

2010-11



Los Angeles Valley College

LOS ANGELES VALLEY COLLEGE

Catalog



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Los Angeles Valley College 2010-11 Catalog: Josefina Torres, *Editor, Publication Coordinator* with the collaboration of Dr. Carole Yee, *Dean Academic Affairs* and Sheri Berger, *Curriculum Chair*. PHOTOS: Public Relations Office



Los Angeles Valley College

Serving the community for 61 years



2010-2011 Catalog Volume 61

2010-2011 Calendar

Fall Semester 2010

Classes: August 30 - December 19, 2010

Finals: December 13 - 19, 2010

Winter Intersession 2011 (tentative)

Classes: January 3 - February 6, 2011

Spring Semester 2011

Classes: February 7 - June 6, 2011

Finals: May 31 - June 6, 2011

Accredited by the Western Association of Schools and Colleges

Los Angeles Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, Tel: (415) 506-0234, Fax: (415) 506-0238, an institutional accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the U.S. Department of Education.

Accuracy Statement

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

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PRESIDENT'S MESSAGE



Welcome to Los Angeles Valley College.

This catalog serves as your guide to all courses, programs, and student services offered by Los Angeles Valley College. Valley College also publishes a schedule of classes prior to each academic session. All of these documents are available in hard copy and on our web site at www.lavc.edu. We hope you will find answers to your questions as you browse through the pages.

As you can see by the catalog's content, Valley College offers all the general education courses you need to transfer to a major university, as well as the courses and programs you need to succeed in a wide array of occupational fields. We offer courses that help you enhance your basic skills and we provide you with opportunities to participate in Extension and Community Education Programs.

We believe that Valley College offers programs and courses that meet the needs of today's student. We have made an ongoing commitment to educational excellence. Our faculty continues to innovate and upgrade our courses and programs so that you will be well prepared for either entering the world of work or continuing your education. Valley College is dedicated to providing you with the best possible educational experience.

Valley College also provides many special services and programs which have been designed to meet the needs of all members of our diverse student population. Our entire staff—office workers, instructional assistants, plant facilities personnel, and administrators—are all devoted to student success.

On behalf of our faculty, staff, and administrators, I welcome you. Congratulations on your selection of Los Angeles Valley College and much success in reaching your educational goals.

A. Susan Carleo, Ph.D.

President

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



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MISSION STATEMENT

Los Angeles Valley College is a comprehensive community college located in the center of the San Fernando Valley. The College serves the community by providing transfer, degree, career-technical, foundational, transitional and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the workplace and for advancing one's education, personal development and quality of life.

The LAVC faculty and staff are dedicated to helping students be successful. They emphasize excellence in teaching

and providing a variety of support services that are designed to meet students where they are and help them reach their personal and professional goals. Beyond the classroom, the College provides for students a variety of co-curricular activities that serve to create a rich campus life experience.

LAVC advances the economic development of the region through programs, services and partnerships that address continuing and emerging employer needs in a diverse set of industries, including one of the largest concentrations of entertainment studios in the world.

LAVC hosts numerous cultural and athletic events throughout the year and serves as home to the San Fernando Valley Historical Museum.

The campus has a park-like quality, with a rich variety of trees selected by its founding faculty. As a result, the campus itself serves as a laboratory for learning and gives the College a special appreciation for the environment and issues of sustainability.

VISION STATEMENT

Los Angeles Valley College serves the community as a leader in instructional excellence, facilitating the success of its diverse students, developing critical thinkers and life-long learners, and contributing to the economic and cultural vitality of the San Fernando Valley and beyond.

STUDENT LEARNING OUTCOMES

See page 13.

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GENERAL INFORMATION

COLLEGE INFORMATION

History

Los Angeles Valley College is one of nine public colleges in the Los Angeles Community College District. Located in the heart of the San Fernando Valley, the 107-acre campus serves the communities of Van Nuys, Burbank, Studio City, Sherman Oaks, Valley Village, North Hollywood, Panorama City, North Hills, Encino and beyond. Today, there are about 20,000 students enrolled with 199 full-time faculty and 401 part-time instructors.

