, ethnicity, and age in the workplace. Students will engage in professional and interpersonal skills that enable them to establish rewarding relationships with diverse individuals and groups.

BSICSKL 113CE 21st Century Employability Skills: Collaboration (3-9 hours) (P/NP/SP Option)

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on building collaboration and leadership models in the workplace. Students will focus on developing skills that enable them respect people's differences, resolve conflicts, and find commonality that enhances the workplace.

BSICSKL 114CE 21st Century Employability Skills: Self-awareness (9 hours) (P/NP/SP Option)

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on helping students understand the importance of self-awareness in the context of social awareness. Students will focus on work opportunities that would be a good match for personal strengths and skills. Students will learn how to improve professional manner by learning guidelines or rules of the work setting, such as appropriate clothing and ways of communicating.

BSICSKL 115CE 21st Century Employability Skills: Resilience (9 hours) (P/NP/SP Option)

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. This course focuses on teach students the capabilities, skills and self-care practices that contribute to resilience. This will enable students to build their resilience so they're ready to meet challenges at work, at home and other areas of their life.

BSICSKL 116CE 21st Century Employability Skills: Communication (9 hours) (P/NP/SP Option)

This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on helping students understand the importance of communication skills in the workplace. Students will focus on developing workplace-related writing skills, verbal and nonverbal communication skills, and passive and active listening skills that will enable them to act professionally and empathically in the workplace.

BSICSKL 117CE 21st Century Employability Skills: Digital Fluency (9 hours) (P/NP/SP Option)

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This course is part of the professional competencies outlined in the New World Work 21st Century Skills list. The course focuses on helping students understand the importance of digital literacy and gaining a basic understanding of computer, tablet, smart phone hardware and software and how they work in the workplace. Students use online tools like Google and YouTube to find data, information, answer a question, or help solve a problem and determine the “usefulness” and “truthfulness” of sources. They will also use social media tools in their job search and identify steps to create a positive and professional online presence.

ENGLISH AS A SECOND LANGUAGE – NONCREDIT (ESL NC)

ESL NC 006CE English as a Second Language – 0 (216 hours) NDA (P/NP/SP Option)

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a literacy level. The focus of the course is on basic survival English skills, English sound/symbol correspondence, and reading and writing of simple English sentences.

ESL NC 007CE English as a Second Language – I (216 hours) NDA (P/NP/SP Option)

This is an integrated skills noncredit ESL course that emphasizes listening/speaking and reading and writing. The focus is understanding and applying basic written communication and conversation skills about routine social and workplace situations. Students will read simple passages, learn English grammar foundations and generate basic sentences about personal experiences relating to topics, including but not limited to, housing, food, health, transportation and employment. Basic computer literacy will be emphasized throughout the course.

ESL NC 008CE English as a Second Language – II (216 hours) NDA (P/NP/SP Option)

This is an open-entry, open-exit course that emphasizes listening/speaking skills and reading/ writing skills at a beginning level. The focus of the course is on comprehending and engaging in extended conversations related to familiar contexts, such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write short, clearly organized paragraphs and messages.

ESL NC 009CE English as a Second Language – III (216 hours) NDA (P/NP/SP Option)

This is an integrated skills noncredit ESL course that emphasizes listening, speaking, reading, writing, and more developed computer literacy.

ESL NC 015CE English as a Second Language – IV (216 hours) (P/NP/SP Option)

This is an integrated skills intermediate /intermediate high noncredit ESL course that emphasizes listening, speaking, reading, writing skills and more advanced computer skills and internet navigation knowledge. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar and new topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, sentence structure, and the writing process.

ESL NC 018CE English as a Second Language V (36-108 hours) NDA (P/NP/SP Option)

This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing.

ESL NC 019CE English as a Second Language VI (36-108 hours) NDA (P/NP/SP Option)

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized.

ESL NC 023CE English as A Second Language - Speech I (18-108 hours) NDA (P/NP/SP Option)

This beginning ESL noncredit course focuses on listening and speaking skill development exploring familiar topics within social and academic contexts. Students will be able to practice pronunciation skills and develop rhythm, stress, and intonation patterns for English conversation. Students will also develop skills to effectively engage in essential conversations and apply basic question and answer sentence formation and structure. Pass (P), Satisfactory Progress (SP), and No Pass (NP) are the progress indicators issued for this course. Students enrolled in ESL NC 007CE, ESL NC 008CE, and ESL NC 061CE are recommended to take this class.

ESL NC 024CE English as A Second Language - Speech II (18-108 hours) NDA (P/NP/SP Option)

This intermediate ESL noncredit course focuses on listening, speaking, and pronunciation skills exploring familiar topics within social and academic contexts through conversations,

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discussions, and lectures. Students will also develop skills in active listening, effective note-taking, and extended conversations on familiar topics. Pass(P), Satisfactory Progress (SP), and No Pass (NP) are the progress indicators issued for this course. Students enrolled in ESL NC 009CE, ESLNC 015CE, ESL NC 062CE, and ESL 063CE are recommended to take this class

ESL NC 061CE English as A Second Language I (54 hours) NDA (P/NP/SP Option)

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skilled to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

ESL NC 062CE English as A Second Language II (54 hours) NDA (P/NP/SP Option)

This multi-skilled competency-based ESL course teaches intermediate English speaking, listening, comprehension, reading, writing and grammar to non-native speakers of English. This course develops communicative competence in listening, speaking, reading, and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

ESL NC 063CE English as A Second Language III (54 hours) NDA (P/NP/SP Option)

This multi-skilled competency-based ESL course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

ESL NC 360CE VESL: English for Special Uses (36 hours) NDA (P/NP/SP Option)

This course covers English as a Second Language (ESL) speaking, writing, vocabulary, and study skills for career and technical education (CTE) and academic purposes. Focus areas include critical thinking, cultural awareness, teamwork, and autonomous learning strategies.

ENGLISH AS A SECOND LANGUAGE – CIVICS (ESLCVCS)

ESLCVCS 010CE ESL and Civics I (9-18 hours) NDA (P/NP/SP Option)

This introductory course will provide the content and the oral / aural skills practice necessary to begin the process of

becoming a United States citizen. This an integrated skills course focusing on developing listening, speaking, reading and writing skills.

ESLCVCS 011CE ESL and Civics II (9-18 hours) NDA (P/NP/SP Option)

This course will provide the instruction and practice of the elements of English pronunciation which have the greatest impact on speaking clearly. The focus of this class is the oral Citizenship interview.

ESLCVCS 012CE ESL and Civics III (9-18 hours) NDA (P/NP/SP Option)

This competency-based citizenship course will provide the content and the oral/aural skills practice necessary to complete the process of becoming a United States citizen. Topics include United States history, government and civics information. Students will be introduced to the content necessary in order to have a functioning understanding of the English language.

ESLCVCS 013CE ESL and Civics IV (9-54 hours) NDA (P/NP/SP Option)

This class is designed to introduce the newly arrived immigrant students to the American educational system. Students will learn vocabulary and grammar forms and increase their knowledge of their rights and responsibilities and educational opportunities. They will also learn to dialogue effectively in the educational setting in order to advocate for themselves and their children.

ESLCVCS 014CE ESL and Civics V (9-54 hours) NDA (P/NP/SP Option)

This intermediate level communication course is designed to further develop listening, speaking and pronunciation skills necessary for successful interaction in social, academic and workplace environments. Students will learn and apply the communication skills necessary to participate in a predominantly English-speaking society.

ESLCVCS 015CE ESL and Civics VI (9-54 hours) NDA (P/NP/SP Option)

This course will introduce the integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them in their immersion into a predominantly English-speaking society.

TUTORING COURSES (TUTOR)

TUTOR 001T Supervised Tutoring (360 hours) NDA

This course is intended to help students achieve course objectives in the course for which tutoring is recommended. It

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also helps students to improve learning and study skills through tutoring outside of class time. Students who utilize general tutorial services, PC Labs, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

VOCATIONAL EDUCATION

(VOC ED)

VOC ED 033CE Introduction to Career Pathways in Law Enforcement (27 hours) NDA (P/NP/SP Option)

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

VOC ED 050CE The Art and Practice of Community-based Policing (36 hours) NDA (P/NP/SP Option)

This course introduces students to current police and law enforcement programs, policies and issues related to community-based policing. Topics include: community-based policing strategies and initiatives, use of technology, countering terrorism, police misconduct, racial profiling, use of force, and dealing with special populations (mental illness, deaf, substance abuse, non-English speakers, runaways, homeless, child sex traffic victims, etc.).

VOC ED 053 Spanish in the Workplace (54 hours) NDA (P/NP/SP Option)

This course is designed to provide a working knowledge of Spanish and customer service to individuals within the community who serve, or are in contact with populations whose primary language is Spanish. Topics include: read and recite high frequency words and phrases, constructing simple commands, questions & answers, basic grammar, cultural awareness, customer service and etiquette.

VOC ED 054CE VESL for CD I: Vocabulary in Developmental Theories (18 hours) NDA

This class is designed for Child Development (CD) students who need additional assistance in mastering the specialized vocabulary and developmental theories in introductory CD coursework. In addition, students will be taught study skills strategies, reading strategies, and test-taking tools contextualized for child development credit course offerings. This course is modifiable for Limited English Proficient (LEP) students and can be completed before or concurrently with CH DEV 001.

VOC ED 060CE Custodial Technician Training (63 hours) NDA (P/NP/SP Option)

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

VOC ED 084CE Entrepreneur Training Program (36 hours) NDA (P/NP/SP Option)

Students are introduced to basic concepts of entrepreneurship. Topics covered include, but are not limited to, thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, developing a business plan, managing business financials, and performance.

VOC ED 088CE Introduction to Tutor Training (9-18 hours) NDA (P/NP/SP Option)

This course trains students interested in the field of teaching and learning assistance on the basics of student tutoring, tutoring pedagogy, best practices, and concepts such as learning styles, effective communication, role modeling. Course also covers important information such as Title IX and student resources.

VOC ED 089CE Advanced Tutor Training (9-18 hours) NDA (P/NP/SP Option)

This course trains students on more advanced concepts surrounding student tutoring. Topics covered in this course include group process, equity mindset, brain dominance theory, asking probing questions, tutoring target populations, and advanced group management skills.

VOC ED 096CE Blueprint for Workplace Success (9-36 hours) NDA (P/NP/SP Option)

This noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

VOC ED 097CE Blueprint for Customer Service (9-18 hours) NDA (P/NP/SP Option)

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

VOC ED 098CE 30 Ways to Shine as a New Employee (12 hours) NDA (P/NP/SP Option)

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This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

VOC ED 104CE Introduction to Spreadsheets (54 hours) NDA (P/NP/SP Option)

This course provides a basic introduction to spreadsheet software including terminology, data entry, formatting, references, and databases.

VOC ED 122CE Habits for Success (36 hours) NDA (P/NP/SP Option)

This course provides students with classroom discussion and information about discovering/accepting responsibility for habits, attitudes, and behaviors (past, present, and future), and making choices based on principles that influence success in their personal, educational, and career development.

VOC ED 123CE Facilities Project Management (27-63 hours) NDA (P/NP/SP Option)

This course will identify all phases of project management for facilities. Students will learn the tools for completing facility projects on time and within budget. Specific topics will include project life cycles, setting objectives, identifying activities and resources, work breakdown structures, workflow, risk analysis and contingency planning, scheduling, reading scheduling tools, space planning, reading blueprints, budgeting, work in progress and reporting.

VOC ED 124CE Essentials of Facilities Management (18-63 hours) NDA (P/NP/SP Option)

This course provides an overview of information that is vital to running an efficient facility. This course provides a understanding of facilities management, the skills necessary, the building systems, and what is needed to provide a safe, healthy building—maintaining cost-effectiveness and operations at peak performance levels while obtaining contractors and personnel to perform the duties necessary. Students will be introduced to key concepts of facility management that range from the role they play in the organization to the skill sets and competencies required to perform their work effectively. This course introduces the student to the importance of how and what facilities professionals do to ensure that the building is healthy and safe for all occupants, contractors, and visitors.

VOC ED 197CE Supervisory/Trainee Appraiser (9 hours) NDA (P/NP/SP Option)

This course is designed to comply with the pre-licensing requirement established by the California Bureau of Real

Estate Appraisers (BREA) which mandates that each Supervising or Trainee appraiser-applicant take a Supervisory/Trainee Real Estate Appraiser course. This course covers areas of Supervisory/Trainee Appraiser relationships and California state law areas of practice that have a high number of disciplinary complaints. Participants will learn the Appraiser Qualifications Board (AQB) of The Appraisal Foundation's minimum criteria for ensuring that supervisory appraiser-applicants understand the qualifications and responsibilities of their role. Trainee appraiser-applicants will learn the qualifications and responsibilities of their role.

VOC ED 198CE Federal & State Laws and Regs. for CA Appraisers (9 hours) NDA (P/NP/SP Option)

This course is designed to comply with the pre-licensing requirement established by the California Bureau of Real Estate Appraisers (BREA) which mandates that each appraiser-applicant take a course on federal and California state laws and regulations. Students will gain an in-depth knowledge of California state and federal laws and regulations. Students will also learn about certification agencies, licensing requirements, and standard appraiser practices and procedures. This course has a mandatory 1-hour exam that appraiser-applicants must pass to meet one of the pre-licensing requirements to qualify to be licensed by BREA.

VOC ED 222CE Conservation Education (18-40 hours) NDA (P/NP/SP Option)

This course is designed to provide students with the necessary knowledge in local ecology, conservation and restoration needed for internships and entry level jobs in a variety of professional state and non-profit conservation and public education organizations, through lecture and hands-on fieldwork training. Students will learn the components that make up local ecosystems, how to conserve and protect these systems and how to restore disturbed habitats. Students will learn to identify local organisms, collect and share data effectively and use their field experience for nature interpretation and public education. Students will have the opportunity to engage with professionals in the fields of biology, restoration, and environmental education.

VOC ED 223CE Conservation Service Learning (40 hours) NDA

This course is designed to complement and add depth to the Conservation Education course, providing students with hands-on field experience and exposure to professionals in the fields of conservation biology, habitat restoration, and environmental education. It prepares students for internships and entry-level jobs in a variety of professional state and non-profit conservation and public education organizations. Through this course, students will also develop networking skills, gain valuable volunteer experience to add to their resumes, and create real-world connections where they can

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apply the ecology knowledge they are concurrently gaining in the Conservation Education course.

VOC ED 242CE Banquet Server Skills Training (9-18 hours) NDA

The Banquet Server skills course is designed to provide new and incumbent workers with the skills needed to be the best in banquet services. Some of the topics covered include, but are not limited to, setting tables for banquets, providing beverage service, taking and serving orders, maintaining buffet tables and refreshing meeting rooms. Content and knowledge / competency will be based on current industry and employer standards.

VOC ED 243CE Front Desk Representative (9-18 hours) NDA

The Front Desk Representative course is designed to provide new and incumbent workers with the tools to provide superior guest service. Students will learn, among other skills, how to use effective sales techniques, conduct guest check-ins, serve guests with special needs and turn customer complaints into opportunities to build great relationships with their guests. Content and knowledge / competency will be based on current industry and employer standards.

VOC ED 244CE Laundry Attendant Skills Training (9-18 hours) NDA

New and incumbent workers learn the skills to provide the best in guest services. Some of the topics covered include, but are not limited to, using washers & dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing & mending, and responding to housekeeping requests. Content and knowledge/ competency will be based on current industry and employer standards

VOC ED 245CE Public Space Cleaner Skills (9-18 hours) NDA

New and incumbent workers learn skills to become an effective Public Space Cleaner. Some of the topics covered include, but are not limited to, preparing public spaces for cleaning, using various cleaning tools and agents, and learning different methods of cleaning. Content and knowledge competency are based on current industry and employer standards.

VOC ED 246CE Restaurant Server Skills Training (9-18 hours) NDA

The Restaurant Server course is designed to provide new and incumbent workers with the tools they need to provide the best in restaurant services. Some of the topics covered include, but are not limited to: setting up the restaurant for service, greeting and seating guests and taking beverage and food orders. Content and knowledge / competency will be based on current industry and employer standards.

VOC ED 247CE Kitchen Steward Skills Training (9-18 hours) NDA

The Kitchen Steward course is designed to provide new and incumbent workers with the tools they need to provide the best in kitchen steward services. Some of the topics covered include, but are not limited to: cleaning tools and surfaces, following a recycling program, washing dishes and silverware and cleaning and sanitizing working surfaces. Content and knowledge / competency will be based on current industry and employer standards.

VOC ED 248CE Maintenance Attendant Skills Training (9-18 hours) NDA

New and incumbent workers learn skills to become an effective Maintenance Attendant. This course is designed to provide the skills needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting. Content and knowledge / competency will be based on current industry and employer standards.

VOC ED 249CE Reservationist Skills Training (9-18 hours) NDA

New and incumbent workers learn essential computer-based reservation systems for efficient service. Students will learn to take reservations by phone, printed forms, block room, process payments and effective telephone and internet sales techniques. Content and knowledge/competency will be based on current industry and employer standards.

VOC ED 250CE Guestroom Attendant Skills Training (9-18 hours) NDA

New and incumbent workers learn skills to become an effective Guest Room Attendant. This course provides students with the tools they need to provide the best in guest services. Some of the topics covered include, but are not limited to, preparing guest rooms for cleaning, sanitizing rooms, replenishing supplies and keep work areas organized. Content and knowledge competencies based on current industry and employer standards.

VOC ED 251CE Intro to Basic Hand/Power Tool Training (9-36 hours) NDA

New and incumbent workers learn skills to effectively handle and use hand/power tools. This course focuses on the effective use of hand/power tools for basic repair and maintenance of facilities. Operation, safety instruction, and handling techniques will be demonstrated on a variety of tools. Content and knowledge / competency will be based on current industry and employer standards.

VOC ED 252CE Exploration of Construction and Maintenance Careers (54-108 hours) NDA

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This course introduces students to careers, basic skills and common practices in the construction and maintenance industries; helping them discover their aptitudes and interests in the construction field and make more informed decisions about their future careers, education and training. Students will learn and perform basic carpentry, masonry and mechanical skills and tasks.

VOC ED 259CE (O.S.H.A.) Safety Standards: Construction & Industry (18-36 hours) NDA (P/NP/SP Option)

This course provides instruction on industry safety and health rules as it applies to workers and employers within the construction industry. Topics such as fall protection, lock out tag out procedures, PPE, excavations, CPR/First Aid, etc. are covered. Participants that meet the required hourly attendance and successfully pass the final exam will be eligible to receive their OSHA (10 hr.) safety-training certificate and CPR/First Aid certification.

VOC ED 281CE Exploring Computer Science Information Technology Careers (18 hours) NDA (P/NP/SP Option)

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

VOC ED 288CE Computer Skills for Workplace (54 hours) NDA (P/NP/SP Option)

This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

VOC ED 289CE Computer Basics for the English Language Learner (18-54 hours) NDA (P/NP/SP Option)

This course is designed to provide students with basic computer literacy in order to meet college and/or career goals. This course will include lecture and hands-on computer lab training. Students will learn basic computer vocabulary, simple navigation on the computer is the desktop, and develop the skills to create a basic word document, conduct an internet search, send and receive emails, and complete a variety of forms and applications online.

VOC ED 290CE Computer Literacy for College (18 hours) NDA (P/NP/SP Option)

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will

learn how to effectively use the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

VOC ED 292CE Robotics Lab I (18 hours) NDA (P/NP/SP Option)

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

VOC ED 294CE Introduction to Social Media - WordPress Blogs (18 hours) NDA

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

VOC ED 296CE CISCO, VMWARE, and Network Security Training Lab (36 hours) NDA (P/NP Option)

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

VOC ED 320CE Exploring Health Care Careers (9-18 hours) NDA

This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

VOC ED 353CE First Aid and Basic CPR Training (9-18 hours) NDA (P/NP Option)

This course will provide basic foundational knowledge & instruction in First Aid, CPR, and AED emergency response skills which enable participants to give immediate care to a person who has been injured or is experiencing a sudden illness. Upon completion of the course, participants will perform and demonstrate knowledge of adult, child and infant CPR, obstructed airway, Automatic External Defibrillation (AED), comprehensive victim assessment, treatment for severe bleeding, wound care, shock, burns, bone, joint and muscle injuries, heat and cold exposure, and sudden illness. This course is informational only and will not lead to a First Aid or CPR certification or renewal. The practical skills acquired & knowledge-based competencies are meant to strengthen the student's overall course comprehension and foundational knowledge as an IHSS provider. This will result in well prepared candidates who will leverage high in demand job prospects.

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VOC ED 400CE Introduction to Medical Terminology (9-18 hours) NDA

This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

VOC ED 401CE Medical Documentation and Charting (9-18 hours) NDA

This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

VOC ED 402CE Community Skills for Health Care Professions (9-18 hours) NDA

This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

VOC ED 403CE Law & Ethics Health Professions (9-18 hours) NDA

This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

VOC ED 404CE Student Success in Health Occupations (9-18 hours) NDA

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

VOC ED 405CE Professionalism in Health Occupations (18 hours) NDA

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

VOC ED 406CE Visual Spatial Perception and Psychomotor Skills Training (18 hours) NDA

This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health

care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

VOC ED 407CE Career Preparation and Orientation in the Dental Field (36 hours) NDA

Prerequisite: Enrollment of this course is limited to the students who were successful accepted into dental hygiene or dental assisting programs. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites established pursuant to Title 5, sections 55200-55202.

This course will prepare the students who have been successfully accepted into the dental hygiene or dental assisting programs at West Los Angeles College. Students will be informed about the program's policy, rules, organizational structure, program requirements, privacy policies, and HIPPA.

VOC ED 408CE In-Home Supportive Services Provider (IHSS) (27-90 hours) NDA (P/NP/SP Option)

This certificate program helps students acquire the knowledge and skills needed to begin a career in health care as IHSS providers. The program will increase their successful navigation within the field affording them the opportunity to use this as a foundation for higher education into other health care related programs and most importantly grant them the skills necessary to become gainfully employed. This exciting career fits those with a passion for helping those with physical limitations due to age or chronic disabilities paired with the progression of their disease. Successful completion of this course will result in a well-rounded IHSS professional who is able to make a difference in the lives of others while being part of an essential field and thriving industry.

VOC ED 409CE Pre-Nursing Career Pathways (18 hours) NDA

This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

VOC ED 410CE Vocational English as a Second Language A (54 hours) NDA

This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce

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students to the world of work and the language used in the workforce.

VOC ED 411CE Vocational English as a Second Language B (54 hours) NDA (P/NP/SP Option)

This is an integrated skills course designed for English Language Learners who need help developing their English communication skills to be productive, effective, and successful in the workplace.

VOC ED 412CE Vocational English as a Second Language C (18-54 hours) NDA (P/NP/SP Option)

This course is specifically designed for intermediate-advanced English Language Learners who need help developing their English communication skills to be productive, effective, and successful in the workplace setting. Co-worker, client, and/or patient relations, safety in the workplace, and specific work culture topics will be introduced and discussed.

VOC ED 415CE Effective Business Terminology (18 hours) NDA

This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

VOC ED 416CE Introduction to Business Careers (18 hours) NDA (P/NP/SP Option)

This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

VOC ED 417CE Effective Business Communication (18 hours) NDA

This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

VOC ED 418CE Effective Business Correspondence (18 hours) NDA

This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form. In addition, this course will teach students the principles of effective business communication and to apply those principles in analyzing business situations and determining and creating appropriate business communications.

VOC ED 419CE Business Communication for Interviewing (18 hours) NDA

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

VOC ED 420CE Introduction to Starting a New Business (18 hours) NDA

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.

VOC ED 425CE Autism Services Aide (9-45 hours) NDA

This course is designed to provide students with the knowledge and necessary information to serve as an aide in behavioral health treatment to individuals with autism spectrum disorders under a licensed clinician.

VOC ED 464CE Construction Materials and Processes (36 hours) NDA (P/NP/SP Option)

This course is an introduction to building construction process and materials. Students will gain a broad knowledge of the how the construction materials and processes are used in residential, commercial, and industrial buildings

VOC ED 465CE Print Reading for Construction (54 hours) NDA (P/NP/SP Option)

This course will familiarize students with construction documents used in construction. Students will become familiar with the types of drawings and information found on construction documents. They will gain experience in reading and retrieving information from multiple kinds of prints.

VOC ED 466CE Intro to Construction Inspection and Codes (54 hours) NDA (P/NP Option)

This course is an introduction to building codes and the process of building inspection. This course is designed to give the student a view of the origins of the codes, why we need them, who enforces them, and generally how they work. Students will study the building codes as they pertain to commercial, industrial, and residential construction

VOC ED 467CE California Building Code (54 hours) NDA (P/NP/SP Option)

This course will focus on the California Building Code requirements for residential and non-residential construction as they pertain to the building inspection process

VOC ED 468CE California Mechanical Code (54 hours) NDA (P/NP/SP Option)

This course will focus on the California Mechanical Code requirements for residential and non-residential construction as they pertain to the building inspection process.

VOC ED 469CE California Plumbing Code (54 hours) NDA (P/NP/SP Option)

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This This course will focus on the California Plumbing Code and how it relates to California application and adoption Code requirements for residential and non-residential construction as they pertain to the building inspection process.

VOC ED 470CE California Electrical Code (54 hours) NDA (P/NP/SP Option)

This course will introduce the National Electrical Code, including provisions of the Code, interpretation of construction documents, construction procedures, and inspection procedures.

VOC ED 471CE California Energy Code and Green Construction (36 hours) NDA (P/NP/SP Option)

This course will examine the principles of green building and its effects on building construction. Students will examine required measures and plans.

VOC ED 822CE Anger Management Skills (36 hours) NDA (P/NP/SP Option)

This course introduces students to the basic concepts of anger management. Students learn about anger triggers, anger build-up, destructive thinking, and the role of self-awareness, stress and conflict management, assertive communication, calming techniques, and practical solutions to cope with anger in a healthy manner. Students will identify strategies to support healthy relationships with self, school, community, and at the workplace.

CALIFORNIA CENTER FOR CLIMATE CHANGE EDUCATION



FA Building: Room 203; CCCCE Director: Jo Tavares;
CAClimateCenter@wlaac.edu

Woven into the College's mission is a statement on the institution's commitment to environmental responsibility. As a result of the College's advocacy for the environment, the LACCD recently established the [California Center for Climate Change Education \(CCCCE\) at WLAC](#), a first-of-its-kind, forward-looking resource that will help prepare students for good-paying, fulfilling careers in the clean energy and climate technology industries. The CCCCE will be accessible to students and staff from all nine LACCD campuses.

The CCCCE was funded with a state allocation of \$5 million as part of [AB 1913](#), sponsored by Asm. Isaac G. Bryan and \$1.3 million from the federal government were sponsored by then Rep. Karen Bass (now Los Angeles Mayor) and Sen. Alex Padilla. The federal funding was approved in the Federal Consolidated Appropriations Act of 2023.

The purpose of the CCCCE is the following:

- To serve as a resource for community colleges on climate change education with the understanding that at its core, climate change is a global issue of equity and social justice;
- To build a clear climate change pathway that leads to appropriate certificates, degrees, and employment opportunities;

- To enhance partnerships with nonprofit organizations that encourage the development of student internships and work-based learning opportunities;
- To explore and expand internships, pre-apprenticeships, apprenticeships, and other work-based learning opportunities in the equity, environmental justice, and green jobs sectors;
- To partner with local and regional entities to support the workforce training needed in the greening of the energy grid and other industries;
- To develop and sustain an annual urban climate change and sustainability conference.

As an indicator of the LACCD's commitment to sustainability and environmental issues, the Board of Trustees recently passed the ["Clean Energy and Sustainability Resolution"](#) to "eliminate the LACCD's carbon-energy use, reduce greenhouse gas emissions and to protect the vulnerable communities the LACCD serves from the negative impacts of the climate change crisis."