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

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

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

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

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

Since 2006, the college has added a new maintenance & operations/sheriff's station, a state-of-the-art allied health & sciences center, a new aquatics center with Olympic-sized pool, an adapted physical education center, a child development and family complex, a student services complex, and the Belle & Harry

Krupnick media arts center. The college's renovated stadium is also home to the only 10-lane Mondo track in southern California.

Additional projects scheduled to be built include a library & academic resource center, media arts/performing arts building, a student union, new administration/workforce development building, athletic training facility, a multi-purpose community services center, and a parking structure.

Goals

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

In pursuit of these goals, we endeavor to:

- promote equal opportunity for participation
- maintain appropriate standards for academic achievement
- provide an educational environment which meets the needs of students with varied learning skills
- provide support services which contribute to instructional effectiveness and student success
- affirm the importance of multi-cultural, international and inter-cultural collegiate experiences that foster individual and group understanding
- manage effectively educational and financial resources.

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

- counseling services directed toward identifying and fulfilling educational, financial, health and other personal needs
- opportunities to recognize and further develop a sense of curiosity and an understanding of self and others in an atmosphere of freedom and open communication
- realistic experiences for the implementation of skills and principles acquired
- opportunities to develop and use problem-solving

techniques in the achievement of stated objectives

- opportunities to explore, understand and participate in the governance of the college and in other social structures
- opportunities to evaluate the effectiveness of the educational process in terms of the students own goals
- involvement of the members and resources of the community at large in the educational process in a participatory as well as in an advisory capacity
- cooperative relations with other institutions in promoting appropriate educational, cultural and occupational programs.

Los Angeles Valley College offers the following programs and services

Transfer

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

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

Associate Degree (AA/AS)

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

Certificates

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

General Education

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

Transitional Education

A program of remedial and basic skills education for students needing preparation for community college level course and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Continuing Education

Opportunities are provided for individuals who are interested in improving their occupational competence. Academic Skills or personal growth that may supplement formal full-time college attendance.

Guidance

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

Community Services Program

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

The Los Angeles Valley College Foundation

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

MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES

Admission Eligibility

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

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

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

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

High School Students (9-12 Grades)

Admission

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

Deciding Which Classes To Take

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

Enrolling In Classes

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

■ After School Classes

Students must turn in an admissions application and Concurrent Enrollment Form on the first day of classes. Applications will be processed and students will be added to their courses on that day. For more information students should talk to their high school counselor or college advisor.

■ General Courses/Intersession

Students must turn in an admissions application and Concurrent Enrollment Form to the Office of Admissions and Records during normal business hours. Students will be given a telephone/ internet registration appointment at this time. For more information go to Admissions and Records located in the Administration Building Lobby.

■ Courses at the High School

Admissions applications and Concurrent Enrollment Forms will be accepted during a workshop on a pre-determined date at the high school. Students should check with their college counselor or contact the Advanced College Enrollment Office for further information.

Paying Your Fees

Concurrently enrolled resident middle/high school students are exempt from paying enrollment fees. Non-resident students are responsible for paying the non-resident tuition.

Elementary and Middle School Students (K-8 Grades)

Admission — K - 8

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

Assessment/Orientation

Students who are planning to take English or math and who have not already been assessed, are expected to go through assessment and orientation.

Counseling

It is recommended that students see a counselor. Make an appointment to see a counselor well in advance of registration. Ask about degree, transfer, and certificate requirements, and select appropriate classes.

Fee Payment

ATTENTION BOARD OF GOVERNORS FEE WAIVER STUDENTS

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

Fees are \$26 per unit for California residents, subject to change by California legislature. **PAY FEES AS SOON AS POSSIBLE TO AVOID DELAYS** in receiving your **REGISTRATION FEE RECEIPT**. You will need this receipt to purchase books and to avoid long lines or a hold on classes/books/records. If you pay by mail, the **REGISTRATION FEE RECEIPT** form will be mailed to you. If you don't receive your fee receipt by mail, you may pick it up at the Business Office. If you delay in payment of fees, your enrollment process will be delayed.