In addition to serving as the location of the CCCCE, WLAC has the only [Climate Change Studies degree and certificate programs](#) of any California community college. Through their curricula, these programs aim to educate students about the root causes of climate change and prepare them for work in the burgeoning fields of climate science and green technology.



PEC Building; (310) 287-4577; www.westlacollegeathletics.com

Department of Athletics

The WLAC Department of Athletics is a member of the Western State Conference (WSC), the Southern California Football Association (SCFA), and the California Community College Athletic Association (CCCAA). The WLAC Athletic Department is governed by the intent and spirit of the Constitution of the California Community College Athletic Association (CCCAA), the Sport Guides of the Western State Conference (WSC), and the Southern California Football Association (SCFA). We continuously strive to be members in good standing in these organizations and are further governed by the policies and procedures of the LACCD. The Department of Athletics will execute its mission, as directed by the college president, the LACCD Board of Trustees, and its Chancellor. The Department of Athletics considers itself an integral part of the fabric of this outstanding community college. We want to be recognized as a core educational program of the College and servants of the overall college mission.

Embraced in the mission of the Department of Athletics are the following operating principles and objectives:

- We believe the Department of Athletics to be an integral part of the College and our campus community. We are members of the Student Services Division and operate under the direction of the Vice President for Student Services
- Consistent with the mission and values of WLAC, the department is dedicated to enhancing the intellectual, physical, social, moral and cultural development of the

whole person; while conducting all activities with honesty and integrity in accordance with the principles of good sportsmanship and ethical conduct

- Our department pursues its mission while upholding the values, purposes and policies of WLAC, the LACCD, the CCCAA, the WSC, and the SCFA. We will operate with complete rule compliance in all areas.

Athletic Competition at WLAC

WLAC Athletics offers intercollegiate competition for men in:

- Basketball
- Baseball
- Cross-country
- Football
- Track & Field

WLAC Athletics offers intercollegiate competition for women in:

- Basketball
- Cross- Country
- Soccer
- Softball
- Track & Field
- Volleyball

Athletic Staff

WLAC student athletes are supported by a team of highly-trained professionals, including athletic trainers, head coaches, assistant coaches, counselors, and administrative staff. All are led by WLAC's Athletic Director. To contact a

member of WLAC's Athletic staff, visit WLAC's [Athletic Directory webpage](#).

2022-2023 Athletic Accomplishments

Men's Basketball

- GPA
- 2nd place finish in Western State Conference
- Regional Semi-Finalist (CCCAA)
- Finished 14th in the state (CCCAA)

Women's Track and Field

- Western State Conference Champions (South)
- CCCAA State Champions (4x100 Relay Team)

Athletic Success Stories

Being a WLAC student athlete is a stepping-stone to success; NFL Hall of Famers Warren Moon and Isaac Bruce; NFL star and broadcaster Keyshawn Johnson, baseball pitchers Kesley Kondo and Gabriel Asakua. All were WLAC student athletes! Being a WLAC student athlete will put you on the pathway to success.

Become a Student Athlete

Student athlete success is measured both in the classroom, and out on the playing field. To ensure success, student athletes receive help with a variety of college services, including:

- assistance with matriculation
- transcript evaluations
- transfer information
- career assessments and evaluations
- dissemination and review of progress reports
- academic monitoring in collaboration with coaches
- assistance in the development of an academic plan for performance improvement

WLAC's student athlete majors range from Liberal Arts, Business, Kinesiology, Computer Science, Math, and much more. As a WLAC student athlete, you will have [access to your own athletics counselor](#) for educational, career, and personal counseling. Counseling services include establishing goals, developing a student educational plan, and reviewing eligibility and transfer requirements. Students interested in becoming a WLAC student athlete can complete and submit a [Student Athlete Interest Form](#).

More information about athletics at WLAC, including profiles of student athletes, game schedules and results, and how to become a student athlete, can be found at the [WLAC Athletics website](#).

COMPLETING YOUR PATHWAY: TRANSFER & GRADUATION REQUIREMENTS



TRANSFER REQUIREMENTS

(See also Associate Degrees for Transfer (ADT) in this catalog)

If you plan to earn a bachelor's degree, you are considered a transfer student and should take a pattern of courses designed to complete the lower-division preparation for your major and the General Education (GE) pattern that is appropriate to your transfer institution. If you are expecting to transfer to a four-year institution, you should visit the [Transfer Center](#) and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

Important Information About Transfer

1. Courses that are required for the major may also be used for General Education.
2. Courses required for the major must be completed with a grade of "C" or higher.
3. A course found in more than one GE area may be counted only once.
4. Courses taken at other California community colleges are counted only in the area(s) where they are listed at that college.
5. Courses taken at a foreign institution may not be used on the IGETC or CSU-GE plans.

Student Responsibility for Meeting Transfer Requirements

You are strongly advised to gather as much information as possible about your chosen transfer college or university. The

[Transfer Center](#) will assist you with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to you - working with a counselor - to decide upon an educational goal, to take responsibility for devising a plan to achieve this goal, to read the catalog of your chosen transfer institution, and then to choose the appropriate WLAC courses to satisfy the requirements for transfer to that institution. Additional information on the transferability of courses can be found at the [Assist website](#).

General Education Requirements for Transfer

As a transfer student, you have the option of choosing the following GE plans, depending on the institution to which you are transferring:

- the California State University General Education Breadth Plan (CSU-GE Breadth Plan) – for CSU campuses
- the Intersegmental General Education Transfer Curriculum (IGETC) – for UC and CSU campuses

WLAC students who are awarded an Associate Degree for Transfer (ADT) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major.

Two kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards:

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

1. Completion of the specific requirement for junior standing at the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

Transfer to California State University (CSU)

There are a number of approaches to transferring to a CSU school for a specific major, including:

1. Completion of an Associate Degree for Transfer (ADT); or
2. Completion of CSU-GE Areas A1, A2, A3, and B4 ("The Golden Four" with a grade of "C-" or higher in each) and 60 CSU-transferable units with a minimum GPA of 2.0 (GPA of 2.4 for non-residents). Note: a GPA of 2.0 (or 2.4) may not be sufficient for admission to high-demand majors and campuses; or
3. Completion of 60-transferable units, including units in the CSU-GE or IGETC patterns, in addition to major prep courses with a minimum GPA of 2.0.

Contact the [Counseling Office](#) to determine what approach is best for you.

CSU General Education (CSU-GE) Breadth Requirements

Under an agreement with the CSU system, WLAC can certify up to 39 units toward the GE requirements for a bachelor's degree at any one of the campuses in the CSU system. These units are known as the [CSU-GE Breadth pattern](#). Under this certification process, the receiving CSU college will accept the units certified towards completion of the GE requirements as the institution prescribes them. The CSU college to which you transfer would agree neither to reduce this number nor to question the units certified. Students who are certified with 39 semester units of lower-division CSU-GE Breadth units will only be required to complete a minimum of nine (9) semester (13.5 quarter) units of upper-division GE work after they transfer, just like other students attending their CSU campus.

It is important for you to follow the required CSU-GE Breadth patterns as listed in the "General Education Patterns" section of the catalog and to take courses in as many different areas as possible. If you are planning to transfer to the CSU system, you should [consult with a counselor](#) concerning these GE requirements as soon as you have determined the CSU campus you wish to attend, as the requirements are periodically revised.

CSU-GE Subject and Unit Requirement

The following categories of courses are required to fulfill the CSU-GE Breadth pattern. More information can be found in the "General Education Patterns" section of the catalog.

CSU GE SUBJECT AREA	REQUIRED COURSES	UNITS
Area A - English Language	3 courses	9 semester units minimum

CSU GE SUBJECT AREA	REQUIRED COURSES	UNITS
Communication and Critical Thinking: one (1) course in Oral communication, one (1) course in written composition, and one (1) course in critical thinking		
Area B - Scientific Inquiry and Quantitative Reasoning: one (1) course in Physical Science, one (1) course in Life Science, and one (1) course in mathematics/quantitative reasoning	3 courses	9 semester units minimum
Area C - Arts and Humanities: one (1) course in Arts, one (1) course in Humanities, and a third course from either Arts or Humanities	3 courses (CSU-GE STEM = 2 courses from C1/C2)	9 semester units minimum (CSU-GE STEM = 6 units)
Area D - Social Sciences: two (2) courses from at least two disciplines	2 courses	6 semester units minimum
Area E - Lifelong Learning and Self-Development	1 course	3 semester units minimum
Area F - Ethnic Studies	1 course	3 semester units minimum
Total	13 courses	39 semester units

Note: Every community college may apply its courses differently even if the course has the same title and number. [See a counselor](#), particularly if taking courses at a college in the LACCD other than WLAC. For more information, please refer to the "General Education Patterns" section of the catalog. Worksheets for the CSU-GE Breadth pattern can be found on the [Transfer Center webpage](#).

Transfer to the University of California (UC)

There are a number of approaches to transferring to a UC school in a specific major.

1. Completion of UC GE courses in Areas 1A, 1B, and 2, and four courses from Areas 3, 4, or 5 (known as "The 7-Course Pattern") and 60 transferrable units with a minimum 2.4 GPA (non-resident students 2.8 GPA) Note: a GPA of 2.4 (or 2.8) may not be sufficient to be admitted to high-demand majors and campuses; or
2. Completion of 60-transferable units, including the units of the IGETC pattern with a minimum GPA of 2.4. Note: a GPA of 2.4 (or 2.8) may not be sufficient to be admitted to high-demand majors and campuses.

The 7-Course Pattern

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

Any student applying for transfer admission to the UC system must complete the 7-Course Pattern (completion of the IGETC may fulfill this pattern):

- Two transferable courses in English composition (Areas 1A and 1B); and
- One transferable course in mathematical concepts and quantitative reasoning (Area 2); and
- Four transferable college courses chosen from at least two of the following subject areas: arts and humanities; social and behavioral sciences; and physical and biological sciences (Areas 3, 4, or 5).

All courses for UC transfer must be completed with a grade of “C” or better.

Chances for admission to a specific UC campus may be increased by completing a Transfer Admission Guarantee (TAG). See a counselor for more information on participating UC campuses. Contact the [Counseling Office](#) to determine your desired approach.

Intersegmental General Education Transfer Curriculum (IGETC) Requirements

There are two ways you can satisfy the UC’s GE requirements:

- Intersegmental General Education Transfer Curriculum (IGETC); or
- UC campus-specific requirements.

[The Intersegmental General Education Transfer Curriculum \(IGETC\)](#) is a GE program of a minimum of 34 units that transfer students may use to fulfill lower-division GE requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division GE courses. The IGETC pattern is most useful if you want to keep your options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does not guarantee admission, nor is it required for admission.

You may, however, be better served by taking courses that fulfill the requirements of the specific UC campus or by fulfilling the CSU GE-Breadth requirements. The IGETC pattern is not recommended for students pursuing UC majors that require extensive lower-division major preparation (e.g., engineering or the biological, physical, or natural sciences). Specific UC campuses will not accept the IGETC pattern. More information can be found at the [UC IGETC Campus Guidance webpage](#). Please [see a counselor](#) for assistance in planning your transfer program.

IGETC Subject and Unit Requirement

The following categories of courses are required to fulfill the IGETC pattern. More information can be found in the “General Education Patterns” section of the catalog. Worksheets for the IGETC pattern can be found on the [Transfer Center webpage](#).

1. English Communication: one (1) course in English composition and one (1) course in critical thinking/English composition. **CSU transfer will require an additional course in Oral Communication	2 courses**	6 semester units minimum
2. Mathematical Concepts and Quantitative Reasoning	1 course	3 semester units minimum
3. Arts and Humanities: three (3) courses with at least one from the arts and one from the humanities	3 courses (IGETC STEM = 1 arts and 1 humanities course)	9 semester units minimum (IGETC STEM = 6 units total)
4. Social and Behavioral Sciences: three (3) courses from at least two disciplines, or an interdisciplinary sequence	3 courses (IGETC STEM = 2 courses)	9 semester units minimum (IGETC STEM = 6 units total)
5. Physical and Biological Sciences: one (1) physical science course and one (1) biological science course, at least one of which includes a laboratory	2 courses	7 semester units minimum
6. Language Other than English (UC Requirement): proficiency equivalent to two years of high school courses in the same language.	Proficiency	Proficiency
7. Ethnic Studies	1 course	3 semester units minimum
Total	11 courses	34 semester units minimum

Note: Every community college may apply its courses differently even if the course has the same title and number. [See a counselor](#), particularly if taking courses at a college in the LACCD other than WLAC. Worksheets for the IGETC pattern can be found on the [Transfer Center webpage](#). CSU transfer requires one more course in Area 1.

GPA Requirement for IGETC

IGETC courses must be completed with a grade of “C” (2.0) or higher. A “Credit” or “Pass” that is defined by institutional policy as being equivalent to a grade of “C” (2.0) or higher may be applied to meet IGETC requirements.

Use of AP Exams for IGETC

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/ English Composition requirement.

Proficiency in a Language Other Than English

You may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

IGETC SUBJECT AREA	REQUIRED COURSES	UNITS
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COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

- complete two years of high school coursework in one language other than English with a grade of “C” or better. Student must provide official transcripts from High School.
- complete a course at a college or university with a grade of “C” or better in each course. For courses, refer to Area 6 of the IGETC plan found in the “General Education Requirements” section of the catalog.
- achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.
 - Chinese with Listening: not offered before 1995/520
 - French/French with Listening: 500/540
 - German/German with Listening: 500/510
 - Hebrew (Modern): 500/470
 - Italian: 500/520
 - Japanese with Listening: 500/510
 - Korean/Korean with Listening: not offered before 1995/500
 - Latin: 500/530
 - Spanish/Spanish with Listening: 500/520
- achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.
- achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.
- satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.
- complete, with grades of “C” or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.
- earn a passing grade on the international A level or O level exam in a language other than English.
- if an appropriate achievement test is not available to assert a student’s proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC Considerations

Students with a substantial amount of coursework from institutions outside the United States should [consult with a counselor](#) to determine whether they should complete IGETC or West Los Angeles College 2023-2024 Catalog (Revised 5/1/2024)

the lower-division breadth/GE requirements at the campus they plan to attend. Foreign coursework from non-US regionally accredited institutions may not be used. In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.

Transfer to Private Universities

Transfer admission requirements of private colleges and universities vary, as do course transferability and course credit allowed. Consult the catalog of the intended transfer institution for specific transfer admission requirements and articulation of courses, including GE, major preparation, and electives. Articulation agreements have been established with many private colleges and universities that allow you to complete the GE and major coursework requirements at WLAC prior to transfer. For more information, visit the [Transfer Center webpage](#).

General Education Certification

Certification guarantees that no additional lower-division GE courses can be imposed on you as a condition of graduation. “Certified” community college students are deemed to have satisfied the lower-division GE requirements of their chosen transfer institution. “Uncertified” UC and CSU transfer students will have their transfer coursework applied to the graduation requirements for their new campus, but will find that they must complete additional lower division, GE units than are required of a “certified” transfer student. For this reason, “fully certified” transfer is strongly recommended.

Courses outside of the LACCD will need to be evaluated by a counselor. Coursework from other US-regionally accredited institutions may be used on IGETC or CSU-GE Breadth patterns. However, this coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. It is your responsibility to request IGETC or CSU-GE certification during the last semester of attendance. WLAC will then verify that you have completed the IGETC requirements prior to transfer to the UC or CSU system.

IGETC Certification

All IGETC coursework must be completed before your transfer to receive complete IGETC Certification. Partial IGETC certification is defined as completing all but two (2) courses on the pattern. Either a complete or partial certification will be sent to the UC or CSU campus when you petition for certification. Each UC or CSU campus will inform you that you have submitted a partial certified IGETC and of the specific timelines and courses needed to complete the IGETC pattern. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. IGETC certification should be requested from your counselor.

Warning: You need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate you do not meet minimum transfer requirements.

CSU Certification

COMPLETING YOUR PATHWAY: TRANSFER REQUIREMENTS

The CSU system will extend full certification to students who have completed all sections of the CSU-GE Breadth pattern. Partial Certification is awarded for completion of any of the five

(5) GE subsections. CSU certification should be requested from your counselor.

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

LACCD General Education (GE) Pattern – GE Pattern for Associate Degrees

2023-2024 Requirements

- Minimum of 21 semester units
- Minimum cumulative GPA of 2.0
- Note: These requirements are subject to change each year. Please [see a counselor](#) and check the college catalog for specific major requirements

Students can download an Associate Degree GE Requirements worksheet from the [Counseling Office's Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

Notes:

- # Same as course
- *Course may only be used to meet 1 area requirement
- ** Students in majors with 42 units or more, may eliminate 3 units from area B or E. Please [consult with a counselor](#)

A. Natural Sciences

Required: 3 semester/ 4 quarter units minimum

Courses

ANATOMY 001	GEOLOGY 001, 002, 012
ANTHRO 101	GEOG 001
ASTRON 001	OCEANO 001
BIOLOGY 003, 006, 007, 010	MICRO 020
CHEM 051, 056, 060, 066, 101, 102, 211, 212, 221	PHYSICS 006, 007, 012, 037, 038, 039
EARTH 001	PHYSIO 001
ENV SCI 001, 002, 024	PSYCH 002

B. Social & Behavioral Science and American Institutions

Required: 6 semester / 8 quarter units minimum

Courses

<i>B1. American Institutions (3 semester units minimum)</i>	<i>B2. Social and Behavioral Sciences (3 semester units minimum)</i>
AFRO AM 004 [#] , 005 [#]	ADM JUS 001, 004, 067
ECON 010	ANTHRO 102, 103, 104, 109, 120, 121, 130, 132, 134
HISTORY 011, 012, 041 [#] , 042 [#] , 043, 044	ART 117*
POL SCI 001	ASIAN 003*
# AFRO AM 004 same as HISTORY 041	BUS 001, 005
# AFRO AM 005 same as HISTORY 042	CHICANO 002, 047*
	CH DEV 001, 011
	CHINESE 010*
	COMM 122, 190
	COUNSEL 020, 040
	ECON 001, 002, 010, 011
	GEOG 002, 007
	HISTORY 001*, 002*, 005, 006, 027, 029, 074, 086*, 087*
	LAW 003
	LIB SCI 101*, 103*
	POL SCI 002, 007, 014, 017, 060, 061
	PSYCH 001, 013, 014, 041, 052
	SOC 001, 002, 011, 031, 050
	Any course not used in B1

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

C. Humanities

Required: 3 semester / 4 quarter units minimum

Courses

A S L 001, 002
ARABIC 001, 002
ARC 130, 131
ART 101, 102, 103, 107, 111, 114, 117*, 141, 201, 300, 501, 502,
633, 635, 639, 708, 709, 806
ASIAN 003*
CHICANO 037, 047*
CHINESE 010*
CINEMA 001, 003, 004, 005, 018, 107
DANCEST 805
ENGLISH 102*, 127, 203, 204, 205, 206, 207, 208, 209, 215, 219,
234, 239, 245

FLM PRD 100
FRENCH 001, 002, 003, 004
HISTORY 001*, 002*, 040, 086*, 087*
HUMAN 030, 031, 060
JAPAN 001
MULTIMD 100
MUSIC 101, 111, 121
PHILOS 001, 012, 014, 020, 028, 033, 040, 041
PHOTO 027A, 027B
SPANISH 001, 002, 003, 004, 010, 012
THEATER 100, 110, 114, 200, 232, 305

D. Language & Rationality

Required: 6 semester / 8 quarter units minimum

Courses

D1. English Composition (3 semester units minimum)
ENGLISH 101*, 101Y
*New student competency rules are available under LACCD
Administrative Procedure 4100. Please [consult with a counselor](#).*

*D2. Communication and Analytical Thinking (3 semester units
minimum)*
CIS 101, 113, 120, 213
COMM 101, 104, 121, 151, 180
CS 101
ENGLISH 102*, 103
LIB SCI 101*, 102, 103*, 104
MATH 125 or higher
PHILOS 006, 008, 009
PSYCH 091

E. Health & Physical Education

Required: 3 semester / 4 quarter units minimum

Note: Area E shall be waived for degrees in Nursing. For other "high-unit" degrees, the number of units in Area E (E1 and/or E2) specified below shall be waived.

Courses

E1. Health Education (2 semester units minimum)
HEALTH 011

E2. Physical Education Activity (1 semester unit minimum)
Any Kinesiology activity
Note: DANCEST/ DANCETQ courses may be used in this area
but must be an activity

CSU and CSU-STEM General Education (GE)-Breadth Plan

2023-2024 Requirements

- 39 units with a minimum cumulative GPA of 2.0 (“C”)
 - **Note: Areas A1, A2, A3, and B4 (also known as the Golden Four) must be completed with a grade of “C-” or higher before transferring to a CSU.**
- CSU STEM = 33 units with a minimum cumulative GPA of 2.0 (“C”)
 - Note: CSU GE-Breadth for STEM (CSU-STEM) is only approved for the students earning an ADT degree. This pattern allows students to defer completion of one course from CSU GE Area C and one course from CSU GE Area D until after transfer.
- Every community college may apply its courses differently, even if the course has the same title and course number. [Consult with a counselor](#) for more information.
- **Disclaimer:** This information is subject to change each year. Every effort has been made to ensure this information given below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the [Assist website](#). Please [consult with a counselor](#).

Students can download a CSU/CSU-STEM General Education worksheet from the [Counseling Office’s Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

Notes:

- # Same as course
- * Course may only be counted in one area requirement
- ^L Lab course
- + Course may be double-counted as a CSU Graduation Requirement

A. English Language Communication & Critical Thinking

Required: 3 courses (9 semester/12 quarter units minimum)

Courses

Select 1 course from each area. Must be completed with a “C-” or better to meet admissions requirements to a CSU campus.

A-1. Oral Communication: COMM 101, 121, 151

A-2. Written Communication: ENGLISH 101, 101Y

A-3. Critical Thinking: COMM 104; ENGLISH 102*, 103; PHILOS 006, 008, 009

B. Physical Universe & Its Life Forms

Required: 3 courses (9 semester/12 quarter units)

Select three (3) courses to include one from B-1, one from B-2, and one from B-4. A corresponding lab course is required from Area B3 if not included in the lecture course. Lecture courses with labs included are marked with an ^L.

Courses

B-1 Physical Science:

ASTRON 001

CHEM 051^L, 056^L; 060^L, 101^L, 102^L, 211^L, 212^L, 221^L

EARTH 001

ENV SCI 001, 024

GEOG 001

GEOLOGY 001, 002, 012

OCEANO 001

PHYS SC 001

PHYSICS 006^L, 007^L, 012, 037^L, 038^L, 039^L

Note: Students taking chemistry or physics courses to fulfil this area should [consult with a counselor](#)

B-2 Life Science:

ANATOMY 001^L

ANTHRO 101

BIOLOGY 003^L, 006^L, 007^L, 010^L

CHEM 066^L

ENV SCI 002

MICRO 020^L

PHYSIOL 001^L

PSYCH 002

Note: No credit for BIOLOGY 003 will be given if taken after BIOLOGY 006 or 007

B. Physical Universe & Its Life Forms continued

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

Courses

B-3 Laboratory Activity:

This requirement may also be satisfied by completion of any lecture/lab course listed in Area B1 or B2 denoted with a †:

ANTHRO 111
ASTRON 005
EARTH 002
GEOG 015
GEOLOGY 006, 007
OCEANO 010
PHYS SC 014

B-4 Mathematics / Quantitative Reasoning:

CS 131
MATH 215, 227, 227S, 230, 235, 236, 241, 241S, 245, 260, 261, 262, 263, 270, 275
PSYCH 091

Note: Coursework in Area B4 must be completed with a “C” or better for admission to a CSU.

C. Arts & Humanities

Required: 3 courses (9 semester/12 quarter units)

Choose one (1) course from C-1, one (1) course from C-2, and one (1) course from either C-1 or C-2.

CSU STEM GE Plan: one (1) course from C-1, one (1) course from C-2 (6 units total).

Courses

C-1 Arts:

ARC 130, 131
ART 101, 102, 103, 107, 111, 115, 141, 201, 501, 502, 708, 709
CINEMA 003, 004, 018, 107
DANCEST 805
HISTORY 040
MUSIC 101, 111, 121, 122
PHILOS 040*
PHOTO 027A, 027B
THEATER 100, 110, 200

C-2 Humanities:

ARABIC 001, 002
ART 117*
ASL 001, 002
ASIAN 003*
CHICANO 037, 047*
CHINESE 010*
ENGLISH 102*, 127, 203, 204, 205, 206, 207, 208, 209, 215, 219*, 234*, 239, 245
FRENCH 001, 002, 003, 004
HISTORY 001*, 002*, 086*, 087*
HUMAN 030, 031, 060
JAPAN 001
PHILOS 001, 012, 014, 020, 028, 033, 040*, 041
SPANISH 001, 002, 003, 004, 005, 012

D. Social Sciences

Required: 2 courses (6 semester/9 quarter units)

Courses must be chosen from at least two disciplines.

Courses

ADDICST 001*
ADM JUS 001, 004, 067
AFRO AM 004*#, 005*#
ANTHRO 102, 103, 104, 109, 120, 121, 130, 132, 134
ART 117*
ASIAN 003*
BUS 001
CH DEV 001, 011
CHICANO 002*, 047*
CHINESE 010*
COMM 122
GEOG 002, 007
ECON 001, 002, 010*, 011

EDUC 211
ENGLISH 219*, 234*
HISTORY 001*, 002*, 005, 006, 011*, 012*, 027, 029, 041*#, 042*#, 043*, 044*, 074, 086*, 087*
LAW 003
POL SCI 001*, 002, 007, 014, 017, 060, 061
PSYCH 001, 008, 013, 014*, 041*, 052*
SOC 001, 002, 011, 031
SPANISH 010

HISTORY 041 = same as African-American Studies 004

HISTORY 042 = same as African-American Studies 005

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

E. Lifelong Learning and Self-Development

Required: 1 course (3 semester/4 quarter units)

Courses

ADDICST 001*
COUNSEL 020, 040
DANCEST 814, 815, 816, 826
DANCETQ 111, 112, 113, 114, 121, 122, 123, 124, 141, 142, 143,
144, 151, 152, 171, 172, 173, 174, 211, 212, 570, 571
FAM & CS 021
HEALTH 011
PSYCH 014*, 041*, 052*

KIN 229, 232, 245, 250, 251-1, 272, 286, 287, 288, 289, 291, 303,
326, 327, 329, 331, 334-1, 335-1, 345, 350, 350-1, 386, 387, 388,
389, 391
KIN ATH 503, 504, 506, 508, 511, 512, 515, 516, 549, 552, 553, 554,
555, 556, 557, 558, 563, 564, 571

NOTE: Only 1 unit of DANCEST, DANCETQ, KIN, and KIN ATH may be counted in this area

F. Ethnic Studies

Required: 1 course (3 semester/4 quarter units)

Students who begin at a California community college in Fall 2021 will be required to complete Area F for full CSU-GE certification. Students with catalog rights prior to Fall 2021 are not required to complete Area F but are required to complete 9 units in Area D - across at least two different disciplines. Please check with a counselor prior to enrolling.

Courses

CHICANO 002, 047

CSU Graduation Requirement (Not part of IGETC American Institutions)

Courses must be chosen from at least two disciplines. Not part of the CSU GE-Breadth plan, but may be completed prior to transfer. For CSU GE-Breadth certification purposes, the courses listed in this chart satisfy the CSU graduation requirement of US History, Constitution, and American Ideals and may also be used to satisfy Subject Area D. Some CSU campuses may require students to take an additional course(s) after transfer. Other CSU campuses should be consulted directly regarding their policy.