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

Residency Requirements

California Residency Requirement

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

Non-Resident

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

A student classified as a non-resident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

Residence Reclassification

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

Acceptance Towards Residence

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

Residence Appeal

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

Foreign Student Admission

F-1 Visa Applicants

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

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

I-20s may be issued to the following applicants

Applicants within the U.S.

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

Applicants outside the U.S.

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

I-20s are not issued to those persons who are out of status with USCIS.

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

Applications for admission to Los Angeles Valley College are accepted:

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

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

Applying from inside the U.S.

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

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

New Student Counseling and Advisement

The counseling office now provides an Orientation to College on-line. However, if further information or assistance is desired, such as transcript evaluation of work completed at another college, the student may make an appointment to see a counselor in the Counseling Department. For less complex and more immediate situations, the student may be able to obtain counseling on a walk-in basis. Specialized counseling services are also available for students who qualify for the Services for Students with Disabilities (formerly DSPS) and Extended Opportunity Programs and Services (EOPS) programs. These programs are described in the Student Services section of the schedule.

Matriculation Policies

Exemption Criteria

All new students are expected to participate in matriculation activities and take a Personal Development course prior to the completion of 15 semester units at Los Angeles Valley College. Students with a BA/BS or higher or those enrolling in six or fewer units and who have proof of concurrent enrollment at another college or whose educational goals are personal development, maintaining a license or certificate, or advancing in a current job may be exempted from assessment, orientation and counseling.

Students with an AA/AS may be exempted from assessment. Students enrolling in English/ESL are not exempt.

Exempt students may choose whether or not to participate in matriculation activities.

Students' Responsibilities

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

Students' Rights

Students who fail to fulfill the responsibilities required above may have matriculation services suspended. Please be aware of the fact that the college does not terminate any service to which a student is otherwise entitled.

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

ENL/ESL Orientation

During the 2-hour orientation, new students and a counselor will review the college's programs and procedures and the use of the college catalog and class schedule. They also discuss placement results and course recommendations with a counselor. Students also complete a one-semester student educational plan, discuss registration procedures and receive registration materials.

Counselors are available for follow-up advisement and assistance.

Online Orientation

Online orientation helps students get acquainted with the college. Students will:

- Be provided with information about campus policies and procedures
- Become more familiar with campus educational programs
- Learn how to use the college catalog and schedule of classes
- Plan and register for their first semester courses
- Get an overview of campus resources and special programs

Online orientation is currently only offered for ENL (English as native language) students.

Personal Development Courses

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

Challenge to Matriculation Procedures

New students who are unable to participate in matriculation procedures must file a petition in the Counseling Office to have matriculation requirements waived. They will register after the new students who attend assessment and orientation sessions. Students may challenge any matriculation procedure which they believe to be unlawful.

Challenge to Prerequisites and Corequisites – Deadline: Last day to add classes

- A *prerequisite* is a requirement that a student demonstrate current readiness to enroll in a particular course or program.

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

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

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

Challenge Procedures

A. Prerequisites/Corequisites

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

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

Office:	Building:
Admission & Records	Student Services Center, 1st Floor
Academic Affairs	Administration Building, Room 101
Counseling	Student Services Annex
Services for Students with Disabilities (formerly DSPS)	Student Services Center, 2nd Floor
EOPS	Student Services Center, 2nd Floor
2. Take the completed form to the chair of the department through which the course in question is being offered.
3. The chair will either approve or deny the challenge, providing written reasons in the space provided on the Prerequisite/Co-requisite Form, sign and date his/her response, and return the form to the student.
4. All Challenge Forms must be processed no later than the last day to add classes. If the challenge is approved, the student should take the form to Admissions, Window 4, and request that he/she be allowed to enroll in the course in question.
5. If the Challenge Form is denied, and the student then wishes to appeal the chair's decision, the student should:
 - a. bring the form, signed and dated by the Chair, to Admissions, Window 4.
 - b. Academic Affairs will call a meeting of the Prerequisite/Corequisite Appeals Committee.

- c. the Appeals Committee will decide on the appeal within five working days of the time the appeal is filed. If the course is open, the student will be allowed to enroll in the class during the appeal.
- d. if the Appeals Committee fails to render a decision within 5 days of receiving the appeal, the student will be allowed to remain in the class. If appeal is denied, student will be notified and dropped administratively.