Courses

Choose one course from each group

- A. POL SCI 001
- B. AFRO AM 004/HISTORY041, AFRO AM 005/History 042, HISTORY 011, 012, 043, 044, ECON 010

Intersegmental General Education Transfer Curriculum (IGETC) for the California State University (CSU) System or the University of California (UC) System

Participating Campuses

CSU: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus.

UC: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz.

What is the IGETC (Intersegmental General Education Transfer Curriculum)?

- The Intersegmental General Education Transfer Curriculum (IGETC) is a general education (GE) program that prospective community college transfer students may complete to satisfy the lower division GE requirements for either the UC (University of California) or CSU (California State University) system without the need to take additional lower-division GE courses after transfer.
- A required minimum of 60 transferable units must be completed prior to transfer for priority admission status. All IGETC coursework must be completed with a “C” or better. Courses in which a student receives a “pass” grade may be used if the community college’s policy states that a “pass” is equivalent to a “C” grade (2.0) or better. The UC system allows a maximum of 14 semester units (of the 60 required, transferable units) on a Pass/No Pass basis. There is no CSU system-wide policy on limitations for a “pass” grade, therefore each CSU campus has its own established policy (please check with your CSU campus of choice). Courses may only be used once to satisfy one IGETC subject area (even if listed under multiple areas), however, courses may be used to satisfy IGETC GE areas and major preparation requirements. Major preparation requirements can be accessed at www.assist.org, the official source for California articulation and student transfer information.
- **The IGETC is not an admission requirement to the UC or CSU system.** There is no connection between completion of the IGETC and eligibility for admission to the UC or CSU system, or admission to a specific campus or program. Existing segmental and campus specific admission requirements for transfer students remain unchanged. Requirements for lower-division courses for admission to particular majors also remain unchanged. The IGETC plan totals approximately 34-37 transferable units. The IGETC-STEM plan totals between 28-31 transferable units. The IGETC STEM plan is used by students earning an Associate Degree for Transfer (ADT).
- Completion of the IGETC program may be certified by the last community college that the student attends. Certification means that this college has verified that a student has completed the lower division GE requirements listed in each area of the IGETC. If you are approaching readiness for transfer and are unable to complete one or two IGETC courses, you may be eligible for partial certification (and complete IGETC after transferring). **Certification does not guarantee admission or admission eligibility. Certification is not required for admission and is not automatic; it must be requested by the student at the time the final official transcript is sent.** Without certification, the student will be held to the specific GE requirements of the university campus of choice. Students should verify whether a specific UC campus will accept partial IGETC certification.
- Courses taken at U.S. regionally accredited institutions may be used to fulfill IGETC. Foreign coursework (from non-U.S. regionally accredited institutions) may not be used on the IGETC. Students should be aware that placement of courses within IGETC subject areas vary from college to college. Placement of a course is based on the college of attendance and its IGETC pattern at the time the course was completed.
- **The IGETC will be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. However, it is not advisable for all students to follow the IGETC.** Some students may be better served by taking courses that fulfill the CSU-GE Breadth requirements or the GE pattern of the UC or CSU campus or college to which they may transfer. Students pursuing majors that require extensive lower division major preparation, (such as engineering, or the biological, natural, and physical sciences) may not find the IGETC option to be advantageous. Specific UC campuses will not accept the IGETC pattern and/or additional lower-division GE requirements may be needed prior to transfer. More information on the colleges and majors that do not recommend or accept the IGETC or IGETC for STEM majors can be found at the [UC IGETC Campus Guidance](#) webpage.
- The material in this publication has been prepared from the IGETC handouts as carefully as possible. WLAC does not assume responsibility for inaccuracies or changes in the information contained herein after the date of publication.

IGETC & IGETC for STEM – General Education Plan for UC/CSU Systems

2023-2024 Requirements

- IGETC: 34 to 37 units with a minimum cumulative GPA of 2.0 (“C”)
- IGETC-STEM: 28 to 31 units with a cumulative minimum GPA of 2.0 (“C”)
 - Note: IGETC for STEM (IGETC-STEM) is only approved for students earning an ADT degree.
- **Disclaimer:** Every effort has been made to ensure the information below is accurate and timely. However, this form is subject to change each year. Please [consult with a counselor](#) as updates are made throughout the year.

Students can download an IGETC General Education worksheet from the [Counseling Office’s Forms & Useful links](#) webpage that will allow them to track courses that are completed, in progress and not yet completed.

Notes:

- # Same as course
- * May only be used in one area requirement
- ^L Lab course
- * Course may be double-counted as a CSU Graduation Requirement

1. English Communications

Required: two to three (2-3) courses (6-9 semester/8-12 quarter units)

Courses

CSU transfer – complete one course from each group.

UC transfer – complete one course from groups 1A and 1B only.

1A - English Composition: ENGLISH 101, 101Y

1B - Critical Thinking/English Composition: ENGLISH 103

1C - Oral Communication (CSU requirement only): COMM 101, 151

2. Mathematical Concepts & Quantitative Reasoning

Required: 1 course (3 semester/4 quarter units)

Courses

CS 131

MATH 227, 227S, 230, 235, 236, 245, 260, 261, 262, 263, 270, 275

PSYCH 091

Note: Students taking MATH to fulfil this area should [consult with a counselor](#)

3. Arts & Humanities

Required: 3 courses (9 semester/12 quarter units)

Choose 1 course from 3A, 1 course from 3B, and a third course from 3A or 3B.

IGETC STEM: [consult with a counselor](#)

Courses

A. Art:

ARC 130, 131

ART 101, 102, 103, 107, 111, 115, 141

CINEMA 003, 004, 018, 107

DANCEST 805

MUSIC 111, 121, 122

PHILOS 040

PHOTO 027A, 027B

THEATER 100, 110

B. Humanities:

ART 117*

ASIAN 003*

CHICANO 037

CHINESE 010

ENGLISH 102, 203, 204, 205, 206, 207, 208, 209, 215, 219, 234, 239, 245

FRENCH 003, 004

HISTORY 001*, 002*, 086*, 087*

HUMAN 030, 031, 060

PHILOS 001, 012, 014, 020, 028, 033, 041

SPANISH 002, 003, 004, 012

COMPLETING YOUR PATHWAY: GENERAL EDUCATION PATTERNS

4. Social & Behavioral Sciences

Required: 2 courses (6 semester/8 quarter units)

Choose 2 courses from two different disciplines.

IGETC STEM: [consult with a counselor](#)

Courses

ADM JUS 001, 004, 067
AFRO AM 004[#], 005[#]
ANTHRO 102, 103, 104, 109, 120, 121, 130, 132, 134
ART 117*
ASIAN 003*
CHICANO 002, 047
CH DEV 001
CHINESE 010*
COMM 122
ECON 001, 002, 010*, 011
EDUC 211
GEOG 002, 007

HISTORY 001*, 002*, 005, 006, 011⁺, 012⁺, 027, 029, 041[#], 042[#],
043⁺, 044⁺, 074, 086*, 087*
POL SCI 001⁺, 002, 007, 014, 017, 060, 061
PSYCH 001, 013, 014, 041, 052
SOC 001, 002, 011, 031
SPANISH 010

African-American Studies 004 = same as HISTORY 041

African-American Studies 005 = same as HISTORY 042

Note: Students taking History or African-American Studies courses to fulfill this area should [consult with a counselor](#)

5. Physical & Biological Sciences

Required: 2 courses (7 semester/9 quarter units)

Choose 1 course from 5A, 1 course from 5B. At least 1 course must include a corresponding lab. Lecture courses with labs included are marked with an ^L. Separate lab courses are listed in 5C.

Courses

5A. Physical Science:

ASTRON 001
CHEM 051^L, 056^L, 060^L, 101^L, 102^L, 211^L, 212, 221^L;
EARTH 001
ENV SCI 001, 024
GEOG 001
GEOLOGY 001, 002, 012
OCEANO 001
PHYS SC 001
PHYSICS 006^L, 007^L, 012, 037^L, 038^L, 039^L

Note: Students taking chemistry or physics courses to fulfill this area should [consult with a counselor](#)

5B. Biological Sciences:

ANATOMY 001^L
ANTHRO 101
BIOLOGY 003^L, 006^L, 007^L, 010^L
CHEM 066^L
ENV SCI 002
MICRO 020^L
PHYSIOL 001^L
PSYCH 002

5C. Laboratory Activity: Requirement can be met by any corresponding lecture/lab course in Area 5A or 5B.

ANTHRO 111
ASTRON 005
EARTH 002
GEOG 015
GEOLOGY 006, 007
OCEANO 010
PHYS SC 014

6. Language Other Than English (LOTE) (UC Requirement only)

Courses

Proficiency** in any foreign language can be met by:

- A. passing two (2) years of a foreign language in high school with a grade of "C" or better;
- B. two (2) years attendance at a foreign junior high or high school;
- C. proving competency by an acceptable exam; or
- D. by choosing one of the following courses:
 1. ARABIC 001, 002
 2. A S L 002
 3. FRENCH 001, 002, 003, 004
 4. SPANISH 001, 002, 003, 004, 035

**If proficiency was met in high school, transcripts must be provided (no units granted for high school coursework).

COMPLETING YOUR PATHWAY: GENERAL EDUCATION REQUIREMENTS

Note: [Consult with a counselor](#) for language courses that double count in Area 3B and Area 4

7. Ethnic Studies

Required: 1 lower-division course (3 semester/4 quarter units)

Students who begin at a California community college in Fall 2023 will be required to complete Area 7. Students with catalog rights prior to Fall 2023 are not required to complete this area but are required to complete 9 units in Area 4 - across at least two different disciplines. Please check with a counselor for assistance with this area requirement.

Courses

CHICANO 002, 047

CSU Requirement only | Graduation Requirement (Not part of IGETC American Institutions)

Courses

Courses must be chosen from at least two disciplines.

Not part of IGETC, but may be completed prior to transfer. For IGETC certification purposes, courses used to satisfy the CSU graduation requirement may also be used to satisfy IGETC Area 4. If a course is used to satisfy both IGETC Area 4 and CSU, some CSU campuses may require students to take an additional course(s) after transfer.

Choose 1 course from A and 1 course from B:

- A. POL SCI 001
- B. AFRO AM 004/HISTORY 041, AFRO AM 005/HISTORY 042, HISTORY 011, 012, 043, 044, ECON 010

GRADUATION REQUIREMENTS

More information on graduation requirements, English and Math competencies, catalog rights, additional and concurrent degrees, and GE requirements for graduation can be found in LACCD Administrative Procedure 4100.

Degree Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the LACCD Board of Trustees to confer the following degrees:

- Associate of Arts (AA)
- Associate of Science (AS)
- The Associate Degree for Transfer (ADT) known as the Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)

The awarding of a 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 in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering 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 a lifetime interest.

Unit Requirement

Associate Degrees require the following:

1. a minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education.
2. completion of the Intersegmental General Education Transfer Curriculum (IGETC), the California State University General Education Breadth Requirements (CSU GE-Breadth Plan), the local GE Plan (LACCD GE Plan), or their variations as required for approval by the California Community Colleges Chancellor's Office.

The Associate Degree for Transfer (ADT) (as defined in Education Code Section 66746) requires the following:

- 60 semester units eligible for transfer to the CSU, with at least 18 units of study in a major/area of emphasis as determined by the community college district and meeting the requirements of an approved transfer model curriculum

- completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements (CSU GE-Breadth Plan)
- a minimum grade point average of 2.0

(Reference LACCD Administrative Procedure 4100)

Residency Requirement

Graduating students must complete no fewer than 12 units at the college conferring the degree. The college president or designee may grant exceptions to residency to alleviate injustice or undue hardship upon review of student petition per established college protocol.

(Reference LACCD Administrative Procedure 4100)

Scholarship Requirement

Associate Degrees: A "C" (2.0) cumulative GPA or better in all degree applicable coursework in the curriculum upon which the degree is based, including external degree applicable coursework used to meet degree requirements. External coursework will only be used for cumulative GPA calculation if it is being applied to satisfy a degree requirement (major, general education, elective).

Associate Degrees for Transfer: A "C" (2.0) cumulative grade point average in all CSU-transferable coursework upon which the degree is based, including external CSU transferable coursework used to meet degree requirements. External coursework will only be used for cumulative GPA calculation if it is being applied to satisfy a degree requirement (major, general education, elective).

For more information, visit the [Graduation Office webpage](#)

Note: Each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass/no pass" basis.

(Reference LACCD Administrative Procedure 4100)

English and Math Competency Requirements for AA and AS Degrees

Students must satisfy the requirements for meeting competency in written expression and mathematics.

The English and math competency requirements for the Associate of Arts and Associate of Science degrees are met by the following criteria:

1. Mathematics Competency

The competency requirement in mathematics for the Associate of Arts and Associate of Science degrees may be met by completion of any of the following:

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

- Verification of passing with a grade of “C” or “P” or higher any course from a California Community College Chancellor’s Office (CCCCO) Course Basic (CB) Code of “One Level Below Transfer” or higher with a TOP code beginning with 17; or
- Verification of passing with a grade of “C-” or higher, or “Credit/Pass/Satisfactory” (if equivalent to a grade of “C-” or higher per sending institution’s transcript key), a mathematics course at or above the level of the course typically known as Intermediate Algebra or the equivalent from any U.S. regionally accredited secondary or post-secondary institution; or
- Verification of passing with a grade of “C” or “P” or higher a California Community College course that meets the California State University General Education Breadth (CSU-GE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning; or
- Achieving a satisfactory score on a DAS-approved LACCD Mathematics Competency Examination; or
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam, an International Baccalaureate (IB), or a College-Level External Examinations (CLEP)) as specified in LACCD Administrative Procedures.

Contact the [Counseling Office](#) for more information about English and Math competency and graduation.

Note: The LACCD Curriculum Committee shall establish whether a course meets the English and math competency requirement as established in LACCD Administrative Procedure 4100.

2. Written Expression Competency

The competency requirement in written expression for the Associate degree may be met by completion of any of the following:

- Verification of passing Freshman Composition with a grade of “C” or “P” or higher from any California Community College or the equivalent from any United States regionally accredited institution with a grade of “C-” or higher; or
- Verification of passing with a grade of “C” or “P” or higher in a California Community College course that meets the CSU GE-Breadth requirement in Area A2: Written Communication and/or the IGETC in Area 1A: English Composition; or
- Achieving a satisfactory score on an external examination (such as, but not limited to an Advanced Placement Exam, an International Baccalaureate (IB),

or a College-Level External Examinations (CLEP)) as specified in LACCD Administrative Procedures.

Contact the [Counseling Office](#) for more information about written competency and graduation.

Note: The LACCD Curriculum Committee shall establish whether the course meets the written competency requirement as established in LACCD Administrative Procedure 4100.

Ethnic Studies Requirement for AA and AS Degrees

The requirement for an Ethnic Studies course for graduation with the Associate of Arts and Associate of Science degrees is met under the following guidelines:

- Verification of passing with a grade of C or P or higher a transfer-level course (minimum of three semester units or four quarter units) in ethnic studies from any California Community College or the equivalent from any United States regionally accredited institution with a grade of C- or higher, or Credit/Pass/Satisfactory if equivalent to a grade of C- or higher per the sending institution’s transcript key. This requirement may be satisfied by obtaining a satisfactory grade in a course in ethnic studies taught in or on behalf of other departments and disciplines.
- California Community College courses approved to meet an ethnic studies area in any intersegmental general education pattern (see [Transfer Requirements](#) for CSUGE and IGETC approved Ethnic Studies courses)
- Ethnic studies courses deemed by the college ethnic studies faculty to meet the California Community Colleges Ethnic Studies core competencies, and approved by the college academic senate or curriculum committee as appropriate per local processes.
- Coursework used to meet the Ethnic Studies local graduation requirement may be double-counted on the LACCD general education plan where applicable.

Contact the [Counseling Office](#) for more information about the Ethnic Studies requirement and graduation.

Certificate of Achievement Requirements

Residency Requirement: There is no residency requirement. A student may choose to earn a certificate from any college in the LACCD regardless of home college status.

Scholarship Requirement: A “C” (2.0) GPA or better (or a “P” if the course is taken on a “pass-no pass” basis) in all work

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

attempted in the curriculum upon which the certificate of achievement is based. The CSU GE-Breadth Certificate of Achievement is exempt from this requirement.

Conferring the Certificate when offered at multiple LACCD

Colleges: A student may choose to earn a certificate from any college in the LACCD regardless of home college status. While students may meet all requirements for the same certificate at multiple LACCD colleges, as defined by certificate type and major title, only one certificate will be awarded by the LACCD

Automatic Awarding of Certificates of Achievement:

Students who have completed the degree requirements for which there is a paired Certificate of Achievement or other state approved and transcribed certificate(s), will be awarded the certificate(s) automatically.

(Reference LACCD Administrative Procedure 4100)

Graduation & Catalog Rights

College catalogs cover an academic year that reflects enrollment beginning with the fall term and includes subsequent winter, spring and summer terms.

A student with “catalog rights” who also has continuous attendance in the LACCD may elect to satisfy the program’s graduation requirements at the college from which the student will earn their degree or certificate. For this, a student may choose the graduation requirements from any catalog since their first year of enrollment.

“Continuous attendance” means attending at least one term (fall, winter, spring, summer) each academic year at any of the LACCD colleges. Courses with a “W” (withdrawal) count towards determining continuous attendance. Students granted a “MW” (military withdrawal) or an “EW” (excused withdrawal) will be considered to be in “continuous attendance” for their required period of military service or excused withdrawal.

Students who do not have continuous attendance are held to the graduation requirements in the catalog year of their last semester they completed their program.

(Reference LACCD Administrative Procedure 4100)

General Education Requirements for Graduation

General Education (GE) is designed to introduce you to the variety of means through which people comprehend the modern world. Developing and implementing a specific GE philosophy is a responsibility of each college, since each must be sensitive to the unique educational needs and learning

environment of its students. The WLAC GE philosophy can be found in the “About the College” section of the catalog.

The following GE plans* are offered at WLAC:

- the LACCD General Education Plan
- [the California State University General Education Breadth Plan \(CSU GE-Breadth Plan\)](#)
- [the Intersegmental General Education Transfer Curriculum \(IGETC\)](#)

Associate of Arts and Associate in Science degrees may use any of these GE plans. Associate in Arts for Transfer or Associate in Science for Transfer degrees may use either the CSU GE-Breadth plan or the IGETC plan.

** CSU for STEM and IGETC for STEM options are available to students earning an Associate Degree for Transfer (specific majors only). This plan allows STEM students to defer completion of specific courses until transfer.*

WLAC shall not impose any requirements in addition to these GE plans, including any local college or district requirements.

(Reference LACCD Administrative Procedure 4100)

Additional Associate Degrees

Students who have previously earned an Associate degree or higher from a U.S regionally accredited institution will be granted an additional Associate degree when the following requirements have been met:

- completion of all current degree requirements – i.e., scholarship, residency, competency, general education, and major requirements (pursuant to catalog rights)
- major course requirements completed in previous degrees awarded can be used again for additional degrees (see Administrative Procedure for more information about accepting and evaluating external coursework)
- completion of any additional requirements, as determined by the college

There is no limit to the number of additional Associate degrees that can be awarded provided that all the above requirements have been met. However, transfer students who wish to earn additional degrees should [consult with a counselor](#) about financial aid limitations.

(Reference LACCD Administrative Procedure 4100)

Graduation & Commencement

Graduation is not automatic. Students must follow the graduation petition process and be aware of all deadlines.

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

Graduation petitions must be completed through the [SIS Student Portal](#). For more information about the process of graduation, visit the [Graduation Process webpage](#).

Commencement Ceremony Qualification

The Commencement ceremony occurs in June. Students may petition to graduate in the Spring semester if they anticipate completion of the degree or certificate by the end of the summer semester. Students earning degrees or certificates must file their petitions within the deadline to be invited to Commencement ceremony. See the [Graduation Information webpage](#) for graduation petition and ceremony information.

Graduation Petitions for Degrees

To ensure eligibility for graduation with an Associate of Arts or Associate in Science degree, an Associate in Arts for Transfer or Associate in Science for Transfer degree, or a bachelor's degree*, the following should be in process or completed in order to petition for a degree:

- 12 units of residency completed at WLAC
- A minimum 2.0 cumulative GPA
- A "C" or better in ENGLISH 101 and MATH 125#
- A "C" or better in all major courses
- 60 degree-applicable units
- one of the following GE plans:
 - a. LACCD General Education Pattern
 - b. [the California State University General Education Breadth Plan \(CSU GE-Breadth Plan\)](#) - for all majors
 - c. [the Intersegmental General Education Transfer Curriculum \(IGETC\)](#) - for all majors

*see additional requirements in the Bachelor Degree section of this catalog.

Alternatively, completion of one of the following:

- Other MATH courses that meet the math competency requirements, or
- Satisfactory completion of a mathematics course taught in another department or discipline that requires entrance skills at a level equivalent to Intermediate Algebra, or
- Demonstrating competency that is comparable to satisfactory completion of a mathematics course at or above the level of the course typically known as Intermediate Algebra

Official transcripts from all colleges/universities attended must be filed with the [Admissions and Records Office](#) (except for LACCD campuses). Transcripts must be mailed directly from the institution to the Admissions and Records Office.

Submit the completed "Petition to Graduate" through the [SIS Student Portal](#). Petitions will be accepted throughout the academic year (fall, winter, spring, summer). Students may submit graduation petition as follows:

- For Winter and Spring petitions: November 1 through the end of Spring semester
- For Summer and Fall petitions: May 1 through the end of Fall semester
- WLAC may set deadlines for participation in commencement.

More information can be found at the [Degree Petitions webpage](#). Students are encouraged to make an appointment with a counselor through the [Counseling Center](#) prior to submitting their petition.

(Reference LACCD Administrative Procedure 5111)

Retroactive Awards

Students who are no longer enrolled in the LACCD and who have previously met all the requirements for a degree or certificate, but have never applied for graduation shall, upon request:

- be awarded the degree or certificate without the need to re-enroll in the LACCD
- be awarded retroactively the degree or certificate in the last term in which the student-maintained catalog rights

(Reference LACCD Administrative Procedure 4100)

Graduation Petition Process for Certificates

Students should follow the petition procedure outlined above to petition for their certificate. More information on the certificate petition process can be found at the [Certificate Petitions webpage](#).

Graduation Honors and Awards

Graduation honors and awards are to be based on cumulative GPA for all college work attempted. This policy is adopted for use in the LACCD only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

(Reference: LACDD Administrative Procedure 4240)

Graduation Honor Cords

Braided gold honor cords are awarded to those students who graduate "*Summa Cum Laude*" with a GPA of 3.9 or higher.

Braided gold and blue honor cords are awarded to those students who graduate "*Magna Cum Laude*" with a GPA of 3.7 or higher.

COMPLETING YOUR PATHWAY: GRADUATION REQUIREMENTS

Braided blue honor cords are awarded to those students who graduate "*Cum Laude*" with a GPA of 3.5 or higher.

Honor cords are presented only to students who qualify and participate in the Commencement ceremony. Students who already possess an Associate of Arts, Associate in Science, Associate in Arts for Transfer, or Associate in Science for Transfer degree (or equivalent), or an advanced degree are not eligible for these awards.

STAYING ON YOUR PATHWAY: STUDENT SERVICES



BASIC NEEDS RESOURCES

Dream Resource Center

SSB 1st Floor (310) 287-4310; wlac-dreamcenter@laccd.edu

The Dream Resource Center (DRC) provides a safe and confidential space for all undocumented and housing/food insecure students by providing wrap around services that support course and degree completion. Visit the [Dream Resource Center website](#) for more information on the services provided by the DRC, including academic advising, free legal services, book vouchers, laptop lending, and support in completing the California College Promise Grant.

Fresh Success

(310) 287-4404 or (310) 287-4510;

wlac-freshsuccess@laccd.edu

Through Fresh Success, CalFresh participants gain education and training that will lead to better employment and a path to economic self-sufficiency. Fresh Success eligible programs include credit and noncredit career training and noncredit basic skills classes that improve one's employability (i.e., English Language Learning, high school equivalency).

Fresh Success can help you:

- strengthen your employability through classes and training programs offered at WLAC
- receive supportive services such as career counseling; interview training; job search, placement, and retention services; educational plans; academic monitoring; tutoring; and case management.
- receive help to reduce your financial barriers to program participation, completion and employment,

such as transportation assistance, textbooks, and supplies.

Fresh Success Eligibility

Any part-time, noncredit and not-for-credit student* is eligible for Fresh Success @ West as long as they have:

- Applied for and received CalFresh (household income eligibility requirements apply)
- Applied to WLAC and enrolled in at least one Fresh Success eligible course (if enrolling in credit, the applicant must enroll in a minimum of six units)
- Applied to Fresh Success (see instructions [here](#))

**Individuals age 16 years or older may apply and be eligible for Fresh Success under certain circumstances. Please visit the [WLAC's Fresh Success webpage](#) or email wlac-freshsuccess@laccd.edu for more information about Fresh Success and how to apply.*

Food Pantry

CE 105; (310) 287-4487; wlac-basicneeds@wlac.edu

Students can sign in with a student ID number to choose from a wide variety of foods, snacks, and personal hygiene products. Donations are provided by WLAC students, faculty, and the generous people of the community. Some products are purchased through the LA Regional Food Bank with support of the West LA College Foundation For more information, including hours and dates of operation visit [WLAC's Food Pantry webpage](#).

Student Health Center

Telehealth Care (323) 268-9191

The [Student Health Center](#) offers free or low-cost healthcare services to all currently-enrolled students, including short term

STAYING ON YOUR PATHWAY: STUDENT SERVICES

mental health counseling services (by appointment only) to students on campus. Please note, the WLAC Health Center is currently being remodeled. Therefore, all medical and mental health services are provided via telehealth (telephone or zoom) or in-person at [Via Care health center sites](#). The student health center is closed weekends and all official holidays.

A mandatory Student Health Fee of \$19 per Fall and Spring semester and \$16 per Winter and Summer intersession underwrites WLAC's health services and is payable at the time of registration. The WLAC Student Health Center requests that everyone with serious medical emergencies on campus to call the Campus Sheriff at (310) 287-4314 for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area. Emergency call boxes are located throughout the campus.

Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, WLAC offers services and referrals to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Contact the [Student Health Center](#) and/or the [Welcome Center](#) for more information.

West Wardrobe

CE 105; westwardrobe@wlac.edu

West Wardrobe provides new and gently used professional attire free to students for interviews and employment.

GENERAL SERVICES

Bookstore

SSB 1st Floor

The Wildcats Campus Store, also known as the Bookstore, offers a variety of services to students, faculty and staff at WLAC. The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids, and computer software. The [Bookstore's textbook rental](#) program saves students an average of 60% or more compared to new textbook purchase prices. The store buys back used books during the last week of final exams in the Fall and Spring terms. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B5 which stocks a wide variety of snacks and beverages. For more information, visit [WLAC's Bookstore website](#).

Business Office

SSB 230; (310) 287-4262; businessoffice@wlac.edu

Pay for fees by cash, cashier's check, money order, credit, or debit card. For more information, visit the [Business Office website](#).

Child Care Services

Child Development Center; (310) 287-4357; wlac.edu/child-care

The WLAC Child Development Center (CDC) is a nurturing place for children of WLAC student-parents. Licensed by the DPSS Community Care Licensing, the CDC provides safe and free (or low cost) child-care services that fosters a positive learning environment for students' children. Children are offered daily activities to provide developmentally appropriate programs for infant, toddler, and preschool children's cognitive, physical, creative, and emotional growth. For additional information and to obtain an application, visit [WLAC's Child Development Center webpage](#).

The CDC works in collaboration with the [Division of Human Development & Family Studies](#) to provide training, employment and mentorship to students wishing to pursue a career in Early Childhood or related major. Fees for all CDC programs are calculated using a sliding scale based on family size and the gross monthly income. Subsidized service is available to eligible families.

Enrollment & Eligibility

There are eligibility lists for all of the Campus CDC programs. The length of the lists varies by program. Student-parents are given priority for enrollment. Please call the front desk at (310) 287-4357 for enrollment related questions and information on how to pick up an application.

Ages of Children

The program offers care to children ages 1 – 5 years of age.

CDC Hours, Days, & Fees

The CDC offers full day services. The CDC is open Monday – Friday from 7:45 a.m. to 3:00 p.m. for toddlers and preschoolers. Breakfast, lunch, and afternoon snacks are provided for all children enrolled, at no charge.

Financial Aid Office

SSB 210; (310) 287-4532; financialaid@wlac.edu

The Financial Aid Office provides services relating to financial aid programs. Financial aid is made available by the federal and state governments and private sources in the form of grants, employment scholarships, and loans. Knowledgeable staff will help students to complete all forms and applications used to determine eligibility for grants, tuition fee waivers, federal work study, scholarships, and student loans. Check the [Financial Aid Office website](#) for hours of operation as they may vary. See the "Financial Aid Services" section of the catalog for more information on the types of aid and how to apply.

Food Services

PAWS 4 Snacks & Stuff!

B-5 Building

The PAWS convenience store stocks a wide variety of snacks and munchies, in addition to school supplies.

Sheriff's Services

TLC, 1st floor; (310) 287-4314

The LACCD contracts with the County of Los Angeles Sheriff's Department (LASD) to provide law enforcement and security services on campus. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for WLAC. The Deputy Sheriffs of the LASD are peace officers of the State of California. They are teamed on campus with Security Officers who are hired and trained by the LASD. Police Cadets employed by WLAC are assigned to work with the Sheriff's Deputies.

General Campus Information

Sheriff's Office Location & Phone Number

TLC 1st Floor; (310) 287-4314

LASD Sheriff: Alex Villanueva.

LASD Community College Bureau: Captain John Gannon

Team Leader: Deputy Francisco Carrillo

Phone: (310) 287-4314

Emergencies should be reported by calling (310) 287-4314 or (310) 287-4315 from any campus phone.

Roller-skates, in-line skates, scooters and skateboards are not permitted on campus. Dogs are not permitted on campus. However, valid service animals are permitted.

Hours of Operation: 24-hours; 7-days a week

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday to Thursday and 6:00 p.m. to 6:00 a.m. Friday and Saturday. The campus is closed on Sunday. For more information about the Sheriff's Office or related topics, including Clery Act information, visit the [Sheriff's Office webpage](#).

Campus Parking, Traffic, and Safety Regulations

The maximum speed limit is eight (8) miles per hour in all parking facilities and 25 miles per hour on all campus roads. All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of any of the regulations set forth below may result in a citation being issued. Section 21113A of the California Vehicle Code also grants the President of WLAC the authority to regulate and impose

special conditions regarding traffic and parking regulations, which include the authority to have vehicles towed that block traffic flow and pose a safety hazard or are abandoned with no license. Vehicles will be towed away at the owner's expense.

Vehicles parking in areas designated as tow-away zones will be towed away with no exceptions and at the owner's expense. Please check fences and curbs for tow-away signs. **All posted campus traffic and parking regulations will be enforced.** Parking on campus is a privilege and permission to park may be revoked at any time.

WLAC assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

A valid parking permit must be displayed at all times. Student WLAC parking decals are valid at any LACCD campus as long as the student is currently enrolled in classes at WLAC. The WLAC parking permit serves as permission to park and is not a guarantee of a parking space. Student parking passes can be purchased online on the [SIS Student Information System Portal](#) and picked up in person from the [Business Office](#), or directly from the [Business Office](#). For more information, visit the [Business Office website](#).

Spaces designated as ASO preferred are restricted to ASO members and employees of LACCD. Spaces designated as staff parking are restricted to employees of LACCD. See the Student Fees section in this college catalog for more details about parking fees. A two-week grace period to purchase parking permits is given for the Fall and Spring semesters. A one-week grace period is given for the Summer and Winter sessions.

General Regulations on Driving and Parking

The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.

Yield the right of way to pedestrians at all times.

Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.

- Curbs painted red indicate **No Parking** zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking only, and require a special permit in order to park. These permits are available at the Disabled Students Program Services (DSPS) Office located on the 3rd floor of the Student Services Building (SSB). Student parking is not permitted in Staff/Faculty lots without authorization from the Office of the Vice President of Administrative Services.

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- Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
- No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
- The responsibility of finding a legal parking space rests with the motor vehicle operator. **Lack of space is not considered a valid excuse for violation of these regulations.**
- Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.
- Roller-skates, in-line skates, scooters and skateboards are not permitted on campus.
- Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks, nor may they be driven on sidewalks or pedestrian paths. **Motorcycles are not permitted on inner campus roadways.**
- Always lock your car and set brakes when parking.

If you feel you have received a parking citation in error, see the Sheriff between the hours of 7:00 a.m. to 9:00 p.m., Monday to Thursday and 8 a.m. to 4 p.m., Friday to Saturday (excluding holidays).

Bicycle Safety Rules

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.
2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.
3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.
4. If bicycles are chained to poles outside classrooms, bicycles must be parked so as not to obstruct sidewalks.
5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. If bike lanes are striped on the road, ride within the lanes.
6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.
7. Riding on the grass is prohibited.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

Although the LACCD may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the LACCD assumes no liability

or responsibility for the transportation of any person driving a personal vehicle who is not an agent of the LACCD.

Transcripts

Requesting Academic Transcripts from the College

Students may request a copy of their academic record (i.e., your transcript). [Official transcripts can be requested](#) through the Admissions and Records Office. Unofficial transcripts can be viewed through the [SIS Student Portal](#). A student or former student is entitled to two free copies of their transcript. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3 per copy. A service fee may be charged. Students may request special processing to expedite their request for an additional fee of \$10 (\$3 for the transcript and \$7 processing fee). This option is subject to the college's ability to provide this service. Transcripts from another institution are not available for copying.

(Reference LACCD Administrative Procedure AP 5040)

Submitting Academic Transcripts to WLAC

New students will need to mail their official transcripts to the [Admissions and Records Office](#). Official transcripts should be mailed directly from the last high school attended and/or from each college attended. Official transcripts are not required for admission but is required for financial aid and graduation.

Transcripts used for prerequisite clearance or challenge may be submitted by the student. Such transcripts will not be considered official and cannot be used for awarding college credit. Transcripts used for advisement in completing a Student Education Plan (SEP) may be hand delivered to a counselor, but will not be considered official for final evaluation towards a degree or GE certification.

Students who wish to have college credit transferred from other colleges and universities to WLAC must have official transcripts sent from the issuing institution to WLAC; no hand carried. Official transcripts should be mailed directly from the issuing institution to the [Admissions and Records Office](#) or sent through one of the approved electronic services. Military Credit will be accepted from students through their DD214s or other military documents. AP/CLEP scores must be received directly from the official issuing agency. High School transcripts for competency certification may be received directly from the student. Foreign transcripts must be evaluated by an approved agency as outlined in LACCD Administrative Procedure 4051. Official foreign transcripts and/or the official report can be submitted by the student directly.

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All transcripts become the property of WLAC and cannot be returned to the student.

Voter Registration

Online voter registration is available daily on dedicated computer stations in the Admissions area on the 2nd floor of the Student Services Building (SSB) and voter registration drives occur on campus periodically. For information on voting, visit the [U.S. Election Assistance Commission website](#).

Welcome Center

TLC 120; (310) 287-7251; welcomecenter@wlac.edu
Welcome Center provides general support and information workshops for prospective students. Current students may obtain additional assistance including SIS password reset, financial aid application support, Matriculation support to qualify for Priority Registration, and enrollment assistance. Contact the [Welcome Center](#) today.

STUDENT PROGRAMS

Black Scholars United (BSU)

FA 102; (310) 287-9031; blackscholars@wlac.edu
The Black Scholars United (BSU) is an academic support pathway designed to provide Black students at WLAC with the academic preparation, support services, and life skills coaching needed to achieve collegiate success. The BSU offers a variety of services such as:

- new student orientation and campus tours
- academic and personal counseling
- tutoring
- workshops: academic skills and life skills
- university tours
- social/cultural field trips
- cultural enrichment

Students who participate in the BSU have opportunities for priority registration, book grants, and various scholarship opportunities. BSU is committed to creating a welcoming community and a safe space, where Black students at WLAC can connect with each other and mentors, voice concerns, and proudly celebrate Black Culture, uninhibited.

College 2 Career (C2C)

CE 202; (310) 287-4439; c2cinfo@wlac.edu
The College to Career (C2C) is an educational program that mentors and supports students with intellectual disabilities in order to help build personal and professional skills leading to employment by the completion of the program. C2C students earn noncredit and/or credit certificates and work experience

in on/off campus internships with support from C2C educational coaches, a job coach, and job developer. The C2C program serves students who are Regional Center clients and Department of Rehabilitation eligible, with the end goal of employment.

As a student in the C2C program, you will receive:

- individualized educational assistance
- case management/team meetings
- career exploration
- help with campus navigation
- integrated, community-based instruction
- employment preparation
- volunteer/internship work experiences
- help in becoming an active part of the campus and the community

More information about Regional Centers, the California Department of Rehabilitation and link to the application form can be found at the [College 2 Career website](#).

CalWORKs/GAIN

SSB-330 Building; (310) 287-4261; calworks@wlac.edu
CalWORKs/GAIN (California Work Opportunity and Responsibility to Kids/Greater Avenues to Independence) is a state and federally-funded program that serves as a liaison between college and the Los Angeles Department of Public Services (LADPS). CalWORKs/GAIN can assist you in transitioning from welfare to long term self-sufficiency and gainful employment through coordinated student services that include temporary financial assistance, vocational and job skills training, as well as other support services.

Available student support services include:

- academic advisement & education planning
- completion of referral forms
- tutoring
- assistance with book/supply vouchers
- training and employment verification
- work study (on-campus)
- progress reports & assistance with monthly attendance reports
- workshops
- help with childcare
- coordination of services for persons with learning disabilities

If you are attending WLAC and are 18 years or older and you are currently receiving cash aid (CalWORKs/TANF), you may qualify for CalWORKs/GAIN. For more information about the program, visit [WLAC's CalWORKs website](#).

Disabled Student Programs & Services (DSP&S)

SSB 320; (310) 287-4450; dsps@wlac.edu

WLAC recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with disabilities. Disabled Students Programs and Services (DSP&S) were established to provide support services for all students with verified disabilities pursuing a college education. All services and equipment are provided free of charge to any qualifying student with a disability.

The following services are offered:

- Program planning, academic, and career guidance counseling
- Assisting with Department of Rehabilitation (DOR)-sponsored support services (i.e., educational materials, books, and supplies)
- Diagnostic assessment for learning disabilities eligibility
- Liaison with recordings for the blind and dyslexic (books on tape)
- Registration assistance
- Classroom accommodations for students with physical challenges
- Special accommodations for those with profound hearing loss/ visual impairments.
- Test proctoring and related accommodations

New students must:

1. Complete the [DSPS Application](#); and
2. Secure verification of the disability (as per LACCD Administrative Procedure 5140)

New DSP&S students must [email the DSP&S Office](#) to request an intake appointment. Attach both the DSPS application and verification of disability to this email. Continuing students will need to complete an [Accommodation Request Form](#) and a [Student Update Form](#). More information about DSP&S counseling resources and online services can be found on the [DSP&S website](#).

Extended Opportunity Program & Services (EOPS)

SSB 330; (310) 287-4317; wlac-eops@laccd.edu

The [Extended Opportunity Program & Services \(EOPS\)](#) program is a state-funded program of support services which are designed to be “over and above” the scope of other student services offered by the College. EOPS services are specifically designed for students who are economically and educationally disadvantaged. Help in applying for the EOPS program can be found at [WLAC’s EOPS website](#).

To be an EOPS student, you must:

1. Be a California Resident or AB 540 student; and

2. Qualify for a California College Promise Grant Method A, B or C with a Zero (0) EFC (Expected Family Contribution); and
3. Be enrolled full-time (12+ units) during your first semester in EOPS; and
4. Be at 69 degree-applicable units or below at time of EOPS enrollment; and
5. Not have earned an AA/AS, BA/BS or higher degree; and
6. Be educationally disadvantaged as determined by the EOPS Director because of one of the following:
 - a. You did not graduate from high school or did not obtain an equivalent (verification required).
 - b. You graduated from high school with a grade average less than 2.50 on a 4.0 scale (verification required).
 - c. You do not qualify for college level Math or English as required for an Associate Degree
 - d. You are first generation college student.
 - e. You are an emancipated foster youth and/or you were in foster care, kinship care guardianship and/or ward of the court upon your 18th birthday (you must be between the ages of 18-22)

Note: If you unable to enroll full time, please contact an EOPS counselor. DSP&S students may be enrolled in under 12 units. Foster Youth enrollment is 9 units ([contact an EOPS counselor](#) for more information).

Note: Before applying for EOPS, you must have applied for the California College Promise Grant (formerly known as the BOG Fee Waiver) through the [Financial Aid Office](#).

(Reference: LACCD Administrative Procedure 5150)

EOPS Services

Every student has the right to receive quality services. The EOPS office is committed to excellence and takes pride in its ability to serve students in a timely, efficient, and effective manner.

EOPS services available include:

- book voucher assistance
- academic, personal, and educational counseling
- priority registration
- one-on-one tutoring
- online support services
- specialized student success workshops

Book Voucher Program

EOPS students in good standing are given a book voucher to purchase or rent books for authorized classes during the Fall and Spring semester (Winter and Summer book vouchers may be available, see an EOPS counselor). Classes must be in the

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Student Educational Plan and authorized by the EOPS counselor.

To receive an EOPS book voucher each semester, continuing EOPS students must:

1. be enrolled in 12 or more units each Fall and Spring, and at least 1 class must be taken at WLAC (Foster Youth: 9 units; DSPS: units determined by a DSP&S counselor); and
2. have completed all EOPS contacts the previous semester (Fall and Spring); and
3. have not yet completed 69 degree-applicable units (or below) or completed six (6) consecutive semesters in the EOPS program, whichever comes last; and
4. have WLAC set as your home school.

More information can be found on the [EOPS Book Grant/Voucher webpage](#).

EOPS Priority Registration

As an EOPS student, you have an opportunity to register prior to regular registration for all students. With this service, EOPS students with other needs and responsibilities (e.g., child care, work, family needs, and community services) can be reasonably assured of getting the appropriate classes at the right time.

EOPS Transfer Assistance

EOPS students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

EOPS Counseling

The EOPS Counselor is an important resource, and all EOPS students are eligible to receive individualized counseling about class selection, job preparation skills, completion of certificates or degrees, and transfer to a college or university.

Participating students are required to meet with an EOPS counselor at least three times per semester to:

1. update or revise their Student Educational Plan (SEP); and
2. complete their mid-term progress; and
3. complete planning (i.e., exit counseling contact) for the next semester

To schedule an EOPS counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330

- Email the office at wlac-eops@laccd.edu
- Call the office at (310) 287-4317

Additional counseling resources related to EOPS can be found at the [Forms webpage](#) on the EOPS website.

EOPS / Cooperative Agencies Resource Education (CARE)

SSB 330; (310) 287-4317; wlac-care@laccd.edu

The Cooperative Agencies Resource Education (CARE) is administered by the EOPS Program and serves the unique needs of single parents who are designated as head of household.

CARE participants receive:

- an additional book voucher
- meal vouchers
- transportation assistance
- access to specialized workshops/events
- a cash grant to assist with childcare at the end of the semester

To qualify as a CARE student, you must be:

1. an EOPS student; and
2. a single parent & head of household with at least one child under 18 years of age; and
3. a [CalWORKs](#) recipient

To schedule an EOPS CARE counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330;
- Email the office at wlac-eops@laccd.edu;
- Call the office at (310) 287-4317

More information can be found at the main EOPS website or at [WLAC's CARE webpage](#).

EOPS NextUp

SSB 330; (310) 287-4317; EOPS@wla.edu

NextUp is a component of the EOPS program and was previously known as Cooperating Agencies Foster Youth Educational Support (CAFYES). NextUp strengthens the capacity of community colleges to support the health and well-being and higher education success of the nearly 13,000 current and former foster youth who are enrolled in California's community colleges.

To be eligible for NextUp, you must be:

1. an EOPS student; and
2. 25 years of age or younger at the beginning of the academic year; and

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3. a former or current Foster Youth whose dependency was established on or after the youth's 13th birthday; and
4. enrolled in at least 9 units at the time of acceptance (DSPS = 6 units or less)

As a NextUp participant, you may receive:

- an additional book voucher and supply grants
- academic and personal counseling
- tutoring services
- priority registration
- transfer assistance
- health and mental health referrals
- meal tickets and/or emergency food support
- transportation assistance
- CAFYES cash grants
- access to specialized workshops
- career employment services
- housing assistance and emergency housing referrals
- other services as needed

To schedule an EOPS NextUp counseling appointment, you may:

- Visit the [EOPS Online Counseling webpage](#)
- Visit the EOPS office in SSB 330;
- Email the office at EOPS@wlac.edu
- Call the office at (310) 287-4317

More information can be found at [WLAC's CAFYES/NextUp webpage](#).

Foster Kinship Care Education (FKCE)

SSB 330; (310) 287-4317; FKCE@wlac.edu

Foster Kinship Care Education (FKCE) provides foster and kinship parents with the support and educational training to ensure they meet the emotional, behavioral, and developmental needs of the children and youth in the foster care system. WLAC provides the curriculum and the physical location for the FKCE program to ensure that foster and kinship parents have the most up to date training to better ensure the preparation of their children. For more information, visit the [Foster Kinship Care Education webpage](#).

Guardian Scholars Student Program

SSB 330; (310) 287-4317; guardianscholars@wlac.edu

The Guardian Scholars Student Program assists, supports, nurtures and motivates current/former foster youth enrolled at WLAC in their journey to obtain a degree, certificate, or transfer to a four-year college or university.

The Guardians Scholar program can provide you with:

- academic advisement, tutoring and mentoring

- priority registration and assistance with course enrollment and textbooks
- assistance with Financial Aid & CHAFEE grants
- career counseling, employment assistance, and network building
- computer access
- housing referrals and assistance with the Independent Living Program (ILP)
- meal and transportation assistance
- mental health referrals

The Guardians Scholar program also provides a student drop-in center in the EOPS office (SSB 330) and access to student success workshops and university field trips. More information can be found at the [Guardians Scholars webpage](#).

High School Outreach & Recruitment

(310) 287-4419; wlac-outreach@laccd.edu

The [High School Outreach & Recruitment Office](#) helps high school students, their parents/guardians and high school counselors understand the educational opportunities at WLAC. Additionally, Outreach can also assist K-12 students interested in taking college classes while still in high school.

The Outreach office focuses on:

- Increasing awareness of the academic programs and support services available at WLAC
- Helping high school students enroll in free college classes through [Dual/Concurrent Enrollment](#)
- Helping high school seniors successfully transition to WLAC and apply for free tuition through the [LA College Promise program](#)

International Student Services

Welcome Center 1st floor; (310) 287-7283

The [International Student Services Office](#) is responsible for admission of students that will study at WLAC with an F-1 visa. Information about how to apply as a full-time or part-time F-1 visa student, along with non-immigrant student advisement can be found at the [F1 Student Admissions webpage](#).

Puente

SSB 330; (310) 287-4399

The Puente Project at WLAC (i.e., Puente) is an interdisciplinary program designed to help underserved and underrepresented students achieve academic success. Puente can provide you with academic counseling, English courses, and mentoring by community leaders. Puente is designed to help you in earning degrees, transfer to four-year colleges and universities, and helps create leaders and mentors of their communities and future generations.

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As a Puente student, you gain access to the following benefits:

- access to your own Puente counselor
- help with ensuring transfer readiness
- career exploration and student education plan development
- writing skill development
- tours of UC, CSU, and private universities
- leadership development, enrichment opportunities, and ongoing support

To join Puente, you must:

1. enroll in ENGLISH101 in the Fall semester and ENGLISH 103 in the Spring semester; and
2. enroll in COUNSEL 040 in the Fall semester and COUNSEL 020 in the Spring semester; and
3. be a full-time student (12 units); and
4. participate in Puente Events/Activities; and
5. have a desire to transfer to a 4-Year university

For more information about the Puente project and its classes, visit the [Puente Project website](#).

Police Orientation Preparation Program (POPP)

The [Police Orientation and Preparation Program \(POPP\)](#) is a two-year associate degree program supported by the Los Angeles Police Department (LAPD), Los Angeles Community College District (LACCD), and West Los Angeles College (WLAC), with supplemental support from the Police Academy Magnet Schools (PAMS)/Los Angeles Unified School District (LAUSD). POPP recruits current high school seniors and recent high school graduates, aged 17-21, into a fast-paced, career-oriented program for students that aspire to launch careers in first response and public service. In addition to applying to join the LAPD, graduates of POPP are regularly considered top choices for employment as parks department employees, private security officers, police aides, detention officers, sheriff's deputies, and more.

Over the course of the program, students can complete all academic requirements to earn an Associate of Science degree in Administration of Justice (AS-T) that is fully transferable to the CSU system or an Associate of Arts degree in Liberal Arts: Behavioral and Social Sciences that may align with lower-division major requirements for various majors at universities within the UC and CSU systems. All WLAC POPP classes are held at the Los Angeles Police Department's Ahmanson Recruit Training Center. Ahmanson Recruit Training Center.

Transfer Honors Program

GC 280H (310) 287-7276; TransferHonors@wlac.edu

The [Transfer Honors Program](#) gives students the opportunity to earn honors credits for select courses. Completing the program will give you priority admission consideration to selected, prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, Loyola Marymount University, Occidental College, and other alliance institutions.

Transfer Honors Program benefits include the following:

- transcripts reflect participation in the program with "Honors" designation.
- access to an Honors Counselor.
- guest speakers and seminars to further enhance Honors classes.
- priority in application for Transfer Alliance Program (TAP) scholarships.
- participation in the annual Honors Student Research Conference at UC Irvine.
- bus trips and tours to alliance universities.
- opportunities for interaction and individual conferences, and mentoring.

Transfer Honors Program Qualification: To qualify for the Transfer Honors Program as a continuing WLAC student, you must:

1. have completed 12 transferable college units
2. have a minimum GPA of 3.2

To qualify for the Transfer Honors Program as a high school graduate, you must complete at least 5 Honors courses totaling 15 units or more

Applying for the Transfer Honors Program: To apply for the Transfer Honors Program, you will need to obtain and complete a [Transfer Honors Program application](#) from the [Transfer Honors Program webpage](#). You will also need to upload the following with their application:

- unofficial transcripts from all institutions attended
- a 500-word essay describing academic experience, academic & professional goals for the future, and the reasons for participating in the program

Completed application packets should be submitted to the Transfer Center/ Counseling office during the submission period listed on the [Transfer Honors webpage](#). All applications will be reviewed by the Transfer Honors Committee and will be notified of the committee's selection decision by the Transfer Honors Program Director.

Remaining in the Transfer Honors Program: To remain in the Transfer Honors Program you must:

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1. complete ENGLISH 101 within the first year of joining the program; and
2. maintain at least 3.2 GPA in all transfer course work; and
3. complete all transfer honors courses with either an "A" or "B"; and
4. enroll in at least 1 or 2 courses with an Honors component per semester; and
5. meet with a Transfer Honors Counselor each semester; and
6. attend two (2) verified Transfer Workshops during the year; and
7. meet with two (2) university representatives on the WLAC campus during academic year

Any UC/CSU transferable course is eligible as a transfer honors course (i.e., an Honors Course) with the instructor's permission. You will need to complete a Transfer Honors Contract. The Transfer Honors Program will have more information about the Transfer Honors Contract. The Honors Contract will contain all requirements that must be met to earn the honor's credit. You must earn an "A" or "B" in the course to have the "Honors" notation placed on their transcript.

Transfer Honors Program Completion: To complete the Transfer Honors Program, you must:

1. complete a minimum of 18 transferable units at WLAC, consisting of 5 or 6 designated "Honors Courses"; and
2. complete a 200 level MATH Course; and
3. have a GPA of 3.0 or higher in all course work; and
4. complete and file an application for admissions to your intended transfer university when appropriate; and
5. complete 15 hours of documented volunteer/community service

For more information, visit the [Transfer Honors Program webpage](#).

Dean's Honor List

WLAC encourages academic excellence. If you have completed at least 12 units in one semester with a GPA of 3.5 or better, you will be placed on the Dean's List and will remain on the list by maintaining a 3.5 GPA. Part-time students are placed on the Dean's List after they have accumulated 12 units of work with a GPA of 3.5 or better and additionally for each semester's increment of 6-11 units for which a GPA of 3.5 is maintained. A notation of Dean's List achievement is made on your permanent record.

TRIO – Educational Opportunity Center (EOC)

B5-101; (310) 287-4554

The Educational Opportunity Center (EOC) is part of the TRIO program. EOC provides eligible participants like graduating seniors, first time and re-entering college students with information and advisement on college enrollment at the college of their choice. Participants are given individual assistance on college applications, essays, and financial aid applications. The EOC hosts career workshops focusing on which careers have the greatest future demands, salaries and can help you match your interests and aptitudes with a career. Individual academic coaching and mentoring can also be found. The EOC's objective is to make the transition to college easier so that you are able to reach your educational goals. All program services are free and enrollment at WLAC is not required.

To qualify for the EOC program, you must:

1. be an entering college student (e.g., recent high school graduate, first-time college student or returning college student); and
2. meet low-income family guidelines or be a potential first-generation student; and
3. be focused on completing a college education, and
4. be a citizen or permanent resident of the U.S.

For more information, visit the [Educational Opportunity Center webpage](#) at the Trio website.

TRIO - Student Support Services (SSS)

B5-100; (310) 287-4303

TRIO SSS offers guidance on course selections, assistance with transfer and financial aid applications, career mentoring and resume development, campus and cultural field trips, and one-on-one tutoring to help you succeed and obtain your degree or transfer to a university. As a part of the TRIO SSS family, you also have access to computers with free printing, a textbook library, scantrons, and more.

TRIO SSS students receive these benefits:

- academic support and transfer assistance
- academic advising with your own TRIO SSS counselor
- campus tours of CSU, UC, and private universities (including virtual explorations)
- assistance with transfer applications and supplemental applications
- connection with other TRIO programs and transfer students at the school of your choice
- one-on-one tutoring

To qualify for TRIO SSS as student, you must:

1. be a current WLAC student; and
2. be a U.S. citizen or meet federal residence guidelines, or meet the residency requirements for

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federal student financial assistance (e.g., Pell Grant); and

3. meet at least one of the following:
 - a. be a first-generation college student; or
 - b. qualify as low-income as defined by federal income guidelines; or
 - c. be a part of the WLAC Disabled Students Programs and Services (DSP&S)

More information can be found at the [TRIO SSS webpage](#).

TRIO – Educational Talent Search

CE 229-230; (310) 287-4518

TRIO Educational Talent Search (or Talent Search) serves potential 1st generation college students, low income and academically at-risk students attending our partner schools. Services include SAT/ACT test prep and test taking, the “A through G” high school completion sequence, summer enrichment programs, mentoring, tutoring, college advising and the application process, assistance with financial aid applications, and cultural and college field trips. **Talent Search is available to students attending Susan Miller Dorsey High School, Daniel Webster Middle School, and Marina Del Rey Middle School.**

To qualify for the Talent Search program as a student, you must:

1. be a student at any of our target schools; and
2. be at least 11 years old or currently in grades 6-11; and
3. be interested in attending college and learning more about possible career paths; and
4. be willing to participate in extracurricular activities; and
5. complete an application

Interested students can chat with the Talent Search staff through the [Educational Talent Search webpage](#).