Unlawful Discrimination

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

ASSESSMENT

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

ENL (English as a Native Language) Assessment

Students whose primary language is English, or who are proficient in English, should take the ENL Assessment. ENL assessments are computerized and on a walk-in basis. Please call (818) 947-2587 for more information.

ESL (English as a Second Language) Assessment

Students who want to learn English should take the ESL assessment. ESL assessments are computerized and offered on a walk-in basis. Please call (818) 947-2587 for more information.

Math Assessment

Math assessments are computerized and offered on a walk-in basis. Please call (818) 947-2587 for more information.

Chemistry 101 Readiness Assessment

Students who wish to take Chemistry 101 and have not met the necessary prerequisites are expected to take the Chemistry 101 Readiness Test. The assessment schedule is available online and in the Assessment Center. Please call (818) 947-2587 for more information.

LACCD Math Competency Exam

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

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

Appointments for Assessment Tests and Orientations

Appointments for students who want to do the ENL/ESL Orientations are available at the Student Information Services Desk in the Administration Building. No appointment is necessary for assessment. The ENL orientation is available online at www.lavc.edu. For students entering Fall 2009 or later, math competency may be met by assessing into a transfer level math course or completing Math 125. There is no LACCD Math Competency Exam for these students.

Special Assessment

Special assessment is provided upon request for ethnic, language minority, or disabled students.

What is computerized adaptive testing?

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

Note: Assessment tests may only be taken once.

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

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

Other Assessments

Ability to Benefit (ATB)

The Federal Government requires that students seeking federal aid without a high school diploma or GED must demonstrate their competence by passing the Ability to Benefit Exam (ATB). To qualify for Financial Aid students must show proof that they completed high school or pass all three sections of the Ability to Benefit Exam. The three sections are:

- Reading Comprehension
- Sentence Structure
- Arithmetic

The ATB is offered online in the Los Angeles Valley College Assessment Center. Students must be 18 years or older to take the exam. The college also offers an ESL version of the Ability to Benefit Exam by appointment only.

Personal Development Courses

New students are encouraged to take a 1 or 3 unit Personal Development course prior to the completion of 15 semester units at Los Angeles Valley College. These introduction to college courses cover such topics as academic and career planning, study skills, and college resources.

Counseling and Advisement

The Counseling Department, located in the Student Services Annex, is open Monday-Thursday, 8 a.m.-7 p.m., and Friday, 8 a.m.-4 p.m. except every other Monday when the counseling office is closed from 2 p.m.-4 p.m. for department meetings. Students are encouraged to make counseling appointments for long-term educational planning, career assessment and exploration, and assistance with academic or personal problems. Counselors are available on a walk-in basis Monday-Thursday 8 a.m.-7 p.m.; and Friday 8 a.m.-4 p.m. The Career/Transfer Center (Student Services Annex) provides career and transfer information. Students are referred to Personal Development classes for further assistance with their educational goals, career planning and study skills. Counselors are also located in the EOP&S Office (Student Services Center, 2nd floor), the Services for Students with Disabilities Office (Student Services Annex, Room 175), VCAP Office (CC215), and CalWorks Office (Bungalow 14).

Program Planning

A normal class load is 12 to 16 units per semester. Students who wish to take more than 18 units may do so only with the approval of a counselor. Such petitions are granted only to students who demonstrate exceptional ability.

Students on scholastic probation may be limited in the number of units they may carry, depending on the extent of their deficiencies.

Students who will be employed while attending college should reduce their programs accordingly. For most students a 16 unit college program is equivalent to at least a 50-hour work week.

Although a counselor may assist students in planning their programs, students must assume full responsibility for compliance with instructions and regulations as set forth in the catalog, and for selecting subjects which enable them to achieve their objectives, whether that be graduation from the college, meeting the lower division requirements of a higher institution, or preparing for an occupation.

Career/Transfer Center

The center provides services to assist students in selecting a major and vocational goal, preparing to transfer, or completing one of Valley Colleges occupational programs. Career testing is offered in conjunction with counseling to assist the student in self-understanding and decision making. The career testing service offers tests of ability, achievement, interests, values, personality, and study habits.

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

For further information contact the Career/Transfer Center in Student Services Annex or call (818) 947-2646. Hours during the semester are Monday-Thursday, 9 am-7 pm and Friday, 9 am-1 pm. www.lavc.edu/transfer

Student Fees

Enrollment Fee

Section 72252 of the Education Code requires community colleges to charge an enrollment fee for each student enrolling in a college. The fee prescribed by this section shall be twenty six dollars (\$26) per unit with no maximum per semester.

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

Enrollment Fee Assistance

The college offers enrollment fee assistance to students who are unable to pay the enrollment fee. For assistance with enrollment fees students should contact the college Financial Aid Office, located near the North Gym.

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

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

Enrollment Fee Refund Policy

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

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

NOTE ON REFUNDS: All refunds of enrollment fees, non-resident tuition, parking, and A.S.U. membership **must be formally requested by the student** and submitted to the Business Office in person or by mail. All refunds will be in accordance with the published refund schedules and each claim

must be requested no later than the 5th week of the semester in which instruction occurs.

Non-Resident Tuition Fee

The Board of Trustees adopted a non-resident tuition fee of \$188 per semester unit for students attending the District colleges who are non-residents of the state. Furthermore, for non-resident students who are both citizens and residents of a foreign country, the Board adopted an additional \$10 per semester unit fee (for a total of \$198) pursuant to Education Code Section 76141 AND a \$35 cash only application processing fee. These fees are subject to change each academic year.

LACCD Board Rule 8100.15 states that “students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District’s students who are both citizens and residents of a foreign country in the applicable term. If you meet the eligibility requirements in question #9 on the Nonresident Tuition Fee Waiver Affidavit on the opposite side of this page, you may be eligible to receive a nonresident tuition exemption.

Beginning with the Fall 2008 semester, nonresident students who were admitted as “Special Part Time Students Grades K-12” and enroll in more than six (6) units will be subject to the non-resident tuition fee for all units taken.

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

International Student Medical Insurance Fee

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

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

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

Periods of Coverage

The International Student Medical Insurance fee will be charged at the time of registration. International students registering for

the Fall semester will be charged for and receive medical insurance from August 15 through January 31. International students registering for the Spring semester will be charged for and receive medical insurance coverage from February 1 through July 31.

International students who register for the first time during a Summer term will be charged for and receive medical insurance from June 1 through August 1. International students enrolling for the first time during the Winter term will be charged for and receive medical insurance coverage from January 1 through January 31.

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

Refunds

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

Fees

For the Fall 2010 semester, the International Student Medical Insurance fee is \$430.00. This fee will provide the student with medical insurance coverage from August 15, 2010 through January 31, 2011.

Non-Resident Tuition Refund Criteria and Schedule

A non-resident student who formally drops or otherwise separates from part or all of his enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below. All non-resident refunds are made by mail.

Non-resident refunds are computed as follows:

CLASS TYPE	DATE WHEN TIME STAMPED	REFUND
Regular Length (Fall, Spring), (Summer)	Through second week of instruction. After second week of instruction. After first week of instruction	Full Tuition No Refund No Refund
Short Term (Less than regular length)	Through 10 percent of class length. After 10 percent of class length.	Full Tuition No Refund

Health Service Fee

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

General health, emergency and first aid, as well as non-emergency physician services are available by appointment. 24-hour crisis intervention is also available.

Free services include: preventive health screening for HIV, blood sugar testing, blood pressure testing, breast exams, vision screening, pregnancy testing, and physical exams for student athletes.

The clinic offers women's reproductive health, family planning, sexually transmitted diseases, and mental health counseling by a licensed clinical psychologist.

Referral services include: substance abuse, smoking cessation, nutrition, and physician referral. Lab tests are done at reduced cost for TB, cholesterol, Hepatitis B, tetanus, Pap smears. All other lab tests require a physician's order.

Board of Governors Fee Waiver

Beginning fall 2006, all students will be charged the health fee. This fee will no longer be waived for students who are eligible for a fee waiver. Please feel free to contact the Financial Aid Office on extension 2412 if you have any questions.