Upward Bound

CE 232-34 & CE 214-215

The [Upward Bound \(UB\) program](#) is a federally-funded program that provides academic enrichment and college preparation to high school students who are of low income and/or are from a family where neither parent has a Bachelor degree. Upward Bound offerings include academic advisement and tutoring services, exposure to local colleges and universities, career advisement, a summer program and more. **Upward Bound is available to students at Dorsey High, Hamilton High and Los Angeles High Schools.**

As an Upward Bound student, you may receive many services, including:

- Exposure to academic programs and cultural events
- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Information on the full range of Federal Student Financial Aid programs and benefits
- Guidance and assistance on secondary school reentry or alternative education programs; entry into general educational development programs or postsecondary education

To qualify for the program, you must:

1. be in the 9th or 10th grade; and
2. have an academic need and want to go to college; and
3. meet low-income family guidelines or be a potential first-generation college student; and
4. be a citizen or permanent resident of the U.S.

If you are interested in the Upward Bound program, you can chat with the program directors at the [Upward Bound program webpage](#).

Upward Bound Math & Science (UBMS)

CE 233-234

The [Upward Bound Math & Science program](#) is a STEM-focused upward bound designed to strengthen the math and science skills of low-income and/or first-generation students. UBMS helps students to recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession. **UBMS is available to students at Dorsey High and Los Angeles High School.**

As a UBMS student you can receive many services, including:

- exposure to academic programs and cultural events
- instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- academic, financial, or personal counseling
- tutorial services
- mentoring programs
- information on postsecondary education opportunities

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- assistance in completing college entrance and financial aid applications
- assistance in preparing for college entrance exams
- information on the full range of federal student financial aid programs and benefits
- guidance and assistance on secondary school reentry or alternative education programs; entry into general educational development programs or postsecondary education

If you are interested in the UBMS program, you can chat with the program directors at the [UBMS program webpage](#).

Veterans Services

SSB 2nd floor admissions; (310) 287-4387

WLAC programs are approved for veterans, enabling the college to work in close cooperation with the [Veteran's Administration \(VA\)](#) by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

The Post 911 GI Bill® helps individuals who have served on active duty on or after September 11, 2001 pay for school. More information can be found at the [GI Bill® Educational Benefits website](#). In addition to the Post-911 GI Bill®, there are a variety of other educational benefit programs for veterans. Eligibility for VA education benefits rests solely with the Department of Veterans Affairs. To determine what educational benefit program is best, or for any questions on eligibility, contact the VA at 1-888-442-4551, or visit the [VA Office's Education and Training webpage](#).

All veterans are strongly encouraged to download their Joint Services Transcript (JST) and meet with a counselor to review what college credits they may be awarded through Credit for Prior Learning for their military training and experience.

Eligibility: In order to be eligible to receive assistance as a veteran, you must apply to the College, meet all admission requirements, and complete the necessary "Veteran's Educational Benefits" forms (obtained from and returned to the Veteran's Affairs Office). Veterans receiving assistance are responsible for knowing and strictly observing the regulations regarding a change of objectives, withdrawing from classes, overpayments, program planning, and the 60-unit rule.

Information about Veteran's services at WLAC, including a checklist and important forms, can be found at [WLAC's Veteran's website](#).

Withdrawals: It is the responsibility of the veteran to immediately inform the VA of any changes in enrollment status

(changes in units taken). The last day of your attendance in class must be immediately reported to the VA in order to avoid overpayments. An excessive number of units of "W" may lead to academic probation or disqualification. Completing the appropriate form or giving written notice to the [Admissions and Records Office](#) represents official withdrawal from a class.

West LA College Promise

SSB 420; (310) 287-7250; wlac-promise@laccd.edu

West LA College Promise is also known as Los Angeles College Promise. West LA College Promise provides free tuition for two-years to qualifying first-time freshman of any age or income. West LA College Promise students earn priority registration and additional resources and supports. See [WLAC's Welcome Center website](#) for more details.

West LA College Promise Success Coaches can guide you through completion of onboarding (orientation, placement, counseling), enrollment (full-time or full-time equivalent) for Fall and Spring semesters.

To be eligible for West LA College Promise, you must:

1. be a new college student or a returning student that is inactive for two (2) more semesters and is in good academic standing; and
2. have California residency or meet [AB 540 status](#); and
3. be a high school graduate (or equivalent); and
4. complete the [LACCD application for WLAC](#) and obtain an LACCD Student ID number; and
5. complete the OAC process; and
6. complete a Financial Aid Application* ([FAFSA](#) or [CA Dream Act application](#)); and
7. complete the WLAC Transition Experience (free of charge); and
8. maintain a minimum 2.0 GPA; and
9. be enrolled full-time at the College for each Fall and Spring semester
 - Summer/winter enrollment is not required
 - Summer/winter enrollment fees are not waived
 - Full-time equivalent for active DSPS students (12 units and under)

* Note: Financial Aid eligibility is not required for West LA College Promise

Completion of the OAC process requires you to do the following:

- a. complete the online orientation
- b. undergo English/math placement
- c. develop a Student Education Plan (SEP)

If you attend school part-time, you can also receive free tuition through the [California College Promise Grant \(CCPG\)](#). See the "Financial Aid" section of this catalog for more information. For more information about West LA College Promise, visit WLAC's [Promise Program website](#).

ACADEMIC SUPPORT SERVICES

Associated Student Organization (ASO)

A-9 Building; (310) 287-4426

The Associated Student Organization (ASO) plans and funds select student activities and support official student clubs. The ASO offers great opportunities to develop leadership skills, make friends and enrich your college experience beyond the classroom. ASO members receive discounts and benefits, including eligibility for WLAC Foundation Scholarships. More information can be found at the [ASO website](#).

Career Center

HLRC-112; (310) 287-4562; [wvac-careercenter@laccd.edu](mailto:wlac-careercenter@laccd.edu)

All WLAC students and alumni are encouraged to take advantage of our full range of career services, which have been designed exclusively for you. From our resume review and career advising services to interview prep and targeted job search resources, we offer robust tools to help you make valuable connections and identify potential employers. Wherever you are, our website enables you to search for jobs, research organizations, and attend workshops and informational sessions.

Career Connections Center services include support and help with:

- career exploration and assessments
- job and career readiness
- internships and job search support
- learning-aligned employment program
- pre-apprenticeships and apprenticeships
- short-term job/career training
- work experience education program

The Career Center offers [virtual “walk-ins”](#) where you can chat with Center staff. For more information, including WLAC’s On-line Job Board, visit [WLAC’s Career Center website](#).

College & Career Preparation: Non-Credit Course Support

HLRC 1st floor; (310) 287-4546; wvac-collcareerpre@laccd.edu

The College and Career Preparation (CCP) Division is here to assist you to navigate college systems, and to find answers. CCP offers several non-credit courses and programs for students seeking an increase in literacy skills, access to higher education and employment, and strengthened self-sufficiency. Through CCP, you can enroll in free college and career pathways, including academic preparation, career exploration and preparation, job training, employment preparation, and English language learners. Numerous Certificates of Completion and Certificates of Competency can be earned through these pathways.

Online counseling and live chats are available through the [CCP On-line Counseling webpage](#). For more information about CCP’s non-credit pathways, see the “Noncredit Programs & Courses” and the “Noncredit Course Listings & Descriptions” sections of the catalog. Additional information about these pathways, in addition to how apply and enroll in classes can be found at [WLAC’s College & Career Preparation website](#).

Counseling Center

SSB 350; (310) 287-7242; wvac-cnseldsk@laccd.edu

The Counseling Center at WLAC assists students in making decisions regarding educational, career, and personal concerns. Professional counselors are available to help you clarify your values and goals, and to make appropriate academic decisions. Individual counseling and referrals to appropriate resources are available on and off campus.

Summary of Counseling Services

Counseling services can help you with:

- educational goal setting
- the exploration of education options and opportunities
- an evaluation of the student’s educational background
- the provision of clear, concise, up-to-date educational information
- assistance in selecting the appropriate programs of study relative to the student’s chosen objectives

Counselors also can help you to assess your interests, strengths, abilities, and values. They can help you set goals, make plans to accomplish those goals and can help address personal challenges or barriers that may impede plans in fulfilling these goals.

Specific counseling services include:

- assistance in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
- assistance in development of individualized Student Educational Plans (SEPs) for academic, transfer and career goals.
- explanation of the requirements necessary to earn Associate Degrees, Associate Degrees for Transfer, Certificates, and transfer to four-year colleges and universities.
- assistance in making career choices and providing an understanding of the different majors and certificate programs offered at WLAC.
- limited personal counseling and referrals on and off campus when appropriate

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Additional counseling services are also available through [EOPS/ CARE](#) and [DSP&S](#) programs.

Making a Counseling Appointment

You can meet one-on-one with counselors either on-campus or virtually. Limited counseling services, including prerequisite clearances, home-school changes, and questions about course selection, are available on a walk-in basis or [through counseling live chat](#). Video or in-person appointments are required for educational planning (Student Educational Plans), graduation petitions, CSU/IGETC certifications, certificate, degree, and transfer requirements, transferability of WLAC courses and the review of out-of-district transcripts. Consult the [Counseling Center's website](#) for hours and days of operation.

Counseling appointments may be made through one of the following:

1. [On-Line Counseling webpage](#).
 - o counseling hours for individual counselors can be found on this page
 - o you may select a specific counselor or the next available
2. Through email at wlac-cnseledsk@laccd.edu
3. Using the [on-line counseling request form](#)
4. In person at the Counseling Front Desk located in SSB 350.
5. By calling the Counseling Center directly at (310) 287-7242.

New students are encouraged to enroll in COUNSEL 040 (College Success Seminar). Returning students and continuing community college students are encouraged to enroll in COUNSEL 020 (Post-Secondary Education: The Scope of Career Planning). These courses are designed to help students become better acquainted with the educational opportunities at WLAC and will assist students in developing programs of study that will help them attain their educational and career objectives.

Distance Learning

(310) 287- 4305; wlac-online@laccd.edu

Anytime, anywhere education is available online at WLAC. Get connected with WLAC's comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient. Online, hybrid, and Hyflex classes feature the same content and offer the same transferability as on-campus classes.

WLAC's online classes give students the flexibility of accessing their course materials 24 hours a day, 7 days a week through the internet. Most online classes at WLAC are

fully interactive and do not require any campus visits. Hyflex classes can be attended on-campus or synchronously through the internet. Hybrid classes have an on-campus requirement.

You can search for classes in your desired modality (i.e., online, hybrid, Hyflex, on-campus) at the [Class Schedule webpage](#). A list of on-line and hybrid classes can also be found at the [Online/Hybrid Schedules webpage](#). Students can contact the [Online Help Desk](#) for information on additional online services, such as online tutoring. The Library Instructional Research Lab (LIRL) on the 2nd floor of the Library has several computers for accessing online classes. For more information, visit the [Distance Learning Program website](#).

Online Degrees & Certificates.

WLAC offers several certificates and degrees completely online, including all major and general education requirements with the exception of math. You may take math online at another LACCD campus or with a university partner to fulfill this requirement. A current list of on-line certificates and degrees can be found at the Distance Learning's [Online Programs webpage](#).

The Learning Center

HLRC, 1st Floor; (310) 287-4404, (310) 287-4546; wlac-collicareerprep@laccd.edu

The Learning Center provides free learning support resources, tutoring services, information about noncredit classes and programs (including application and registration assistance), and answers to general student questions about WLAC and its divisions and programs to WLAC students. Also, the Learning Center is a GED® Testing center. For more information about the center's services, including hours of operation, how to connect with a tutor, or taking the GED® exam, visit the [Learning Center's website](#).

Tutoring Services

[Free tutoring services](#) are provided to you through the Learning Center located on the 1st floor of the HLRC building. Further information about the Learning Center's free onsite and online tutoring for specific courses can be found on the [Tutoring webpage](#). Tutoring is coordinated through the Learning Center's tutoring platform, Penji, and can be accessed directly through Canvas or by visiting the [Penji webpage](#). Students wishing to become a tutor can find more information at the [Become a Tutor webpage](#) on the Learning Center's website.

Library

HLRC, 2nd Floor; (310) 287-4408 (circulation desk), (310) 287-4269 (reference desk)

The mission of the Library is to provide access to appropriate educational content and resources in a variety of formats, to

STAYING ON YOUR PATHWAY: ACADEMIC SUPPORT SERVICES

support individual and collaborative learning and to advance information competency across the college's curriculum.

The Library can accommodate and support a variety of learning modes for you to achieve success, such as:

- solo or group study
- traditional or online research approaches
- subject-content supplementation in a computer-assisted instructional environment

Free Wi-Fi access points are strategically located throughout the Library to allow internet access anywhere within the building. Operational hours vary from semester to semester, so please contact the Library Circulation Counter at extension 4408, the Reference Desk at extension 4269, or visit the [Library website](#) for current information.

General Library Services

Library staff can assist you in using a variety of services. Answers about using the Library and its databases, finding and accessing Library materials, and speaking with a librarian can be found using the [How do I? page](#) on the Library's website.

Reference Desk and Circulation Counter

The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting you with effective strategies to obtain information. Instructional and bibliographical aids are available in print and on the library web site. Books, textbook reserves, periodicals, and other materials may be checked out at the circulation counter for prescribed periods of time.

24/7 Reference Services

The WLAC Library offers "[Ask a Librarian](#)" - a 24/7 online live chat reference services to answer research questions 24 hours a day, 7 days a week.

Accessing Book Collections, Databases, and Other Library Resources

The Library's catalog consists of approximately 63,000 print titles and approximately 100,000 e-book collection titles. Numerous instructional media sources of DVDs, video tapes, CDs, and audio recordings are also available. Most print titles are available for general circulation. Others are held in Reference or on Reserve. Print sources include books, maps, encyclopedias, dictionaries, and legal materials. Other resources include e-books, videos, articles, digital media and more, which can be discovered through the Library using [OneSearch](#). Use the "[Ask a Librarian](#)" feature for online help with searches.

The Library maintains access to numerous databases to help you with research projects. Databases can be accessed using

your WLAC username and password through the [Database webpage](#) on the Library's website. How to use a database and do research, including how to write a paper and create citations, can be found at the [Research Guides webpage](#) on the Library's website.

Audio-Visual and Multimedia Services

Library staff assist faculty and students in accessing and using the audio-visual & multimedia resources in the Library. Staff also provides instructional media support to faculty.

Library Instructional Research Lab

The [Library Instructional Research Lab \(LIRL\)](#) is comprised of several networked computers, printers, and scanners. All LIRL computers provide access to all Library research databases and to selected Microsoft applications like Word, Excel, and PowerPoint. The LIRL is staffed by experienced and trained staff during operational hours who can assist you with formatting papers, printing, and other computing needs. Library staff can also help you with computer questions virtually during the Library's hours of operation. For assistance, visit the [Student Computer Help webpage](#).

Making a Research Appointment with a Librarian

Library staff can work one-one-one with you virtually or in person to assist you in your research through the [Research Appointment webpage](#). You can also use the [24/7 Chat Reference](#) service for need immediate help.

Library Science Courses and Information Competency

The American Library Association defines information competency as "a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information". The UCs and CSUs endorse information competency as a priority for college students. College accreditation standards from the ACCJC require learning outcomes in information competency to be adopted by the college. To provide these outcomes, the Library offers several Library Science (LIB SCI) courses.

LIB SCI courses are ideal ways to accomplish several objectives:

- learning about valuable research resources and strategies and when and how to use them
- development of lifelong information competency skills
- experiencing the convenience of a short-term or online course many of which transfer to the UC or CSU

Please consult the current Schedule of Classes for LIB SCI courses or the [Library Science website](#).

Transfer Center

SSB 340; (310) 287-4542

The WLAC Transfer Center is committed to helping you successfully transfer from WLAC to the university of your choice. The Transfer Center is a valuable resource for students interested in pursuing a bachelor's degree at a four-year university. Staff and student workers are available to help in the transfer process. You can meet with university representatives who can answer questions and provide information to increase transfer success. You can browse through literature and computer programs for transfer and career exploration.

The Transfer Center provides you with:

1. opportunities for one-on-one advising sessions with representatives from UC, CSU, and independent colleges and universities
2. accurate information on transfer requirements for majors from [assist.org](https://www.assist.org)
3. information about transfer workshops and info sessions.
4. information on general education requirements for transfer.
5. computer-based informational resources needed to prepare for transfer.
6. participation in Transfer Day (Fall Semester), with representatives from over 40 colleges and universities.
7. Information about cultural and academic events at local colleges and universities.
8. computer workstations that enable student to access transfer information online, and/or file admissions applications.

For information about the Transfer Honors program, see the "Transfer Honors Program" section in the catalog

For news about scheduled transfer events, up-to-date information about changes to transfer requirements and to chat with a Transfer Center staff member, visit the [Transfer Center webpage](#).

STUDENT HANDBOOK



ACADEMIC POLICIES AND REGULATIONS

Academic Renewal

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. The student must [meet with a counselor](#) and complete an [Academic Renewal Petition](#). A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

Students may petition at any of the LACCD colleges to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to substandard credit coursework (coursework completed with “D” and “F” grades) in courses not subsequently completed with a “C” or better at the LACCD colleges; and
2. At least one (1) academic term (fall, winter, spring, summer) must have passed since the academic term when the coursework to be disregarded was completed.

To qualify for academic renewal, students must have completed credit coursework at a US-regionally accredited institution(s) at any time after the academic term of the coursework to be disregarded as follows:

1. A minimum of the equivalent of 12 credit semester units in a term with a 2.0 grade point average; or

2. A minimum of the equivalent of 12 credit semester units in two or more consecutive terms with a 2.0 grade point average.

Completed credit coursework means only courses for which credit evaluative grading symbols are awarded, as defined in LACCD Administrative Procedure 4230 (Grading and Academic Record Symbols), or the equivalent credit evaluative grading symbol awarded by external institutions. All coursework completed in a term(s) must be used when calculating the required minimum 2.0 GPA, even if the units exceed the minimum of 12 credit semester units. (See LACCD Administrative Procedure 4240, Appendix A for examples). Coursework previously applied towards a degree, certificate of achievement or CSUGE/IGETC certification cannot be academically renewed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of credit coursework taken within the Los Angeles Community College District from consideration in the student’s cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

(Reference: LACCD Administrative Procedure 4240)

Attendance Policies

Attendance Definitions

“Attendance” means attendance in at least one semester each calendar year. WLAC defines continuous attendance for the California Community Colleges as attendance in one semester during the calendar year before the current semester of

enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.) Attendance means enrollment and completion of graded academic course work. (CR, NC, I and W are acceptable grades) Summer is not included in continuous attendance. (Reference: [California Code of Regulations, Title 5, Section 40401](#)).

Attendance Statement

Only students who have been admitted to the College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students have excessive absences, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class. Students are encouraged to advise their instructors of anticipated absences.

Note: You are responsible for officially dropping a class that you stop attending. See "Adding/Dropping/ Section Transfer of Classes" below.

Acceptance of Course Credits from Other Institutions

Students may use courses completed at other US-regionally accredited postsecondary institutions, including the LACCD colleges, to complete requirements for degrees, certificates, general education, and graduation competency through the college course substitution process. More information can be found in LACCD Administrative Procedure 4051.

Adding, Dropping & Section Transfers of Classes

Adding Classes

Only students who have been admitted to the College and are in approved active status may add or attend classes. Students who want to add a course after the end of the first week of class must obtain a permission code number from the instructor.

Dropping/Withdrawing Classes

Students wanting to drop (i.e., withdraw from) one or more classes they no longer plan to attend must do so through the [Student Information System \(SIS\)](#). It is the student's responsibility to drop or withdraw from a class. Failure to drop a class in a timely manner may result in a "W" or an "F" on your academic record. The student may also be held accountable for payment of all fees whether they do or do not attend the class(s).

Please refer to the [current class schedule](#) for semester drop deadlines.

A grade ("A", "B", "C", "D", "F", "P", "I", or "NP") will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with extenuating circumstances. After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with appropriate faculty.

Section Transfer

Students may request a section transfer from one class to another class in the same course subject. Section transfers can only occur when both classes have the same start and end dates. Students can request a section transfer by contacting their current instructor, who will submit the request to the [Admissions & Records Office](#). Consent must be granted by the new instructor for the new class and may involve instructor-to-instructor transfer of grade records.

Auditing a Class

Students who wish to audit a class must do the following:

1. Complete an application and be authorized to register in the College;
2. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation;
3. Pay an audit fee of \$15 per unit.
 - i. Students enrolled in ten or more credit units shall not be charged a fee to audit three or fewer semester units.
 - ii. Students who drop below the ten units of credit classes within the first two weeks will be subject to the audit fee.
 - iii. No refund shall be made of the auditing fee, unless the cancellation of enrollment was due to an action taken by the College.
4. Pay for instructional materials or other services which the student auditor uses in the class. (see the "Student Fees" section of the catalog).

Auditors may not take priority over students desiring to take a course for credit. A student who is currently enrolled in or has completed a credit course may be permitted to audit another section of the course. A student may audit multiple sections of a course. The name of a student auditor will appear on the permanent roster. However, the instructor shall not be required to record attendance, grades or other marks for a student auditor. The name of a student auditor will not appear on exclusion rosters. A record of courses in which a student enrolls as an auditor will not appear on the student's permanent record.

A student auditing a course may not be permitted to change their enrollment in that course to receive credit for the course.

(Reference: LACCD Administrative Procedure 4070)

Advanced Placement (AP) Credit for WLAC Courses

Advanced Placement (AP) courses offer college credit for those that have successfully passed the AP exam. Receiving AP college credit means less courses to take and savings on college tuition fees. The table below lists the AP courses and scores that qualify for WLAC college credit. Please refer to CSU External Exam Credit, IGETC Standards, private institutions AP credit policies, and campus-specific applicability towards majors as they may differ from the information below. Total semester units applied towards degrees and GE requirements can be found in LACCD Administrative Procedure 4236 – Appendix A. AP credit for ADT major requirements can be found in LACCD Administrative Procedure 4236 – Appendix B.

AP EXAM	MINIMUM PASSING SCORE	WLAC COURSE EQUIVALENT
Art History	3	ART 101 & 102
AP Drawing	3	ART 201 & 202
AP Art Studio: 2D design	3	ART 501
AP Biology	3	BIOLOGY 003
AP Calculus AB	3	MATH 261
AP Calculus BC	3	MATH 261 & 262
AP Computer Science Principles	3	CS101
AP English Language and Composition OR English Literature and Composition	3	ENGLISH 101
AP French Language & Culture	3	FRENCH 001
AP US Government and Politics	3	POL SCI 001
AP History: European	3	HISTORY 002
AP US History	3	HISTORY 011 & 012

AP World History: Modern	3	HISTORY 086 & 087
AP Human Geography	3	GEOG 002
AP Macroeconomics	3	ECON 002
AP Microeconomics	3	ECON 001
AP Music Theory	3	MUSIC 101
AP Physics B	3	PHYSICS 006 & 007
AP Physics C: Mechanics	3	PHYSICS 037
AP Physics C: Electricity and Magnetism	3	PHYSICS 038
AP Psychology	3	PSYCH 001
AP Spanish Language & Culture	3	SPANISH 001
AP Statistics	3	MATH 227

Course Repetition

(Reference LACCD Administrative Procedures 4225 and 4227)

Types of Repeatable Courses

The following types of courses are designated as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of the CSU or the UC system for completion of a Bachelor degree; and
2. Intercollegiate athletics courses (i.e., courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the LACCD or a conditioning course which supports the organized competitive sport); and
3. Intercollegiate academic or vocational competition courses, where enrollment in the course (and courses that are related in content) is limited to no more than four times for semester courses (i.e., active participatory courses). This enrollment limitation applies even if the student receives a substandard grade (a “D” or “F”) or a “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Limits on Active Participatory Courses

Certain courses in the class schedule marked “RPT” may be repeated for additional unit credit as “active participation courses” in which individual study or group assignments are the basic means by which learning objectives are obtained (i.e., kinesiology, visual arts, and performing arts). Kinesiology, visual

arts, or performing arts courses are considered “active participation courses” related in content and are grouped into “course families.” Courses in a family have similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes.

Students may not enroll in active participatory courses more than four times. Enrollment in “active participation courses” related in content is limited to four (4) enrollments per “course family.” This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances. Active participatory courses which do not fall under the categories listed in “Type of Repeatable Courses” are not repeatable.

Students enrolling in classes in one of these active participatory courses, should check the academic division for updates on which restrictions apply to courses in your area. Under special circumstances, students may retake courses that are not designated as repeatable. (See LACCD Administrative Procedures 4225, 4228, and 4229)

Limits on Enrollment in Repeatable Courses

Students may not take repeatable courses more than three (3) times beyond the first successful completion for credit. The grade received each time shall be included for purposes of calculating the student’s grade point average, except if the course is repeated under circumstances identified pursuant to LACCD Administrative Procedure 4225 which permits the previous grade(s) to be disregarded.

Limits on Enrollment in Non-Repeatable Courses

Students receiving a substandard grade (i.e., a “D” or “F”) or a “W” in a course designated as non-repeatable may repeat the course. However, Title 5 regulations limit the number of times a student can enroll in a non-repeatable course to three (3) attempts (see [Title 5, Section 55042](#)). Receiving a “W” in a class or earning a grade of “D” or “F” count as attempts towards this repetition. If a class is dropped prior to the “No Penalty” withdrawal date so that no “W” is received, it does not count as an attempt at the course.