Health Fee Exemptions

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

Instructional Materials

Students may be required to provide (purchase) instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Student Parking

Parking Permit fee information and procedures are available in the Business Office. All college parking areas are posted Permit Parking Only and are restricted to vehicles displaying a valid permit. See page 90 for additional information about parking areas and transportation.

STUDENT LEARNING OUTCOMES

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

Foundational Program Outcomes

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

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

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

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

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

Career-Technical Education Outcomes

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

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

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

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

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

General Education/Transfer Program Outcomes

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

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

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

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

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

Social Responsibility and Personal Development

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

*Course SLOs are located at <http://www.lavc.edu/slo/>

EDUCATIONAL PROGRAMS

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

Program	Degree	Certificate	Transfer	Department	Page
A+ Certification Preparation		SC		Technology	52
Administration of Justice	AA	CA		Emergency Services	39
Anthropology	AA		T	Earth Science/Anthropology	40
Architecture		CA	T	Technology	55
Art			T	Art	
Art History	AA			Art	41
Art: Graphic Design	AA	CA		Art	41
Art: Three Dimensional Design	AA			Art	40
Art: Two Dimensional Studio	AA			Art	40
Bank Management		CA		Business	44
Banking		CA		Business	44
Basic Language Arts and Math		NC		Continuing Education	74
Biology	AS		T	Biological Sciences	41
Broadcasting	AA			Media Arts	42
Broadcasting: Performance	AA	CA		Media Arts	42
Broadcasting: Radio	AA	CA		Media Arts	42
Broadcasting: Television	AA	CA		Media Arts	42
Business			T	Business	
Business: Accounting	AA	CA		Business	43, 44
Business: Banking and Finance	AA			Business	43, 45
Business: Management	AA	CA		Business	43, 44
Business: Marketing	AA	CA		Business	43
Business: Real Estate	AA	CA		Business	43
C/C++		SC		Technology	50
CAOT: Administrative Assistant	AA	CA		Computer Applications & Office Technology	49
CAOT: Computer Applications Specialist	AA	CA		Computer Applications & Office Technology	49
CAOT: Website Software Specialist		SC		Computer Applications & Office Technology	50
Certified Nursing Assistant/Home Health Aide		NC		Continuing Education	74
Chemistry	AS			Chemistry/Physics	46
Child Development	AA			Child Development	46
Child Development: Associate Teacher, Preschool (A)		CA		Child Development	47
Child Development: Associate Teacher, Preschool Literacy (E)		SC		Child Development	48
Child Development: Associate Teacher, Special Education (F)		SC		Child Development	48
Child Development: Director, Preschool (B)		CA		Child Development	47
Child Development: Early Childhood Education	AA			Child Development	46
Child Development: Infant/Toddler Care Teacher (D)		CA		Child Development	48
Child Development: School Age Day Care (C)		CA		Child Development	47
Child Development: Special Education	AA			Child Development	46
Child Development Teacher		CA		Child Development	48
Cinema Arts	AA			Media Arts	48
Commercial Music	AA			Music	66
Commercial Music: Copyist		SC		Music	67
Commercial Music: Instrumental/Vocal Performer		CA		Music	66
Commercial Music: Music Composer		CA		Music	66
Commercial Music: Recording Technician		CA		Music	67
Communications			T	Speech	
Computer & Information Sciences			T	Technology	
Computer Graphics/Design		CA		Technology	55
Computer Science	AS			Technology	50