Course Families

The following courses are offered at West Los Angeles College and are part of a course family:

Art - Acrylic

ART 304, 305, 306

Art - Ceramics

ART 709, 710, 711

Art - Design

ART 501, 502, 503

Art - Drawing

ART 201, 202, 203

Art - Graphic Design

ART 604, 605

Art - Life Drawing

ART 204, 205, 206

Art - Water Color

ART 301, 301A, 302

Dance - Ballet Techniques

DANCETQ 111, 112, 113, 114

Dance - Dance Productions

DANCEST 814, 815, 816

Dance - Folk Dance Forms

DNCESPC 491, 492

Dance - Hip Hop Techniques

DANCETQ 171, 172, 173, 174

Dance - Jazz Techniques

DANCETQ 121, 122, 123, 124

Dance - Modern Techniques

DANCETQ 141, 142, 143, 144

Dance - Special Projects

DANCETQ 151, 152, 570, 571

Kinesiology - Aerobics, Circuit Training

KIN 229, 232, 245, 250, 250-1, 326, 327, 329, 331, 345, 350, 350-1

Kinesiology - Court Sports

KIN 291, 391

Kinesiology - Directed Studies

KIN 185, 285

Kinesiology - Mind/Body Conditioning

KIN 251, 251-1, 335-1

Kinesiology - Team Sports

KIN 286, 287, 288, 289, 386, 387, 388, 389

Kinesiology - Track & Field

KIN 272, 334-1

Theater - Acting Study & Profession

THEATER 270, 271

Theater - Student Performance

THEATER 232, 233

Repeatable Courses

The following courses are classified as repeatable courses:

Allied Health

ALD HTH 021

Architecture

ARC 261

Business

BUS 185

Cinema

CINEMA 005, 015, 125

Computer Information Systems

CIS 185

Cooperative Education

COOP ED 095, 195, 295, 395, 495

Counseling

COUNSEL 005

Dance Studies

DANCEST 826

Dental Hygiene

DEN HY 096, 397

Education

EDUC 230

English

ENGLISH 185

Film Production

FLM PRD 115, 120, 125, 130, 385

Health Occupations

HLTHOCC 051, 052, 053, 055, 056, 058, 059, 060, 061

Kinesiology

KIN 388

Kinesiology Athletics

KIN ATH 503, 504, 506, 508, 511, 512, 515, 516, 549, 552, 553, 554, 555, 556, 557, 558, 563, 564, 571

Multimedia

MULTIMD 350, 807

Music

MUSIC 265, 501, 755, 775, 781

Nursing – Health Ancillaries

NRS-HCA 056

Physics

PHYSICS 185

Theater

THEATER 130, 232, 233, 265, 291

Noncredit: Academic Preparation

ACAD PR 015CE, 016CE, 017CE, 018CE

Noncredit: Basic Skills

BSICKSKL 002CE, 005CE, 009CE, 023CE, 027CE, 034CE, 044CE, 056CE, 057CE, 058CE, 059CE, 065CE, 066CE, 070CE, 072CE, 073CE, 074CE, 075CE, 076CE, 077CE, 078CE, 089CE, 093CE, 094CE, 095CE, 096CE,

098CE, 099CE, 101CE, 102CE, 103CE, 104CE, 105CE, 106CE, 107CE, 108CE, 109CE, 110CE, 111CE, 112CE, 114CE, 115CE, 116CE, 117CE

ESL Noncredit

ESL NC 006CE, 007CE, 008CE, 009CE, 015CE, 018CE, 019CE, 023CE, 024CE, 061CE, 062CE, 063CE

Noncredit: ESL Civics

ESLVCVS 010CE, 011CE, 012CE, 013CE, 014E, 015CE

Noncredit: Tutor Training

TUTOR 001T

Noncredit: Vocational Education

VOC ED 033CE, 050CE, 060CE, 088CE, 089CE, 096CE, 097CE, 098CE, 123CE, 124CE, 197CE, 198CE, 22CE, 223CE, 242CE, 243CE, 244CE, 245CE, 246CE, 247CE, 248CE, 249CE, 250CE, 251CE, 252CE, 259CE, 281CE, 288CE, 289CE, 290CE, 292CE, 294CE, 296CE, 320CE, 353CE, 400CE, 401CE, 402CE, 403CE, 404CE, 405CE, 406CE, 407CE, 408CE, 409CE, 410CE, 411CE, 412CE, 415CE, 416CE, 417CE, 418CE, 419CE, 420CE, 425CE

Course Repetition Policy to Remove a Substandard Grade

When a student repeats a course designated as repeatable in order to alleviate substandard academic work (a “D,” “F,” “FW,” “NP,” or “NC”), the previous grade and credit shall be disregarded in the computation of GPA. No more than two repetitions of a given course to alleviate substandard grades are allowed. A third repetition may be permitted with the approval of the College President (or designee) provided that apportionment is not claimed for that third repetition.

For the first, second, and when permitted, the third repetition of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student’s cumulative GPA.

Students are required to fill out a [Course Repetition/Lineout form](#) to request the removal of a substandard grade.

Repetition of Courses in Which a Satisfactory Grade Was Recorded

Extenuating Circumstances: Course repetition for which a satisfactory grade (“A,” “B,” “C,” “CR,” “P”) has been recorded shall be permitted only upon petition of the student and with the written permission from the college president (or designee). Extenuating circumstances must be determined to permit the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. At the student’s option, the previous grade for the course repeated may be disregarded in calculating the student’s GPA. Only one repetition for a course due to extenuating circumstances is permitted.

Students are required to fill out a "[Third Course Repeat Petition](#)" for course repetition due to extenuating circumstances.

Significant Lapse of Time: Repeating a course due to significant lapse in time is permitted if the college has established a "recency prerequisite" for a course or program, or the student's transfer institution has established a recency requirement that the student cannot satisfy without repeating the course. A significant lapse of time is defined as no less than 36 months since the most recent grade was awarded. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted. More information can be found at LACCD Administrative Procedure 4228. "Recency" petitions can be found under the [Forms webpage](#) at the Admissions and Records Office.

Additional circumstances permitting the repeat of a course in which a satisfactory grade has been granted can be found in the LACCD's Administrative Procedure 4225.

Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is a strategy to help students get credit for what they already know and can do, saving them time and money on their educational path. More information about CPL processes and requirements can be found in LACCD Administrative Procedure 4235.

CPL can be granted through any of the following:

1. Achievement of a satisfactory score on an Advanced Placement (AP) examination
2. Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
3. Achievement of a satisfactory score on the College Level Examination Program (CLEP)
4. Credit for Military Service/Training
5. Achievement of an examination administered by other agencies approved by the district
6. Evaluation of industry-recognized credential documentation
7. Evaluation of student-created portfolios
8. Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

CPL Process

Visit the [WLAC CPL website](#) to learn about the different types of CPL, the courses eligible for CPL, the process to apply for, and the documents required for CPL. You can also email CPL-petition@wla.edu with questions.

WLAC will maintain, through the general petition process, a written record of previous education and training of the eligible veteran. Appropriate credit for previous education and training

(with the training period shortened) will be indicated on this record. The student and the VA will be notified of this process. For the petition process, the student must include a copy of their [DD214](#), their school transcripts, and/or course documentation, and submit them to the [Admissions and Records Office](#). The physical education requirement for graduation will be waived upon verification of completion of a Basic Training course in any of the armed services. Waiving of the health education graduation requirement is not automatic and petitions will be evaluated on a case-by-case basis. A veteran may also receive six (6) units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis.

CPL grading

Grading shall be according to the regular grading system in accordance with LACCD Administrative Procedure 4230. Students shall be offered a "Pass/No Pass" option, in accordance with LACCD Administrative Procedure 4232 (if that option is ordinarily available for the course). Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty.

Credit by Examination

Credit by Examination is a form of CPL assessment in which a student completes a course examination in lieu of completing the course. The format, content, and grading criteria of common course examinations is determined solely by the appropriate discipline faculty in the division. Because credit by examination is an alternative method for awarding credit for a course, it is required that the examination fully address the course content and objectives, including any laboratory or activity components of a course, such that satisfactory completion of the examination is equivalent to satisfactory completion of the course.

In order to permit students to demonstrate that they have the knowledge and/or skills to meet the objectives of a course through knowledge and/or skills gained through prior experiences, students may earn course credit by receiving a grade on an examination developed and administered by the appropriate instructional division/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

The division chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of the student's previous course work and/or experience. Students wishing to take a course through Credit by Examination are strongly encouraged to informally discuss the matter with the division chair or faculty designee and instructor prior to initiating the formal process. If the student decides to pursue Credit by Examination, the Petition

for Credit by Examination must be completed prior to the end of the semester or session for which credit is being sought.

The College will award credit for the completion of the appropriate division examination administered and graded by the appropriate division faculty, in lieu of completion of a course listed in the college catalog. The student shall be given the opportunity to accept, decline, or appeal the grade pursuant to LACCD Administrative Procedure 4230 and LACCD Administrative Procedure 4231.

Credit by Examination eligibility:

1. The student is registered in the LACCD and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by the division)
2. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credit by Examination Process: Upon completion of a Student Education Plan, students interested in CPL using Credit by Examination shall receive credit as recommended by the appropriate division chair or faculty designee under the following circumstances:

1. The student shall complete the [CPL assessment petition](#).
2. The student meets with the division chair or faculty designee for further instructions.
3. If the division chair or faculty designee determines that the student is eligible for Credit by Examination, the division chair or faculty designee will work with the student to make a mutually agreeable appointment to complete the examination.
4. If the division chair or faculty designee determine the Credit by Examination assessment completed by the student measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the division/program for three years.

More information about Credit by Examination can be found in LACCD Administrative Procedure 4235.

Credit for Courses Taken at Institutions of Higher Learning Outside of the United States

Students may request credit for courses taken at international institutions of higher learning (i.e., non-US Regionally accredited institutions) be applied towards meeting the requirements for:

- LACCD local Associate Degree majors
- Certificates of Achievement
- GE requirements
- Graduation competency

Acceptance of International Coursework to meet LACCD Local Associate Degree Major and Certificate of Achievement Requirements

Course substitutions of major/area of emphasis course requirements for local degrees and certificates with international coursework are solely at the discretion of academic department faculty, or their designee (e.g., the Articulation Officer).

Acceptance of International Coursework to meet LACCD Associate Degree General Education Requirements and Graduation Competency Requirements

1. LACCD General Education (GE) Plan, excluding Area B1 American Institutions: international coursework shall be evaluated for applicability to the general education areas by Counseling faculty or Articulation Officer.
2. LACCD Graduation Competency requirements: international coursework shall be evaluated by Counseling faculty or Articulation Officer:
3. Mathematics competency may be met with international coursework upon evaluation.
4. Written Expression competency may only be met with coursework from a U.S regionally accredited institution. Written Expression may not be met with international coursework.

International Coursework and Associate Degree for Transfer (ADT) Major Requirements

Coursework completed at non-US regionally accredited international institutions may not be applied towards ADT major requirements per the LACCD Academic Senate Associate Degree for Transfer (ADT) Reciprocity Guidelines.

International Coursework and CSUGE-Breadth and IGETC Certifications

Coursework completed at non-US regionally accredited international institutions may not be applied towards CSUGE-Breadth and IGETC certifications per CSU EO 1100 and the IGETC Standards (exception: IGETC Area 6A: Language Other Than English).

Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. The evaluation must indicate that the coursework is equivalent to associate level coursework or higher taken from a U.S regionally accredited post-secondary institution. Course descriptions along with topics covered, hours, and prerequisites,

if applicable, must also be included in this evaluation office. Please contact the [Admissions and Records Office](#) for a list of approved agencies

Note: Coursework from International Institutions that hold U.S. Regional Accreditation will be accepted per the guidelines in Administrative Procedure 4051, Section 1. Approved evaluations of international coursework are only applicable to LACCD requirements and may not meet the requirements of other colleges and universities.

(Reference LACCD Administrative Procedure 4051)

Enrollment

Minimum and Maximum Units for Full-time & Part-time Students

One unit of credit shall be awarded for every complete set of 54 Total Student Learning Hours (i.e., contact hours plus out of class hours). Partial hours are rounded down to the nearest 0.5 units.*

**Note: As is standard in the sciences and other disciplines, units generated from hours of "Lab/Activity (3:0) (aka without homework)" shall be calculated solely on contact hours, rather than the Total Student Learning Hours, even though there may be an expectation of student work or preparation outside-of-class.*

Maximum and minimum unit requirements are defined as follows:

Unit Maximum: The maximum study load is 19 units during a regular semester (Fall and Spring) and 9 units during a Summer or Winter Intersession (LACCD Administrative Procedure 5055). This includes enrollment at other LACCD campuses. WLAC defines a full-time student as one who is enrolled in 12 or more graded units. A part-time student is defined as a student who is enrolled in fewer than 12 graded units. For full-time students, the normal class load for students in the Fall or Spring Semester is from 12 to 18 units a semester. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take more than 19 units must obtain approval from a counselor.

Unit Minimum: A student must be enrolled in at least one course per term to be classified as active status.

Limitations on Enrollment

Unless specifically exempted by statute or regulation, every course offered at WLAC is fully open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites pursuant to [Title 5, Section 55003](#).

However, enrollment in specific courses may be limited based on:

- health and safety considerations

- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Additional limitations on enrollment may be associated with specific active participatory courses. Enrollment in some courses may be limited exclusively to students who have been admitted to the associated program (e.g., Dental Hygiene). For more information, contact the chair of the division offering these courses. Enrollment in selected sections of courses may be limited to a cohort of students, provided that a reasonable percentage of all sections of the course are open to all students.

(Reference LACCD Administrative Procedure 5055)

Challenges to Limitations on Enrollment

Students may challenge an enrollment limitation on any of the following grounds:

- The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; or
- The LACCD is not following its policy on enrollment limitations, or the basis upon which the LACCD has established an enrollment limitation does not exist.

Students shall bear the burden of showing that these grounds exist for the challenge. Challenges shall be addressed in five (5) working days and if the challenge is upheld, the enrollment limitation shall be waived. Upon completion of the challenge, WLAC shall advise the student that they may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the LACCD and the student attempted to informally resolve the complaint.

Final Examinations

The College assumes that a student registers in good faith for a full semester's work inclusive of all course requirements. The Academic Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan.

All students, as a part of their course work, may be required to take final examinations. All courses must have a scheduled meeting time in accordance with an examination schedule made available each semester by the [Office of Academic Affairs](#). No student will be excused from final examinations.

Grading and Grade Changes

THE STUDENT HANDBOOK: ACADEMIC POLICIES & REGULATIONS

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading and Academic Records Symbols Policy (Reference LACCD Administrative Procedure 4230).

The determination of a student's grade by the instructor is final in the absence of error, 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. In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the College President or designee after the grievance procedure is completed. (Reference LACCD Administrative Procedure 4231). See "Student Grievance Procedure" under the "Student Conduct" section in this catalog.

Only the symbols in the grading scale given in this section shall be used to grade all courses (Reference LACCD Administrative Procedure 4230).

The following evaluative grades are used in the calculation of a student's grade point average (GPA).

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Less than Satisfactory	1.00
F	Failing	0.00
P	Pass (at least satisfactory - units not counted in GPA; same meaning as CR)	0.00
SP	Satisfactory Progress	0.00
NP	No Pass (less than satisfactory – units not counted in GPA; same meaning as NC)	0.00

The following non-evaluative grade symbols are not used in the calculation of grade point average (GPA):

SYMBOL	DEFINITION	GRADE POINTS
I	Incomplete	0.00
W	Withdrawal	0.00
CR	Credit (replaced P -Pass)	0.00
NCR	No Credit (replaced by NP – No Pass)	0.00
*	No Grade Given (NGG), non-credit course, non-graded	0.00
IP	In Progress	0.00
RD	Report Delayed	0.00
CRX	Credit by Exam	0.00

NCX	Credit by Exam not passed	0.00
MW	Military Withdrawal	0.00
EW	Excused Withdrawal	0.00

Note: P and NP grades may be given only in courses authorized by the LACCD, Pass/No Pass Option and Credit by Examination Policies

"I" Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record. This record shall be given to the student, and copy filed in the [Admissions & Records Office](#) until the "I" is made up and a final grade assigned, or when one year has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for GPAs. **The "I" may be made up no later than one year following the end of the term in which it was assigned.** The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

(Reference: LACCD Administrative Procedure 4230)

"IP" In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress". The assignment of an evaluative symbol (a grade) must await the course completion. The "IP" symbol shall remain on the student's permanent record to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's permanent record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating GPAs. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate instructor will assign a grade to be recorded on the student's permanent record for the course.

(Reference: LACCD Administrative Procedure 4230)

"W" Withdrawal

The "W" symbol may be used to denote withdrawal in accordance with the requirements of [Title 5 Section 55024](#).

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less. No

notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating units attempted nor for the student's grade point average. The "W" will be used as a factor in progress probation and dismissal.

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 discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because they reasonably believed that remaining in the course would subject them to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a "W" symbol on their record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of "W" symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

(Reference: LACCD Administrative Procedure 4230)

"MW" Military Withdrawal

The MW symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification

of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

Military withdrawals shall not be counted in progress probation and dismissal calculations. "MW" shall not be counted for the permitted number of withdrawals. The LACCD shall refund the entire enrollment fee unless academic credit has been awarded.

(Reference: LACCD Administrative Procedure 4230)

"EW" Excused Withdrawal

The EW symbol may be used to denote excused withdrawal in accordance with [Title 5 Section 55024](#).

"Excused Withdrawal" occurs when a student must withdraw from a course or courses under circumstances beyond their control. Upon verifiable documentation (i.e., job transfer, illness of family member, incarcerated student, subject to immigration action, chronic or acute illness, accident or natural disaster) a student may petition for an "EW" non-evaluative symbol.

Excused withdrawals shall not be counted in progress probation and dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

The student with an approved "EW" grade may file a petition with the LACCD requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB19 funds.

(Reference: LACCD Administrative Procedure 4230)

Loss of Registration Priority

With the exception of foster youth or former foster youth, students will lose registration priority at the first available registration after the following:

1. If placed on academic or progress probation, or any combination thereof, for two consecutive terms
2. Having earned one hundred (100) or more degree-applicable units in the LACCD (non-degree applicable basic skills do not count toward the 100 units)

(Reference LACCD Administrative Procedure 5055)

Appealing Loss of Registration

Students appealing their loss of registration priority can fill out and submit a [LACCD Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal Form](#) to the [Admissions and Record Office](#). Each college in the LACCD shall establish a Registration Appeals Committee to review requests from students appealing the loss of enrollment priority. WLAC shall inform students of the

appeals process and the time period by which appeals must be submitted.

Students may appeal their loss of priority registration status on one or more of the following grounds:

1. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
2. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
3. The student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

The College's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals committee shall be final.

(Reference LACCD Administrative Procedure 5055)

Pass/No Pass

The College's Curriculum Committee may approve the following grading options for a credit course through the college course approval process, and as denoted on the course outline of record:

- Letter-grade only
- Pass-no pass grade only
- Letter-grade or pass-no pass grade (student choice)

Colleges shall identify in the college catalog all courses that are pass-no pass only, or where a pass-no pass grading option may be selected by the student. For courses for which students may select a letter grade or "pass/no pass" grading option, the student shall select the grading option no later than the end of the first 30% of the term.

Recording of Grade

Assignment of grades of "P" or "NP" shall be determined only by the course instructor of record and based on that instructor's course grading policies, provided that a student a grade of "P" is awarded to students who earn the equivalent of a "C" or better. A student who is enrolled in a course on the "pass/no pass" basis shall receive both course and unit credit upon satisfactory completion of the course.

Standards of Evaluation

The student who is enrolled in a course on a "pass/no pass" basis shall be responsible for completing all course requirements established in the course outline of record and administered by the instructor, and must be evaluated to the same standards of depth and rigor as all students receiving letter grades.

Grade Point Calculation

Units earned on a "pass/no pass" basis shall not be used to calculate GPA. However, units attempted for which the "NP" symbol is recorded shall be considered in probationary and dismissal procedures.

A student who has received credit for a course taken on a "pass/no pass basis may not convert this credit to a letter grade.

Note: Students electing "pass/no pass" grading should be aware that although such grades are not calculated into the GPA at WLAC, four-year colleges, in considering applications for admission, may consider the "pass" (P) grade as the equivalent of "C."

Acceptance of Pass Credits from Other Institutions

All courses and units (including those units earned on a "pass/no pass" basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in LACCD Administrative Procedure 4232.

Note: Accredited institution is a US-regionally accredited institution. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

(Reference: LACCD Administrative Procedure 4232)

Students must notify the Admissions and Records Office if they wish to take a course as "pass/no pass" through the [Pass/No Pass Grade Petition](#). Deadlines for "pass/no pass" decisions are posted in the college calendar of the class schedule. Once a "pass/no pass" is posted, this decision is irrevocable. Students should [consult with counselor](#) a before making "pass/no pass" grade elections.

"Pass/No Pass" is similar to Pass/Fail.

Approved Pass/No Pass Courses

Business Division:

- REAL ES 039

College & Career Prep Division (Non-Credit):

- ACAD PR 016CE
- BSICKL 009CE, 034CE, 056CE, 057CE, 070CE, 072CE, 074CE, 076CE, 079CE, 089CE, 095CE, 096CE, 098CE, 099CE, 101CE, 102CE, 103CE, 105CE, 106CE, 107CE, 108CE, 109CE, 110CE, 111CE, 112CE, 113CE, 114CE, 115CE, 116CE, 117CE
- All ESL Non-Credit (ESL NC) Courses
- All ESL Civics (ESL CVCS) Courses

- VOC ED 033CE, 050CE, 060CE, 096CE, 098CE, 123CE, 124CE, 197CE, 198CE, 222CE, 288CE, 289CE, 290CE, 296CE, 403CE, 411CE, 412CE

Health Sciences & Kinesiology Division:

- ALD HTH 050CO, 051, 285, 900
- DEN HY 090, 096, 097, 397
- KIN 386
- NRS-HCA 056
- PHRMCTK 034

Language Arts Division:

- ENGLISH 072

Mathematics Division:

- MATH 259L

Cooperative Education:

- COOP ED 095, 495

Prerequisites, Corequisites and Advisories Policy

Prerequisites, corequisites, and advisories are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, corequisites, advisories, and limitations on enrollment be established based solely on content review or content review with statistical validation.

Prerequisite: a course that a student is required to complete to demonstrate readiness for enrolling in a course or educational program.

Corequisite: a course that a student is required to take simultaneously to enroll in another course

Advisory (also known as recommended): a course that a student is advised, but not required, to take in conjunction with, or prior to, a course or program.

A student who has met the stated prerequisite or corequisite through the satisfactory completion of equivalent coursework at another institution shall be cleared by the College to enroll in the course and not be subject to the challenge process. For

clearance, students will need to complete a [Prerequisite and Assessment Completion form](#).

Procedures for Challenging Pre/Corequisites and Limitations on Enrollment

Students may petition to challenge a prerequisite and/or corequisite for the following reasons:

- The prerequisite course is not available.
- The student has reason to believe the prerequisite/corequisite has not been validly established and is in violation of Title 5 regulations.
- The student has the knowledge or ability to succeed in the course without meeting the prerequisite or corequisite.
- The student believes the prerequisite or corequisite is discriminatory or being applied in a discriminatory manner.

To learn more about the requirements to challenge a prerequisite or corequisite, please visit the [Counseling: Pre & Co-requisites webpage](#). More information about the prerequisite/corequisite challenge process can be found in LACCD Administrative Procedure 4260.

Prerequisites & Advanced Courses: Course Credit

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s). Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course. Violation of this regulation will result in exclusion from class and denial of course credit.

Probation & Dismissal from the College

Academic and Progress Probation

The following conditions for placing a student on academic or progress probation are outlined in LACCD Administrative Procedure 4250:

1. **Academic Probation:** A student who has attempted at least 12 semester units in the LACCD (as shown by the official academic record) shall be placed on academic probation if the student has earned a GPA below 2.0 in all graded units.
2. **Progress Probation:** A student who has enrolled in a total of at least 12 semester units (as shown by the official academic record) shall be placed on progress probation when the student receives symbols of "W," "I," or "NP" in fifty percent (50%) or more of all enrolled units.

Veteran Academic Probation

In accordance with [Title 38, Code of Federal Regulations, Part 21. 5253 \(d\) \(4\)](#), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or

better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

Appeal of Probation

A student who is placed on probation may submit a written appeal in compliance with college procedures.

Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in LACCD Administrative Procedure 4250.

1. **Academic Probation:** A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated GPA is 2.0 or higher, including through academic renewal (see Academic Renewal section in this catalog)
2. **Progress Probation:** A student on progress probation due to an excess of units for which entries of "W," "I," and "NP" and "NC" are recorded shall be removed from probation when the percentage of said units drops below fifty percent (50%).

Removal of substandard grades through course repetition (see "Course Repetition" policy in this catalog) or through academic renewal (see "Academic Renewal" policy in this catalog) may be used to improve the student's GPA. If removal of substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of being removed from probation.

(Reference LACCD Administrative Procedure 4250)

Dismissal from the College

Dismissal from the College may occur as outlined in LACCD Administrative Procedure 4255.

Standards for Dismissal

1. **Students on Academic Probation:** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative GPA of less than 2.0 in all units attempted in each of three (3) consecutive semesters. However, a student who is on academic probation and earns a semester GPA of 2.0 or higher shall not be dismissed as long as this minimum semester GPA is maintained.
2. **Students on Progress Probation:** A student who is on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%). However, a student who is on progress probation, and during a semester and for which symbols of "W," "I," "NC," and "NP" entered for units enrolled is fewer than 50%, shall not be dismissed as long as the 50% threshold is not surpassed during that term.

Consecutive Semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term. Enrollment occurs when a student receives an evaluative or nonevaluative grade symbol pursuant to LACCD Administrative Procedure 4230.

Note: Dismissal is districtwide. Dismissal from any one college in the LACCD shall disqualify a student from admission to any other LACCD college.

Notification of Dismissal: A student who is subject to dismissal shall be notified by the College President or designee of the dismissal. Dismissal becomes effective the semester following notification. Dismissal from any one college in the LACCD shall disqualify a student from admission to any other LACCD college.

Dismissal Notification Timeline: At the end of the first semester and in each subsequent semester for which the student is on academic or progress probation, the student will receive a notification of their academic standing. The notification will also inform students of available college support services. At the end of the third consecutive semester in which the student is on academic or progress probation, and has not met the conditions for being removed from probation, the student will be notified that they are subject to dismissal.

Dismissal Notification: The dismissal notification shall include, at a minimum, a reference to the appropriate LACCD Board Policies and Administrative Procedures, an explanation of the dismissal and its ramifications, the procedure for the appeals process, and procedure to appeal dismissal. The notice shall also clearly state that two (2) consecutive primary terms of probation will lead to loss of the California Promise Grant.

Each college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the California Promise Grant and ensure that students have the opportunity to receive appropriate and adequate counseling, assessment, advising, and/or other services on a timely basis.

Each college shall make reasonable efforts to notify a student of removal from probation, reinstatement after dismissal, and restoration of California Promise Grant within timelines established by the District. Students may appeal their loss of their California Promise Grant as a result of dismissal from the College by filling out and submitting a [LACCD Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal Form](#) to the [Admissions and Record Office](#).

Removal of substandard grades through course repetition (see "Course Repetition" section in this catalog) or through academic renewal (see "Academic Renewal" section in this catalog) may be used to improve the student's GPA. If removal of

substandard grades results in the student's cumulative GPA being 2.0 or higher, the student may request to have their academic standing reviewed for the purpose of no longer being subject to dismissal.

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester has commenced due to the fact that students enroll before Fall grades are posted. "Subject to Dismissal" notifications will be sent no later than the end of March informing students:

1. That if the student is enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
2. That if the student is not enrolled in the Spring semester, they have the right to appeal the dismissal (see Appeal of Dismissal section below)

Appeal of Dismissal

Students may appeal their dismissal as outlined in LACCD Administrative Procedure 4255. The student has the right to file a written petition with the [Admissions and Records Office](#) to appeal a proposed dismissal action, if they experienced extenuating circumstances beyond his/her control which warrant an exception to the proposed dismissal.

Appeals Process

1. The student must file the written petition of appeal within ten (10) working days after the dismissal notification was sent. If the student fails to file a written petition within the 10-day period, the student waives all future rights to appeal the dismissal action. The petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request. (Exception: Appeals Timeline for Dismissals as a Result of Fall Semester Grades)
2. The student will be continued on probation until the student's appeal is concluded.
3. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Vice President of Academic Affairs or their designee, the Chief Student Services Officer or their designee, the Admissions and Records Officer or their designee, one Academic Senate representative and the Counseling Chair or his/her designee. The committee will designate a chair of record.
4. The Appeals Committee will consider the request and issue its decision by electronic notification. The Admissions and Records Officer will notify the student of the committee's action electronically within ten (10) working days of the filing deadline.
5. The student may appeal the decision of the Appeals Committee, in writing, to the College President or designee within five (5) working days of the date of notification. The

decision of the College President, or his/her designee, is final.

6. If the appeal of the dismissal is granted, the student will be continued on probation for an additional semester. At the end of that semester, the student's academic record will be evaluated to determine whether the student shall be removed from probation, dismissed, or continued on probation.

Standards for Evaluating Dismissal Appeals: Dismissal appeals may be granted under the following conditions:

1. If the dismissal determination is based on the academic record for a 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's petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.
2. When there is evidence of significant improvement in academic achievement, colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance, such as obtaining academic counseling, and/or limiting course load.

Appeals Timeline for Dismissals as a Result of Fall

Semester Grades: Appeals for students who are subject to dismissal as a result of Fall grades must be filed within ten (10) working days of notification during the Spring semester.

The following conditions apply:

1. Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status evaluated at the end of the Spring semester.
2. Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures outlined in the Appeals Process above.

Readmission After Dismissal

Readmission to the College may be sought using the criteria and processes outlined in LACCD Administrative Procedure 4255. The College President or designee shall consider requests for readmission to the college. Uniform criteria will be used in considering whether or not students may be readmitted after a dismissal and two semesters absence.

The following criteria will be considered in reviewing individual situations:

1. Documented extenuating circumstances presented during their appeal.

2. Marked improvement at an educational institution outside of the LACCD during the time the disqualification was in effect.
3. Semesters on which disqualification was based were atypical of past academic performance.
4. Improved GPA as a result of grade changes, fulfillment of incompletes, or academic renewal.
5. Formal or informal educational, occupational or other appropriate individual experiences since completion of semesters on which disqualification was based.

Transfer Credit Policy

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is

accepted toward Associate degrees (AA or AS), Associate Degree for Transfer (AA-T or AS-T) or Certificates. Students must provide official transcripts. See the "General Services: Transcripts" section in this catalog for submission processes.

Withdrawing from the College

WLAC recognizes that a student does not leave college for superficial reasons. Students in need of advice should [see a counselor](#) prior to leaving the College. Official withdrawal requires that a student drop classes through the online [Student Information System \(SIS\)](#). A student who does not comply with these requirements may receive failing grades. Deadlines for withdrawal vary according to the term start/end dates. They are available online via the [Student Information System \(SIS\)](#).

DISCRIMINATION POLICIES

Equal Opportunity Statement

The LACCD Board of Trustees supports the intent of the California Legislature to assure that every effort is made to build a community in which opportunity is equalized. Community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds and agree that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony, respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board of Trustees, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as modified or clarified by judicial interpretation from time to time. The LACCD (i.e., District) shall ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived protected status categories as delineated in Board Policy 3410 Nondiscrimination.

The Board of Trustees commits the District to vigorous equal employment opportunity in all aspects of its employment programs, including recruitment, assignment, retention, promotion, and transfer.

(Reference LACCD Board Policy 3420)

You Have the Right!

- To work and study in an atmosphere free of harassment and discrimination
- To be judged by the same criteria as all others, not by standards that are less demanding, or more rigorous, or different in any way
- To complain, free of retaliation

Discrimination Policy

The LACCD (i.e., District) is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to

have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No LACCD funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the LACCD or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

(Reference LACCD Board Policy 3410).

All programs and activities of the LACCD and/or WLAC shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the LACCD and/or WLAC who engage in any form of 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.

If you feel you have been discriminated against by a student or a WLAC employee, faculty, staff or administrator, you may contact the LACCD Office of Diversity, Equity, and Inclusion to file a complaint (see contact information below). You may also file a complaint with the Office for Civil Rights (see contact information below). If you have witnessed discrimination, you may contact the LACCD Office of Diversity, Equity, and Inclusion (DEI) or the Office for Civil Rights to file a complaint.

[LACCD Office of Diversity, Equity, and Inclusion](#)

770 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017
Office: (213) 891-2315
Fax: (213) 891-2295

[Office for Civil Rights](#)

50 United Nations Plaza
Mailbox 1200, Room 1545
San Francisco, CA 94102

Main: (415) 486-5555
TDY: (800) 877-8339
Fax: (415) 486-5570
ocr.sanfrancisco@ed.gov

Copies of discrimination policy and procedures may be obtained from the [LACCD Office for Diversity Equity and Inclusion](#)

(Reference: LACCD Administrative Regulation C-14)

Sexual Harassment Policy

As a college in the LACCD, WLAC is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Any member of the WLAC community, which includes students, faculty, and staff, who believes, perceives, or experiences conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when the conduct is aimed at students.

Employees, students, or other persons acting on behalf of the LACCD and/or WLAC who engage in sexual harassment as defined in [LACCD policy](#) or federal law ([Federal Civil Rights Law - Title IX](#)) shall be subject to discipline, up to and including discharge, expulsion or termination of contract. Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available. The LACCD has a policy which provides formal and informal procedures for resolving sexual harassment complaints. Copies of the policy and procedures may be obtained from the [District Title IX Coordinator for WLAC](#), at (213) 891-2000 x 3113.

Disability Accommodation Policy

Grievance Procedure for Faculty Refusal to Provide Approved Accommodation

It is the obligation of the WLAC faculty under LACCD Board Policy 5140 to render accommodations approved by the [Disabled Student Program and Services \(DSP&S\)](#) professionals in accordance with State and Federal laws, as applicable. WLAC takes all matters of disability-related discrimination seriously and will respond promptly. WLAC prohibits any form of retaliation, intimidation, or harassment against any individual who has filed or otherwise participated in the filing or investigation of a disability-related discrimination complaint. Any individual who believes they have been subjected to retaliation may file a complaint under the resolution processes below.

Both informal and formal grievance processes exist for students not receiving approved accommodations from any course of study at WLAC. Resolution procedures apply to

complaints by students or third parties that allege discrimination based on disability, including complaints that allege actions taken by WLAC employees, by students, or by third parties are discriminatory, such as an allegation that a faculty member is not implementing a DSP&S approved accommodation or an allegation that a WLAC policy or procedure (or lack thereof) is discriminatory.

Students are not required to engage in the informal resolution procedure before filing a formal complaint for disability-related discrimination. Throughout either the informal or formal resolution procedure, if an aggrieved student pursues resolution, the accommodation originally approved by DSP&S will be provided to the student.

Informal Grievance Process

If a WLAC faculty member is not implementing an accommodation approved by DSP&S, an aggrieved student may engage in the following informal resolution procedure:

1. Contact the [DSP&S Office](#) for assistance, at (310) 287-4450.
2. Upon notification by the student that a member of the faculty is not implementing a DSP&S approved accommodation, a DSP&S staff member will attempt to resolve the matter within five (5) calendar days.
3. DSP&S will communicate with the instructor and, if needed, the division chair and/or Dean of the division for resolution.
4. If there is no resolution within five (5) calendar days, DSP&S will inform the student in writing of his/her rights to file a formal grievance with:
 - WLAC through the formal resolution procedure (see below);
 - The [LACCD Office of Diversity, Equity and Inclusion](#); and/or
 - [The Department of Education, Office of Civil Rights](#)

Formal Grievance Process

Allegations of disability-based discrimination at WLAC may be investigated and resolved in accordance with this formal resolution procedure:

1. The complainant will submit a written complaint to the College ADA Coordinator (i.e., the WLAC ADA Coordinator) requesting resolution; if possible, the complainant's written complaint may include a list of witnesses. The contact information for the College ADA Coordinator can be found below. The College ADA Coordinator and designee(s) receive annual training in appropriate investigatory approaches and the applicable legal standards.

WLAC ADA Coordinator
Brian Stokes, Vice President, Administrative Services

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9000 Overland Ave.
Culver City, CA 90230
email: stokesb@wlaac.edu
phone: (310) 287-4367

2. The College ADA Coordinator and designee(s) will immediately begin a reliable and impartial investigation, which includes an opportunity for the complainant to present documents and witnesses and requires the College ADA Coordinator and designee(s) to gather relevant documentary evidence and interview relevant witnesses.
3. The College ADA Coordinator will issue a written notice of outcome to the complainant, the appropriate Deans of Student Services and Academic Affairs, and respondent within sixty (60) calendar days of receiving the complainant's written complaint. The written notice of outcome will include:
 - a. A determination if discrimination occurred, thus violating the College's and LACCD's discrimination policies based on the preponderance of the evidence, and the rationale for this determination;
 - b. If discrimination is found to have occurred, the College will identify and implement remedies that stop the discrimination, prevent recurrence, and remedy discriminatory effects on the complainant and others, if appropriate; and,

- c. Appeal rights (see below).
4. If the complainant or respondent disagrees with the determination by the College ADA Coordinator, the following appeal process is available:
 - a. The complainant or respondent may submit a written appeal to the College President within ten (10) calendar days of the date of the College ADA Coordinator's written notice of outcome. The written appeal should include the reason for appeal, such as the complainant or respondent feels there was an error in the College ADA Coordinator's investigation or would like to present new information/evidence.
 - b. The College President shall have ten (10) calendar days from the date of the appeal to issue their written decision on the appeal, including the findings of fact and rationale for the decision.
 - c. The College President can alter or change the determination and corrective measures in the College ADA Coordinator's written notice of outcome.
 - d. The College President's decision on the appeal is final.

(Reference: LACCD Board Policy 5140)

STUDENT CODE OF CONDUCT

A student enrolling in one of the LACCD colleges may rightfully expect that the faculty and administrators of the colleges 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 the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons 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. All persons shall respect and obey the rules, regulations and policies of the LACCD.

Conduct in all of the Los Angeles Community Colleges must conform to LACCD and College rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. 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.
9. 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.
10. 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 LACCD or colleges of the LACCD or while participating in any LACCD 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
 - c. hallucinogenic substances
 - d. peyote
 - e. marijuana
 - f. stimulants and depressants
 - g. cocaine
11. 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 all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
12. Behavior while on a college campus or at a college-sponsored function, inconsistent with the LACCD's Non-discrimination Policy, which requires that all programs and activities of the LACCD be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
13. Any assemblage of two or more persons to
 - a. do an unlawful act, or
 - b. do a lawful act in a violent, boisterous or tumultuous manner.
14. Any agreement between two or more persons to perform illegal acts.
15. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
16. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the

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- college; aiding, or inciting another person to breach the peace of college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
 - e. Use of unlicensed software.
 - f. Unauthorized copying of software.
 - g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
 - h. Use of computing facilities to interfere with the regular operation of the college or district computing system.
 18. Conduct while present on a college campus or at a location operated and/or controlled by the LACCD or at a LACCD-sponsored event, which is prohibited by local, state, or federal law.
 19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
 20. 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 LACCD, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed 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.
 21. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
 22. Every parent, guardian, or other person who assaults or abuses any instructor employed by the LACCD 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 LACCD 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.
 23. 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:
 24. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
 25. Failure to follow safety directions of LACCD and/or College staff;
 26. Willful disregard of safety rules as adopted by the LACCD and/or College; and/or
 27. Negligent behavior which creates an unsafe environment.
- (Reference: LACCD Board Policy 5500)

ADDITIONAL POLICIES

Freedom of Speech Policy

Free speech on WLAC's campus is required under LACCD Board Rule Chapter IX, Article IX (also known as [Administrative Regulation B-38](#) – Free Speech and Campus access). LACCD is required to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each campus.

The purpose of this Administrative Regulation is to foster free speech, assembly, and other expressive activities, while addressing the need of each college campus to make necessary arrangements to assure that such activities do not interfere with its mission and operations or with the rights of others. Accordingly, the rules and regulations of Administrative Regulation B-38 are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of college business and activities.

WLAC shall have copies of Administrative Regulation B-38, copies of the campus time, place and manner regulation, and copies of the campus map identifying the Free Speech Area(s) (FSAs) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

A copy of Administrative Regulation B-38 can be found in the WLAC FSA Time, Place, and Manner Regulation Form. For WLAC's policy on FSAs and how to use them, download the WLAC Policy on Use of Free Speech Area.

Applicability of Free Speech Rights

All free speech rights accorded students in LACCD Board Rule Chapter X, 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. (Reference LACCD Board Rule 91005)

Events and Activities of Students and Student Groups

LACCD Board Rule Chapter X, Article X grants each LACCD college president the right to adopt and approve rules not set forth in this Chapter 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. (Reference LACCD Board Rule 91002)

An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give prior written

notice identifying the speaker to the college president or his/her designated representative. (Reference: LACCD Board Rule 91004.10)

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. (Reference: LACCD Board Rule 91004.11)

Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to ensure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution. (Reference: LACCD Board Rule 91004.12)

Recording Devices Policy

As per Education Code Section 78907, the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities. Student requests to use a recording device should be made to the instructor in writing. Requests by students with disabilities will be approved on an individual basis, in collaboration with the instructor as appropriate, and must be discussed with a DSPS Counselor. For more information on the rights of students approved for Audio Recording Lectures, please see the [Office for Civil Rights - A & A Regarding Audio Recording](#).

Drug-Free Campus Policy

The LACCD is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

The LACCD shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

WLAC adheres to, supports, and is in full compliance with policies that maintain our college as a drug-free institution of higher education.

Legal Problems: Legal problems include loss of driver's license, limitations on career choices, fines, and jail sentences.

Health Risks: Alcohol and drug abuse, addiction, and dependency are behavioral/medical problems. Health risks

associated with the use of illicit drugs and the abuse of alcohol include hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death.

Other Risks: Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, co- and extracurricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

(Reference: LACCD Board Policy 3350)

Counseling, Treatment and Rehabilitation: Students should contact the campus [Counseling Center](#) or the [Student Health Center](#) for assistance and referrals. Employees should contact the [LACCD Employee Assistance Program \(EAP\)](#).

Smoking Policy

The right to designate the campus a smoke-free campus can be found in LACCD Board Policy 3570. WLAC is a 100% smoke free campus. In the interest of the health and welfare of students, employees, and the public, the smoking of any item and/or product on the WLAC campus is explicitly and 100% prohibited. This 100% smoke free policy also applies to any event or activity on WLAC campus property. This 100% smoke free policy applies to all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by WLAC.

STUDENT DISCIPLINE PROCEDURES

Student Responsibility

WLAC believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

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 LACCD has complied with this requirement by adopting Board Policy 5500, Standards of Student Conduct (see "Student Code of Conduct" section in this catalog).

The LACCD has adopted Administrative Procedure 5520 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 this Administrative Procedure, shall relate to an alleged violation of appropriate 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.

For more information on Student Discipline Procedures, refer to LACCD Administrative Procedure 5520.

STUDENT GRIEVANCE POLICIES & PROCEDURES

Student Grievance Procedure

Students have the right to file a complaint or grievance against WLAC. Most student complaints, grievances, or disciplinary matters should be resolved at the campus level. The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. More information about the WLAC's student grievance and complaint resolution process can be found at the [WLAC Grievance webpage](#). For additional information about the grievance procedures, request a copy of the E-55 Regulation, Student Grievance Procedures, from the [WLAC Ombudsperson](#).

Before filing a grievance, each student with a complaint should first try to resolve the problem informally by contacting and discussing the matter with the person involved. If that effort fails and the complaint involves a faculty member, the student should contact the appropriate chairperson next, and then contact the appropriate Dean of Academic Affairs if the matter is not resolved.

If the matter is not resolved informally, or if students need assistance with the grievance process, students can contact the [Office of the Ombudsperson](#) at ombuds@wla.edu for support. Students also have the option to request a student advocate who assists the complainant with the grievance process.

LACCD Administrative Procedure 5530 fully describes the Student Grievance process. The procedure enumerated in this Administrative Procedure 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. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The grievance procedure outlined in this Administrative Procedure does NOT apply to the following:

1. Challenge process for prerequisites, corequisites, advisories and limitations on enrollment. Information on challenges to prerequisites is available from the [Office of Academic Affairs](#).

2. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. For discrimination complaints, refer to the "Discrimination Policies" section of this catalog. For complaints or grievances about disability accommodation services, refer to the "Disability Accommodation Policy" section of this catalog.
3. An appeal for residency determination. Residency appeals should be filed with the [Admissions and Records Office](#).
4. Eligibility, disqualification or reinstatement of financial aid. Procedures for eligibility, disqualification or reinstatement of Financial Aid may be obtained in the [Financial Aid Office](#).
5. Student Discipline: Actions dealing with student discipline are handled through the [Office of Student Services & Resources](#).
6. Freedom of the Press: Issues pertaining to freedom of press and journalism are addressed in board policies and administrative procedures.
7. Employee Discipline. Students may file complaints about employee conduct with the appropriate administrator
8. Challenges of established LACCD policies, e.g., Board Policies and Administrative Procedures. Grievances regarding LACCD policy, which are beyond the authority of a college president, shall be referred to the Chancellor or Chancellor's designee for appropriate handling and response.
9. Financial claims against the LACCD. Financial claims need to be made through the [LACCD's Office of General Counsel](#).

Grievance issues that are not resolved at the campus level may be presented to:

- The [Accrediting Commission for Community and Junior Colleges \(ACCJC\) – Complaint Process](#): for complaints associated with the institution's compliance with academic program quality and

accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- The [CCC Chancellor's Office – Complaint Process](#): for complaints that do not involve discrimination or academic program quality and accrediting standards.

(Reference: LACCD Administrative Procedure 5530)

Grade Grievance Procedure

Grievances pertaining to grades are subject to the [California Education Code Section 76224\(a\)](#) which states:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith*, or incompetency, shall be final."

* In general, there is no definitive definition of bad faith. However, bad faith may exist if there is neglect or refusal to fulfill some duty or obligation (e.g., ignoring student evaluation standards published in the course syllabus), not prompted by an honest mistake.

The burden of proving mistake, fraud, bad faith and/or incompetence is on the student. Basically, this means that you, the student, must provide the evidence to prove "mistake, fraud, bad faith or incompetence" against the instructor you are grieving

More information about the grievance process with regards to grades can be found at the [Grade Grievance Procedure webpage](#).

(Reference: LACCD Administrative Procedure 5530)

LACCD BOARD OF TRUSTEES & ADMINISTRATION



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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BOARD OF TRUSTEES

David Vela, President
Nichelle Henderson, 1st Vice
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LACCD ADMINISTRATION

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Kathleen F. Burke, Ed.D., Interim
Deputy Chancellor
Nicole Albo-Lopez, Ed.D., Interim
Vice Chancellor, Educational
Programs and Institutional
Effectiveness
Jeanette L. Gordon, Vice
Chancellor/Chief Financial Officer
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Chancellor/Chief Information Officer
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Counsel
Rueben C. Smith, D.C.Sc., Vice
Chancellor/Chief Facilities Executive
James Lancaster, Ed.D., Vice
Chancellor, Workforce Development
and Adult Education
Teyanna Williams, J.D., Vice
Chancellor, Human Resources

WLAC ADMINISTRATION



West Los Angeles College

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College President

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Ombudsperson

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WLAC Foundation Executive

Director
Etelvina De La Torre
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California Center for Climate Change Education Director

Joana Tavares - Reager
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Grande
M.S., University of Delaware, Newark
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ACADEMIC AFFAIRS

Deans of Academic Affairs

Carmen Dones
B.S., CSU Los Angeles
M.S., CSU East Bay

Ed.D., CSU Northridge
donescm@wlac.edu | Phone: 4522 |
Office: CE 112

Academic Areas: Applied
Technology Division, Business
Division, Health Sciences Division,
Human Development & Family
Studies Division

Academic Programs: Curriculum,
Catalog Development, Workforce &
Perkins Grants, Guided Pathways

Kimberly Manner
B.A., M.A., and Ph.D., USC
mannerke@laccd.edu | Phone: 4551 |
Office: CE 114

Academic Areas: Arts &
Performance Division, Language Arts
Division, Social Science Division

Academic Programs: Dual
Enrollment, Honors Program,
Professional Development

Allison Tom-Miura
B.A., UC Santa Barbara
M.PL., D.P.D.S., USC
tommiaa@wlac.edu | Phone: 4431 |
Office: CE 113

Academic Areas: Computer Science
Division, Mathematics Division,
POPP, Science Division

Academic Programs: Credit for Prior
Learning

Dean of Adult & Continuing Education

Imelda Perez
Ed.D.
perezi@wlac.edu | Phone: 9305 |
Office: SC 108

Academic Areas: College & Career
Prep Division, Counseling Instruction,
Cooperative Education, Learning
Center, Non-credit / Adult Ed
Programs

Academic Programs: CAEP, WIOA,
Workforce Grant, Fresh Success,
Rising Scholars Network

Dean of Apprenticeships

Tiffany Miller
M.L.S.T., USC
millerts@wlac.edu | Phone: 4521 |
Office: TLC 210

Academic Areas: Library, Distance Learning

Academic Programs: Academic Programs: Department of Labor Apprenticeship Grant & Grant Development, Career Center, Learning-aligned employment program, & Westside Extension

STUDENT SERVICES

Deans of Student Services

Angeles Abraham
A.A., WLAC
B.A., CSU Dominguez Hills
M.A., Loyola Marymount University
Ed.D., UCLA
abrahaa@wlac.edu | Phone: 4399 |
Office: SSB 330E

Service Areas: CalWORKs, CARE, Counseling Services, Dream Resource Center, EOP&S, Family Approval, Foster & Kinship Care Education (FKCE), Guardian Scholars, NextUp, Puente, Transfer

Celena Burkhardt
B.A., M.P.A., USC
M.A., CSU Northridge
Ed.D., USC
alcalac@wlac.edu | Phone: 4290 |
Office: CE 228

Service Areas: Commencement, TRIO - Educational Opportunities Center, TRIO - Student Support Services, TRIO - Talent Search, Upward Bound Programs

Edna Chavarry
M.A., UCLA
J.D., Loyola Marymount University
chavarer@wlac.edu | Phone: 4429 |
Office: SSB 320

Service Areas: Associated Students Organization (ASO), Basic Needs, Cal Fresh, Child Development Center, College to Career Program (C2C), Disabled Student Programs &

Services (DSP&S), Equity Taskforce, Student Health Center, LGBTQIA

Angel Viramontes
B.A., UCLA
M.S. CSU Northridge
viramoa@wlac.edu | Phone: 4473 |
Office: SSB 420

Service Areas: Athletics, Black Student Union, Guided Pathways, High School Outreach, LA College Promise, Student Equity & Achievement, Welcome Center

Dean of Admissions & Student Services

Michael Goltermann
B.A., New College of Florida
J.D., USC
golterjm@wlac.edu | Phone: 4579 |
Office: SSB 220

Service Areas: Admissions & Records, Financial Aid, International Students, Outreach, Veteran's Resource Center, Behavioral Intervention Team, Student Discipline

Director of Athletics

Jones, Anthony D.
B.S., Arizona State University
M.Ed., Azusa Pacific University

Financial Aid & Scholarships

Director
Glenn Schenk
B.A., CSU, Chico
M.P.A., CSU, Dominguez Hills
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ADMINISTRATIVE SERVICES

College Facilities Director

Dean Felton
B.A., UC San Diego
M.A., San Diego State University
M.S., Mount St. Mary's College
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College Store Manager

Olga Pech

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Administrative Analyst

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M.S., Troy University
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College Financial Administrator

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ARTICULATION OFFICE

Articulation Officer

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M.S.D.H., Forsyth School of Dental Hygiene
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RESOURCE SERVICES

Child Development Center

Director – Joanne Grey
B.A., Pacific Oaks College
greyj@wlac.edu
Phone: 4250 | Office: CDC

CDC Faculty

Baugh, Amy
Ramos-Alvarado, Dalila
Winn, Vanessa
Aleman, Ruth

ACADEMIC DIVISION CHAIRS

Rudy Triviso, Applied Technology
Elise Forier-Edie, Arts & Performance
Todd Matosic, Business
Anna Chiang, Computer Science & Applications
Angelica Hermosillo, Counseling
Carlos Sermeno, Health Sciences

ADMINISTRATION AND FACULTY

Dolores Gallegos, Human
Development & Family Studies
Clare Norris-Bell, Language Arts
Susan Trujillo, Library Services
Vidya Swaminathan, Mathematics
Corey Flournoy-Williams, Public
Safety & Paralegal Studies
Elisa Atti, Science

CATALOG COMMITTEE MEMBERS

Aaron Benitez
Ashanti Lyles
Carmen Dones
Esther Gelsi
Jason Librande

Joyce Realegeno
Lydia Dong
Pat Zuk
Rene Covarrubias

For a complete list of WLAC
employee information please refer to
the online [Faculty & Staff Directory](#).
All phone numbers listed can be
reached off campus by dialing (310)
287-#### (extension)

ACADEMIC SENATE OFFICERS

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zukp@wla.edu | Phone: 4452 |
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Jeremy Jankans, Academic Senate
Vice-President
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Office: MSB 213
Ana Figueroa, Academic Senate
Secretary
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Office: GC 280D
Adriana Martinez, Academic Senate
Treasurer
martinaf@wla.edu | Phone: 4356 |
Office: SSB 340D

FULL-TIME FACULTY



For a complete list of faculty information please refer to the online [Faculty & Staff Directory](#). All phone numbers listed can be reached off campus by dialing (310) 287-####.