AA- Associate of Arts Degree

CA- Certificate of Achievement

AS- Associate of Science Degree

SC- Skills Certificate

T- Transfer Program

NC- Noncredit Certificate of Completion

Program	Degree	Certificate	Transfer	Department	Page
Computer Science Programming		CA		Technology	50
Consumer Education & Home Economics			T	Child Development	
Correctional Science	AA	CA		Emergency Services	39
Credit Administration		CA		Business	44
CSU Breadth		CA		See Counseling	59
Cultural Competency		SC		Earth Science/Anthropology	40
Customer Service		NC		Continuing Education	74
Earth Science (Plan A)	AS			Earth Science/Anthropology	51
Earth Science (Plan B)	AS			Earth Science/Anthropology	51
Economics	AA		T	Philosophy/Economics	51
Education			T	English	
Electronics	AS			Technology	52
Electronics Technician		CA		Technology	53
Electronics Technology		CA		Technology	53
Electronics: Biomedical Equipment Technology	AS	CA		Technology	52
Electronics: Consumer/Computer Servicing	AS	CA		Technology	53
Electronics: Industrial	AS	CA		Technology	53
Engineering	AS			Technology	53, 54
Engineering & Related Industrial Technology			T	Technology	
Engineering Technology: Industrial/Manufacturing	AS	CA		Technology	55
Engineering Technology: Mechanical Engineering	AS			Technology	54
English	AA		T	English	56
English as a Second Language I		NC		Continuing Education	74
English as a Second Language II		NC		Continuing Education	74
English as a Second Language III		NC		Continuing Education	74
English as a Second Language IV		NC		Continuing Education	74
English as a Second Language – Speech		NC		Continuing Education	74
Escrow		CA		Business	45
ESL Civics I		NC		Continuing Education	74
ESL Civics II		NC		Continuing Education	74
Ethnic Studies	AA			Sociology/Ethnic Studies	57
Finance		CA		Business	45
Fire Technology	AS	CA, SC		Emergency Services	57
Foreign Languages	AA		T	Foreign Languages	57
French	AA			Foreign Languages	58
General Studies: Arts	AA			See Counseling	58
General Studies: Natural Science	AA			See Counseling	58
General Studies: Social & Behavioral Sciences	AA			See Counseling	59
Geographic Information Systems (GIS)		SC		Earth Science/Anthropology	60
Geography	AA		T	Earth Science/Anthropology	60
Geology	AS			Earth Science/Anthropology	60
German	AA			Foreign Languages	60
Graphic Design		CA		Art	41
Health			T	Physical Education	
Hebrew Studies	AA			Philosophy/Economics	61
History	AA		T	History/Humanities/Law/ Political Science	61
Homeland Security		CA		Emergency Services	39
Humanities	AA		T	History/Humanities/Law/ Political Science	61, 62
Interdepartmental Microcomputer Systems		SC		Technology	51
Intersegmental General Education Transfer (IGETC)		CA		See Counseling	60
Italian	AA			Foreign Languages	62

AA- Associate of Arts Degree**AS-** Associate of Science Degree**T-** Transfer Program**CA-** Certificate of Achievement**SC-** Skills Certificate**NC-** Noncredit Certificate of Completion

Program	Degree	Certificate	Transfer	Department	Page
Jewish Studies	AA			Philosophy/Economics	62
Journalism: Magazine	AA	CA		Journalism	62
Journalism: Newspaper	AA	CA		Journalism	62
Journalism: Photojournalism	AA	CA		Journalism	62
Law			T	See Counseling	
Liberal Arts			T	See Counseling	
Liberal Studies: Multiple Subject Teacher Prep	AA			See Counseling	63
Library Science			T	Library	
Manufacturing Technology: Metal Machining	AS	CA		Technology	54
Manufacturing Technology: Numerical Control	AS	CA		Technology	54
Mathematics	AA		T	Mathematics	64
Mechanical Drafting Design	AS	CA		Technology	55
Mechanical Engineering Technology		CA		Technology	55
Media Arts: Direction	AA	CA		Media Arts	64
Media Arts: Post-Production	AA	CA		Media Arts	65
Media Arts: Production	AA	CA		Media Arts	65
Media Arts: Screenwriting	AA	CA		Media Arts	65
Microcomputer Applications Management Specialist		CA		Technology	50
Microcomputer Literacy		NC		Continuing Education	74
Motion Picture Production Technician		CA		Media Arts	49
Music	AA		T	Music	66
Musical Theater		SC		Music	73
Philosophy	AA		T	Philosophy/Economics	68
Physical Education (Plan A)	AA			Physical Education	69
Physical Education (Plan B)	AA			Physical Education	69
Physical Sciences			T	Chemistry and Physics	
Physics	AS			Chemistry and Physics	69
Political Science	AA		T	History/Humanities/Law/ Political Science	69
Property Management		CA		Business	45
Psychology	AA		T	Psychology	70
Psychology: Developmental	AA			Psychology	70
Psychology: Social and Personality	AA			Psychology	70
Registered Nurse	AS			Health Sciences	67, 68
Respiratory Therapy	AS	CA		Health Sciences	70, 71
Scientific Visualization		SC		Earth Science/Anthropology	41
Social Sciences			T	See Counseling	
Sociology	AA		T	Sociology/Ethnic Studies	71
Sociology: Social Welfare	AA			Sociology/Ethnic Studies	72
Spanish	AA			Foreign Languages	72
Speech Communication	AA			Speech Communication	72
Sustainable Construction Management	AS	CA		Technology	54
Theater Arts	AA		T	Theater	72
Theater Arts: Acting	AA			Theater	72
Theater Arts: Directing	AA			Theater	73
Theater Arts: Technical	AA			Theater	73
Theater Production		CA		Theater	73
Theatrical Performance		SC		Theater	73
Workplace Success		NC		Continuing Education	74