FULL-TIME FACULTY BY DIVISION

APPLIED TECHNOLOGY DIVISION

Chair – Rudy Triviso
trivisy@wlac.edu
 Phone: 4519 | Office: ATB 215

Division Secretary – Candice Becerra
becerrct@wlac.edu
 Phone: 4421 | Office: CE Building
 (Academic Affairs Office)

Subject Fields

- Aviation Maintenance Technician
- Aircraft Power Plant Technician
- Airframe Maintenance Technician

Full-Time Faculty

- Edmund Guzman
- Rudy Triviso

ARTS AND PERFORMANCE DIVISION

Chair – Elise Forier-Edie
forierem@wlac.edu

Phone: 4565 | Office: ATA 212

Subject Fields

- Architecture
- Art
- Art History
- Cinema
- Dance Studies
- Dance Techniques
- Film Production
- Multimedia
- Music
- Theater

Full-Time Faculty

- Michael Arata
- Kevin Considine
- Gary Dagg
- Elise Forier-Edie
- Laura Guichard
- Charles McIntyre

BUSINESS DIVISION

Chair – Todd Matosic
matosit@wlac.edu
 Phone: 4213 | Office: CE 213

Division Secretary – Candice Becerra
becerrct@wlac.edu
 Phone: 4421 | Office: CE Building
 (Academic Affairs Office)

Subject Fields

- Accounting
- Business
- Business Administration
- Finance
- Hospitality
- Management, Small Business
- Marketing
- Real Estate

Full-Time Faculty

- Charles Daniel
- Gustavo Demoner
- DeAnna Gossett
- Todd Matosic
- Lorenzo Ybarra

COLLEGE AND CAREER PREPARATION DIVISION

Chair – Tim Russell
russeltm@wlac.edu
 Phone: 4318 | Office: HLRC 108

Student Services Specialist – Karen Carmichael
carmicky@wlac.edu
 Phone: 4489 | Office: SC 107

Subject Fields

FULL-TIME FACULTY

- Academic Preparation
- Basic Skills
- Cooperative Education
- ESL Non-credit
- Supervised Learning
- Tutoring
- Vocational Education

Full-Time Faculty

- Lisa Glionna
- Ricardo Hooper
- Andrea Rodriguez-Blanco
- Timothy Russell
- Chase Selby

COMPUTER SCIENCE AND APPLICATIONS DIVISION

Chair - Anna Chiang

chianga@wlac.edu

Phone: 4253 | Office: TLC 203

Subject Fields

- Computer Applications & Office Technologies
- Computer Science Information Technology
- Computer Network & Security Management
- Computer Web Support & Database Administration
- Computer Science (CS)
- Engineering : Computer & Software Track
- Engineering : Electrical Track
- Manufacturing and Industrial Technology (MIT)

Full-Time Faculty

- Anna Chiang
- Parvaneh Ghaforyard
- KaleAb Gorfu
- Manish Patel
- Ashok Patil

COUNSELING DIVISION

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hermosam@wlac.edu

Chair – Angelica Hermosillo-Hernandez

hermosam@wlac.edu

Phone: 4527 | Office: SSB 340B

Student Services Aide – Susi Dovatian
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Subject Fields

- Counseling

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- Alma Narez-Acosta
- Nancy Brambila
- Cornelia Brandon
- Lorna Bukasa
- Cassidy Camilleri
- Ronnie Felder
- Hye Jin “Esther” Gelsi
- David Hernandez
- Angelica Hermosillo-Hernandez
- Tamara Jones-Jamison
- Iliana Limas
- Adriana Martinez
- Emanuel Menjivar
- Lily Mozafari
- Alma Narez-Acosta
- Leslie Ann Picazo
- Eros Rice Jr.
- Irene Shvarts
- Kyle Skinner
- Elvira Viramontes

HEALTH SCIENCE AND KINESIOLOGY DIVISION

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Vice-Chair – Melinda Smith

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Subject Fields

- Addiction Studies
- Allied Health
- Certified Nursing Assistant/Home Health Aide
- Dental Assisting
- Dental Hygiene
- Emergency Medical Technician

- Health Science
- Health Occupations
- Kinesiology
- Medical Assisting
- Nutrition & Dietetics
- Paramedicine
- Pharmacy Tech
- Public Health Science

Faculty

- Aaron Benitez
- Yervant Boghos
- Amanda de la Vega
- Natalie Ferrigno
- Lisa Kamibayashi
- Raquel Medina
- Marguet Miller
- Joy Ogami-Avila
- Carlos Sermeno
- Melinda Smith

HUMAN DEVELOPMENT AND FAMILY STUDIES DIVISION

Chair – Dolores Gallegos

gallegd@wlac.edu

Phone: 4446 | Office: GC 180 D

Subject Fields

- Anthropology
- Child Development
- Early Childhood Education
- Elementary Teacher Education
- Family & Consumer Studies
- Psychology
- Social Justice : LGBTQ Studies

Full-Time Faculty

- Carrie Canales
- Dolores Gallegos
- Payal Jain
- Monica Juarez
- Aimee Preziosi
- Marini Smith

LANGUAGE ARTS DIVISION

Chair – Clare Norris-Bell

norrisc@wlac.edu

Phone: 4590 | Office: GC 280C

Division Secretary – Linda Rodriguez

rodrigl@wlac.edu

Phone: 4313 | Office: GC 280A

FULL-TIME FACULTY

Subject Fields

- American Sign Language
- Arabic
- Communication Studies
- English
- French
- Humanities
- Japanese
- Philosophy
- Social Justice: Chicana/o Studies
- Spanish

Full-Time Faculty

- Linda Alexander
- Jeanene Ames
- Holly Bailey-Hofmann
- Katherine Boutry
- Luis A. Cordova
- Anthony Cuomo
- Ana Figueroa
- Nuala Mary Lincke
- Rick Mayock
- Margot Michels
- Clare Norris-Bell
- Jennifer Ortiz
- Sandra Ruiz
- Stella Setka
- Leslie Tejada
- Timothy Welch

LIBRARY SERVICES DIVISION

Chair – Susan Trujillo

trujilse@wlac.edu

Phone: 4406 | Office: HLRC 312

Subject Fields

- Library Science

Full-Time Faculty

- Ryan Edwards
- Susan Trujillo
- Maria Yanez

MATHEMATICS DIVISION

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Subject Fields

- Mathematics

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- Bonnie Blustein
- Zachary Brown
- Tanshee Cheng
- Thomas Harjuno
- Jeremy Jankans
- Jamie Jenson
- Manushak Movsisyan
- Vidya Swaminathan

PUBLIC SAFETY AND PARALEGAL STUDIES DIVISION

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Subject Fields

- Administration of Justice
- Corrections
- Fire Technology
- Law
- Paralegal Studies

Full-time Faculty

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- Nikki Jacobson
- George Yan
- F. Debbie Zexter

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Subject Fields

- Anatomy
- Astronomy
- Biology
- Biotechnology

- Chemistry
- Climate Change and Environmental Science
- Climate Studies
- Earth Science
- Engineering: Civil Track
- Engineering: Mechanical Track
- Environmental Science
- Geography
- Geology
- Microbiology
- Oceanography
- Physics
- Physical Science

Full-time Faculty

- Mesfin Alemayehu
- Elisa Atti
- Abraha Bahta
- Elizabeth Bell
- Bryon Curletto
- Laurimar Escudero
- Jason Librande
- Kareen Martin
- Dominic Merkle
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- Neil Quebbemann
- Mesfin Taye
- Beraki Woldehaimanot
- Patricia Zuk

SOCIAL SCIENCE DIVISION

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Phone: 4539 | Office: GC 380M

Subject Fields

- African-American Studies
- Asian-American Studies
- Economics
- Global Studies
- History
- International Studies – Africa
- International Studies – Asia
- International Studies – Latin America
- International Studies – Middle East
- Political Science
- Sociology

Faculty

- Meric Keskinel

FULL-TIME FACULTY

- Tiffany Lanoix
- Christopher Lee
- J. Richard Olivas
- Olga Shewfelt
- David Smith

FULL-TIME FACULTY – ALPHABETICAL LISTING

Aleman, Ruth

CDC Teacher
B.A., Pacific Oaks College
M.A., Pacific Oaks College

Alemayehu, Mesfin

Professor, Chemistry
B.S., Addis Ababa Univ., Ethiopia
M.S., Bowling Green State Univ.
Ph.D., USC

Alexander, Linda

Associate Professor, Communication
Studies
B.A., UCLA
M.A., Ph. D., USC

Alwash, Mohamad A.

Professor, Mathematics
B.S., M.S. Univ. of Baghdad, Iraq
M.S., USC
Ph.D., Univ. of Wales, UK

Ames, Jeanene

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B.A., M.A., CSU San Marcos

Arata, Michael A.

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B.A., M.A., M.F.A., San Jose State
University

Atti, Elisa

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Professor, Chemistry
M.S., Rutgers University
Pharm.D., Bologna University

Elena Avilés

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B.A., UCLA
M.S., CSU Los Angeles
Ph.D., University of New Mexico

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Professor, Chemistry
M.A., Univ. of Toledo
Ph.D., Pennsylvania State Univ.

Bailey-Hofmann, Holly

Professor, English
B.A., St. Mary's College of Maryland
M.A., Univ. of Cincinnati, Ohio
Ed.D., UCLA

Baugh, Amy

CDC Teaching
B.A., Mount St. Mary's University
M.S., University of Laverne

Bell, Elizabeth

Associate Professor, Physics
B.A., M.S., CSU Northridge

Benitez, Aaron

Assistant Professor, Dental Assisting
A.S., WLAC
B.A., CSU Northridge
M.S.D.H., Forsyth School of Dental
Hygiene

Blustein, Bonnie

Chairperson, Mathematics
Professor, Mathematics
B.A., Harvard University
M.S.T., Univ. of Illinois
Ph.D., Univ. of Pennsylvania

Boghos, Yervant

Professor, Allied Health
M.D., Yerevan State Medical
University

Boutry, Katherine

Associate Professor, English
B.A., M.A., Georgetown Univ.
Ph.D., Harvard University

Brambila, Nancy

Professor, Counseling
B.A., M.S., Cal State LA

Brown, Zachary

Associate Professor, Mathematics
B.A., M.A., CSU Fullerton

Bukasa, Lorna

Professor, Counseling
B.A., CSU Dominguez Hills
M.A., National University

Canales, Carrie J.

Professor, Psychology

B.A., Southern Methodist Univ.
M.A., Pepperdine University
M.A., Ph.D., USC

Cheng, Tanshee

Associate Professor, Mathematics
B.A., M.S., CSU Los Angeles

Chiang, Anna

Chairperson, Computer Science
Division
Professor, Computer Science
B.A., Fu-Jen University, Taiwan
M.S., Utah State Univ.
M.C.S.E., Microsoft Certified Systems
Engineer
M.C.T., Microsoft Certified Trainer

Considine, Kevin

Professor, Film Production
State Equivalency– Cinema/ TV

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For a complete list of WLAC employee information please refer to the online [Faculty & Staff Directory](#). All phone numbers listed can be reached off campus by dialing (310) 287-#### (extension).

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 Abraham, A., Counseling
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 Acosta, R., Counseling
 Adelman, S., Humanities
 Aguiar, A., Dental Hygiene
 Aguilera, P., Sociology
 Allen, J., English
 Anselmo, J., Athletics
 Anzalone, A. Library Services
 Aono, T., Art
 Apigo, M.J., Computer Science
 Arriola, P., Mathematics
 Austin, N., History
 Bakeer, K., Child Development
 Bandyopadhyaya, S., Chemistry
 Barcos, C., Theater
 Battle, A., Paralegal
 Bayssa, B., Mathematics
 Bedassa, A., Mathematics
 Bellamy, S., Business
 Bimber, K., Child Development
 Bitar, E., Computer Science
 Blake, L., Art
 Blechner, D.A., Art
 Bobis, A., Nursing

Boles, N. Hospitality
 Bonner, M., Dental Hygiene
 Bowin, S. Bus. Voc. Ed
 Brach, E., English, Basic Skills
 Interdisc.
 Brame, L., Nursing
 Brenish, S., Japanese
 Buckner, K., Computer Science
 Bui, V., Chemistry
 Burgh, S.J., Finance
 Butler, M., Computer Science
 Cain, L., Psychology
 Calderon, P., Cinema
 Campbell, K., Economics
 Camplone, A., Psychology
 Carty, B., Mathematics
 Casas, A., Allied Health
 Casser, L., Cinema
 Castillo, J.C, Medical Assisting
 Castro, A., Basic Skills
 Interdisciplinary
 Center, M., Dental Assisting
 Chambers, C., Dental Hygiene
 Charnov, E., Cinema
 Chee, G., History
 Coffee, K., Communication Studies
 Cole, J., Art
 Cole, J., Earth Science
 Coppolla, S., Dental Hygiene
 Cosgrove E., Art

Coulter, C., Music
 Cranon-Charles, A., Political Science
 Cruz, J., COAT Voc. Ed.
 Culton, J., Spanish
 Cunin-Borer, M., Anthropology
 Dabagh, S., Mathematics
 Daniel, D., Addiction Studies
 Dawson, K., English
 De La Vega, A., Dental Hygiene
 Dera, L, Mathematics
 DeVelasco, B., Biological Sciences
 Diaz, D., English
 DeBusk, J., ASL
 DiMichele, D., Art
 DeRose, S., Paralegal
 Dones, C, Dental Hygiene
 Dungey, J., Business
 Dungey, K., Basic Skills Interdisc.
 Duran, D., Counseling
 Dutton., D., Music
 Elmi, I., Cinema & Theater
 Erlington, D., Finance
 Encisco-Givhan, G., Real Estate &
 Business
 Esmaeili, Farrah, Mathematics
 Esparza, T., Health Occupations
 Evans, E., Child Development
 Farmer, K., Accounting
 Feiner, H., Mathetmatics
 Festinger, K., Music

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Fife, P., Communication Studies
 Filerman, B. A., Biological Sciences
 Finn, M., Business
 Fisher, H., Health & Kinesiology
 Fitzpatrick, D., Athletics
 Fogel, S., Administration of Justice
 Forbes, J., Mathematics
 Foreman, N.J., Mathematics
 Fox, B., Paralegal
 Franks, M., Business
 Frederick, A., Counseling
 Frykenberg, J., History
 Fuller, D. M., Business
 Gandomi, F., Anatomy & Physiology
 Gandomi S., Anatomy & Physiology
 Garcia, R., Dental Assisting
 Garza, M., Psychology
 Gharamanians, J., Mathematics
 Gilbert, C., Accounting
 Givhan, G., Business & Real Estate
 Goldberg, B., Film Production
 Goldberg, N., English
 Goldenring, D., Dental Hygiene
 Gomez, E., Child Development
 Gonsoski, S. K., Computer Science
 Gonzalez, A. B., Spanish
 Gordon, M., Anthropology
 Graham, M., Political Science
 Grant, R., Kinesiology
 Green, C., Sociology
 Guilak, N., Theater
 Gunter, M., ASL
 Habas, H., Aviation Technology
 Hall, T., Library Science
 Hallman, E., Basic Skills Interdisc.
 Hammond, J., Kinesiology
 Hardy, M., Anthropology
 Harrison, M., Cinema
 Harris, M., Sociology
 Harvey, D., Art
 Hawk, R., Biological Sciences
 Hayduk, C., Basic Skills Interdisc.
 Henderson, J., Health
 Henninger-Rener, S., Anthropology
 Henk, N., Sociology
 Henrichs, Robert, Counseling
 Herdzina, S., English
 Hernandez, O., Sociology
 Hickman, B., Nursing
 Hipolite, R., Dental Hygiene
 Hines, D., Communication Studies
 Horejs, M., Health
 Horwitz, G., Biological Sciences
 Howe, J., Mathematics
 Howell, L. J., Real Estate

Huang, Carrie, Mathematics
 Huben, K., Allied Health
 Huotari, K., Art
 Irvin, R., Psychology
 Jackson, B., Health & Kinesiology
 Jobe, A., Astronomy
 Johnson-Adkins, B., Nursing
 Johnson, B., Basic Skills Interdisc.
 Johnson, C., Child Development
 Johns, A.D, Basic Skills Interdisc.
 Jones, K., English
 Jones, R., Sociology
 Jordan, A., Political Science
 Jordan, E., Biological Sciences
 Kami, S., Computer Science
 Kang, N., Library Science
 Kanjanapangka, J., Biological Sciences
 Kasty, M., Basic Skills
 Kazadi, M., Paralegal
 Kidd, S., Nursing
 Kim, A., Mathematics
 Kim, Y., Spanish
 Kinney, B., Art
 Dental Hygiene
 Kolkey, J. M., History
 Kowaney, R., Computer Science
 Kuckreja, J., Health & Kinesiology
 Lai, I-Shen, Mathematics
 Laurin, J., Business
 Lavasani, N., Art
 Lawrence, D., Dental Hygiene
 Lawson, B., History
 Ledezma, A., Dental Assisting
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 Lee, C., Political Science
 Lee, K. H., Biological Sciences
 Legassick, T., Allied Health
 Lemonds, B., Communication Studies
 Leslie, L., Management
 Leung, J., Administration of Justice
 Levy, S., Dental Hygiene
 Liggins, L., Basic Skills Interdisc.
 Loring., G., English
 Lu, M., Accounting
 Ludwig, G., Accounting
 Lulejian, A., Health & Kinesiology
 Lyons-Burns, S., English
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 Malik, A., Dental Hygiene
 Manner, K., English
 Markman, K., History
 Martyn, M., Computer Science
 Matsuno, D., Computer Science
 Mazzarelli, Ariel, Mathematics

Matosic, Raquel, Dental Hygiene
 McCane, D. S., Cinema
 McCarthy, S., Art
 McCaskill, T., Business
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 McDowell, P., Humanities
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 McKnight, A., FireTek
 McOmber, A., English
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 Menon, S. N., Chemistry
 Meredith, S., Anthropology
 Minami, A., English
 Mirfattah, M., Mathematics
 Mirkhanian, K., Aviation Technology
 Mizuki, A., Spanish
 Monroe, R., Child Development
 Monzon, F., Computer Science
 Moore, P., Pharm Tech
 Moorty, S., Kinesiology
 Morgan, A., Accounting
 Morris, P. W., CAOT/Legal Secretary
 Most, R., Child Development
 Murillo, S., Counseling
 Najarian, H., Dental Assisting
 Nee, M., Aviation Technology
 Nelson, E., Cinema
 Nesia, V., Child Development
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 Nguyen, J., Dental Hygiene
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 Olescyski, K., Health & Kinesiology
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 Paknia, F., Chemistry
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 Penton, J., Family Studies
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 Perez, R., Counseling
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Saperston, L., ESL
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Webster, N., Real Estate
White, S., Sociology
Wilson, D., Counseling

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Terebinski, Nina

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Tillberg, Rebecca

Dean, Institutional Effectiveness

Titus, Clyde

Emeritus, Computer Science

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Virgin, Richard

Professor, Aviation

Wallace, Richard

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Walton, Kathy

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Dean, Academic Affairs

Wilson, Kenneth

Instructor, Art

Winer, Etta Skyle

Professor, History

Witt, George S.

Professor, Dean, Student

Personnel Services

Wolf, Martin

Professor, Aviation

GLOSSARY OF TERMS

Academic Probation: After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal: Removal from a student's academic record (for the purpose of computing the grade point average) of a previously recorded substandard academic performance which is not reflective of a student's demonstrated ability. Special conditions must be met, and there is a maximum of 18 units.

Accredited Institution: A postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. (E.C. 66721, Title 5, C.C.R., 53406, 55000, 55022)

Add Permission Code: The student may be issued a permission code to add the class if the instructor determines that there is room. Enrollment in the class is official only if the code is processed by Admissions and Records before the published deadline.

Administration: Officials of the college who direct and supervise the activities of the institution.

Admissions and Records: The office that admits a student and certifies his or her legal record of college work. The office also provides legal statistical data for the college.

Advisory: An advisory is a recommendation that a student is advised (but not required) to meet before, or in conjunction with, enrollment in a course.

Appeal: A student request for reconsideration of a decision made affecting disciplinary action, grade change, prerequisite challenge etc...

Application for Admission: A form upon which the student enters identifying data and requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and processed.

Articulation Agreement: An established course agreement that enables transfer students from a community college to receive credit for their academic progress at the University of California (UC), the California State University (CSU), and private post-secondary colleges/universities.

Assessment: Assessment is the process the college uses to evaluate skills prior to registering, which are used to recommend students to the appropriate class level

Associate Degree (A.A. or A.S.): A degree (Associate in Arts or Associate in Science) granted by a community college upon satisfactory completion of an organized program of study consisting of 60 to 64 semester units.

Associate Degree for Transfer (AA-T or AS-T): A degree (Associate in Arts for Transfer/AA-T or an Associate in Science for Transfer/AS-T) designed to provide a clear pathway to completion of a Bachelor's degree in a similar major at a California State University (CSU) and

is an organized program of study consisting of 60 semester units.

Associated Students Organization (A.S.O): A student association that conducts activities on behalf of students. All enrolled students are eligible to join.

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.

Bachelor Degree (B.A., B.S., A.B.): A degree granted by a four-year college or university upon satisfactory completion of an organized program of study consisting of 120 to 130 semester units.

Certificate Program: A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, may require less than two years of full-time study, and may be pursued on a part-time basis. Units will vary according to the certificate.

Career Education Program: A group of courses leading to competency in a particular field of study and to either a certificate or a degree.

Catalog Rights: Catalog rights refer to the right of every continuing student to choose one, and only one, catalog under whose course requirements the student is to be evaluated for the purposes of determining whether the student meets the requirements for WLAC graduation. The continuing student may select the catalog that was in effect when the student initially enrolled at WLAC, or any catalog in effect thereafter through and including the semester when the student petitions for graduation or transfer certification

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Certificate of Achievement (CA): A program designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 12 or more semester units, and may be pursued on a full-time or part-time basis. Upon completion, students may request the issuance of a Certificate of Achievement (CA).

Certificate of Competency (CY): A noncredit certificate confirming that a student enrolled in a noncredit educational program of noncredit courses and has demonstrated achievement of a set of competencies that prepares them to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.

Certificate of Completion (CN): A document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

Certification: Completion of a body of transfer courses which meet the general education requirements of the California State University System (CSU) and/or Intersegmental General Education Transfer Curriculum (IGETC). IGETC will permit a student to transfer from a community college to a campus in either the University of California (UC) System or California State University (CSU) system.

Class Number (also known as "Section Number"): A five-digit class identification number which appears in the schedule of classes before the time of day (or evening) the class meets.

Clery Act: Federal law that requires colleges and universities to report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

College Catalog: A comprehensive publication containing general

information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College: A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment: A student may enroll in two mutually dependent courses within the same semester and/or may simultaneously enroll at both West Los Angeles College (WLAC) and a high school or another college.

Continuous Attendance: No more than one semester absence within a school year, excluding summer and winter sessions. Students granted a "military withdrawal" (MW) under the provisions of LACCD Board Rule 6701.10 will be considered to be in continuous attendance for their required period of military service.

Continuing Student: A student registering for classes who attended the college during one of the previous two semesters. A student registering for the fall semester is a continuing student if they attended the college during the previous spring or fall semester. Attendance during the summer and/or winter sessions are not included in this determination.

Cooperative Education (also known as "Coop Ed"): An instructional program that is designed to complement the student's academic training with realistic on-the-job experiences.

Corequisite: A course required to be taken in conjunction with another course.

Counseling: Guidance provided by professionals in collegiate, vocational, social, and personal matters.

Course: A particular portion of a subject selected for study. A course is identified by a Subject Title and Course Number; for example: "Accounting 001."

Course Description: A description of the course content being offered in a discipline

Course Title: A phrase descriptive of the course content. The course title of Accounting 001 is "Introductory Accounting."

Credit-by-Examination: Course or unit credit granted for demonstrated proficiency through testing

Credit for Prior Learning: College credit that is awarded for validated college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as military training, industry training, state/federal government training, apprenticeships, internships, work-based learning, or other industry-based experiential learning, validated volunteer and civic activities

Cross-listed: A course whose content is the same as another course, e.g., African-American History and History 041.

CSU Certification: See Certification

Disabled Students: Students who have special needs due to physical, learning or communicating impairments.

Discipline: A field of study

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

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must petition for readmittance at the end of that period.

Drop: A student's official withdrawal from a class.

Education Code (also known as "Ed Code"): A collection of all the laws directly related to California K-12 public schools. Ed Code sections are created or changed by the Governor and Legislature when they make laws. Local school boards and county offices of education are responsible for complying with these provisions.

Educational Program: A planned sequence of credit courses leading to a defined educational objective such as an Associate Degree, an Associate Degree for Transfer or a Certificate.

Electives: Courses which a student may choose without the restriction of a particular major, program or curriculum; optional, not required.

Enrollment: That part of the registration process during which students select classes by section number to reserve a space and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Evaluative Grades: A grade of "A", "B", "C", "D", "F", "P" (pass), "SP" (satisfactory progress) or "NP" (no pass). Grades of "A", "B", "C", "D", and "F", are used in the calculation of a student's GPA.

Excused Withdrawal (EW): A withdrawal granted to petitioning students when circumstances beyond the student's control prevents them from completing the course. An "EW" will have no effect on the student's GPA or ability to repeat a course.

Exclusion: An instructor may exclude a student from a course for excessive or unexcused absences.

Family Educational Rights and Privacy Act (FERPA): Federal law

that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (see 20 U.S.C. § 1232g; 34 CFR Part 99).

Full-Time Student: A student enrolled and active in 12 or more units during the spring or fall semester.

General Education (GE) Requirements (also called Lower Division Breadth Requirements): A group of courses selected from several disciplines which are required for graduation.

Grade Point Average (GPA): A measure of academic achievement determined by dividing the total grade points earned by the number of units attempted. GPA is used in decisions on probation, graduation, and transfer.

Grade Points: The numerical value of a college letter grade whereby: "A" = 4 points, "B" = 3 points, "C" = 2 points, "D" = 1 point, and "F" = 0 points; used in the calculation of GPA.

Grade Points Earned: Grade points times the number of units for a class; used in the calculation of GPA. For example, an "A" in a 3-unit class would be 12 grade points earned.

Graded Units: Courses in which grades of "A", "B", "C", "D", or "F" are received.

Graduate: A student certified as having satisfied academic requirements.

Guided Pathway: a structure to provide all students with clear enrollment avenues, course-taking patterns, and support services.

Home Campus: The campus to which a student applies. Students will receive services, such as financial aid and counseling from the "home campus."

Intersegmental General Education Transfer Curriculum (IGETC): A general education program which transfer students use to fulfill lower-division general education requirements in the CSU or UC system without the need, after transfer, to take additional lower-division general education classes. Depending on the transfer campus, there may be additional non-GE lower-division graduation requirements to be met (e.g., a foreign language, multi-cultural studies), as well as upper division general education requirements.

IGETC Certification: See Certification

Incomplete (I): A non-evaluative grade symbol that is recorded on the student's permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the student's control. The student must complete the course within one year after the end of the semester, or the "I" reverts to a letter grade determined by the instructor. Courses in which the student has received an incomplete ("I") may not be repeated unless the "I" is removed and has been replaced by a grade of "D" or "F." This does not apply to courses which are repeatable for additional credit.

In Progress (IP): A non-evaluative grade symbol. A "IP" is recorded on the student's permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.

Lower Division: Courses at the freshman and sophomore levels of college.

Major: A planned series of courses and activities selected by a student for special emphasis which is

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designed to teach certain skills and knowledge.

Matriculation: A combination of placement of reading, writing, and mathematics 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.

Military Withdrawal (MW): 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 military 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.

Module: A portion of a parent course offered for the benefit of students who may not prove successful in attempting the work of the entire course in one semester. Students should, when possible, attempt to complete all modules of a parent course in one year. A module is identified by a letter in the course number field.

Non-degree applicable (NDA): Non-degree applicable credit courses that do not apply toward a degree and are not transferable. Marked in the schedule as NDA. Established in AB1725

Non-evaluative grades: Grades not used in the calculation of grade point average (GPA).

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, summer and winter session courses.

Parent Course: A course which may be offered in modules.

Pass (P)/No Pass: A form of evaluative grading whereby a student receives a grade of "P" or "NP" instead of an "A", "B", "C", "D", or "F". "P" is assigned for class work equivalent to a grade of C or above. "NP" denotes works below a grade of "C".

Petition for Credit: A student with coursework completed outside of the LACCD may consult with a counselor and petition for the outside credits to be applied to the student record in the LACCD. See the "Credit for Prior Learning" section in the catalog for more information.

Prerequisite: A class, skill, or test score level that a student must have before enrolling in a particular course.

Progress Probation: A student who has enrolled in 12 or more units and has received a "W", "NP", or "I" in 50 percent (50%) or more of the units attempted is placed on progress probation. A student whose cumulative number of units for which a "W", "NP", or "I" has been assigned equals 50 percent (50%) or more for three consecutive semesters is subject to dismissal from the college.

Qualifying Semester: The semester for which the students is considered for the Dean's Honor List.

Report Delayed (RD): A temporary administrative symbol that 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.

Registration: The process whereby a continuing, new, or returning student whose application has been accepted formally enters the College for a specific semester and receives an ID card. The student may enroll in open classes as part of the registration process.

Repeat (RPT): A course that can be repeated for credit. The number following RPT determines the number of times that the course may be repeated.

Returning Student: A student registering for classes who at one time was enrolled in the college, but who did not attend the college during the previous two semesters. Attendance during the summer and/or winter sessions is not included in this determination.

Satisfactory Completion: Completion of a course with a grade of "C" or better.

Satisfactory Progress (SP): An evaluative grade signifying the successful completion of a noncredit course for the purpose of satisfying the requirements of a noncredit certificate of competency or completion.

Schedule of Classes: A listing of courses used during registration which gives the Subject Title, Course Number, Course Title, Units, Time, Instructor, and Location of all classes offered in a given semester.

Section Transfer: A process that permits a student to transfer to another section of the same class.

Semester: One-half of the academic year-usually 15 weeks of instruction in the fall or spring, plus one week of final exams.

Student Educational Plan (SEP): An individualized plan developed by a counselor in conjunction with the student.

Subject: A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or English.

Subject Deficiency: Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.

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Substandard Grade: An earned grade of "D" or "F".

Title 5: A section of the California Code of Regulations (CCR) that explains Education Code for community colleges in further detail.

Transcript: 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: Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer Course: A course designed to match the content of a lower-division course at a four-year institution, and for which credit may be transferred to that institution.

Transferable Units: College units earned through satisfactory

completion of courses which have been articulated with four-year institutions.

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 a laboratory or on other exercises not requiring outside preparation.

Units Attempted: Total number of units in all courses for which a student received a grade of "A", "B", "C", "P", "D", or "F".

Units Completed: Total number of units in all courses for which a student received a grade of "A", "B", "C", "P", or "D".

Units Enrolled: Total number of units in which the student is enrolled at the end of the non-penalty drop period. The total number of units for all

courses appearing on the student's transcript.

University of California Transfer Pathway (UCTP): A single set of courses you can take to prepare for your major on any of the nine undergraduate UC campuses.

Upper Division Courses: Courses at the junior and senior levels of college. Part of Pilot Project, upper division courses are offered only in the dental hygiene discipline.

Withdrawal (W): A non-evaluative grade symbol assigned to a student's permanent record for all classes which a student has dropped, or has been excluded from by the instructor, after the end of the non-penalty drop date, but before the last day to drop.

Withdrawal: The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

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