AA- Associate of Arts Degree

AS- Associate of Science Degree

T- Transfer Program

CA- Certificate of Achievement

SC- Skills Certificate

NC- Noncredit Certificate of Completion

COURSE SUBJECT ABBREVIATIONS

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

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

* Noncredit course abbreviation

TRANSFER REQUIREMENTS

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

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

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

ASSIST (Articulation System Stimulating Intersegmental Student Transfer) is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST can be accessed over the World Wide Web. It displays reports of how course credits earned at one California community college can be applied when transferring to a California State University (CSU) or University of California (UC) campus.

ASSIST is available at
www.assist.org

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

No semester-by-semester programs are shown here, since the order in which required courses are taken can vary considerably. However, students should plan carefully to assure they take a balanced program and avoid overloading.

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

- **Major Preparation Requirements.** These are lower division courses in your major that are available to students at Los Angeles Valley College.
- **General Education Requirements.** These are lower division courses that cover a breadth of general knowledge which are required of all students in addition to their major preparation. General Education plans for both UC and CSU are listed on pages 19 and 23.
- **Elective Unit Requirements.** These are additional transferable units necessary to meet the minimum required for transfer.

Special Transfer Programs

Transfer Alliance/Honors Program (TAP) Honors

The Los Angeles Valley College Transfer Alliance/Honors Program is designed primarily for students who plan on transferring to a four-year college or university. It consists of academically enriched general education courses in which both written expression and the critical analysis of ideas are stressed. The TAP-Honors sections will provide academically motivated students the opportunity to learn in a challenging and stimulating learning environment. On average 85% of our TAP applicants have been accepted by UCLA in the past three consecutive years, compared to approximately 40% of the non-TAP applicants. Once at UCLA our TAP transfers perform better academically than non-TAP transfers and native UCLA students. Over the last five years 90-100% of TAP applicants have been accepted at UC Irvine, UC Santa Barbara, UC Riverside, and UC Santa Cruz.

Eligibility

Students must be eligible for English 101 and Math 125 or higher. Students entering TAP from high school must have earned an unweighted GPA of 3.25 (B) or higher in high school and include a copy of their final transcripts with date of graduation with their TAP application. Continuing college students may enter TAP after completing 15 units or more of (UC) transferable college work with a grade point average of 3.25 or higher (shown on all college transcripts). Students must participate in TAP for at least 2 semesters (Fall and Spring) and complete four-six (4-6) TAP-Honors classes and Library Science 101 prior to transfer depending on student's individual TAP completion plan.

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

Advantages

- Guaranteed priority consideration for admission to UCLA, UC Irvine, and UC Riverside.
- Guaranteed priority consideration for admission to the following 4-year private colleges: Chapman University, Loyola Marymount University, Occidental College, Pitzer College, Pomona College, Woodbury University and Mills College.
- Consideration for special TAP Scholarships at LAVC and UCLA.
- Priority registration for TAP/Honors sections
- Notations of each TAP/Honors course on the LAVC transcript and on official LAVC transcripts of TAP/Honors Program completion.

- Application Assistance for transfer.
- Increased student professor contact.
- Special activities including guest speakers, seminars and field trips.
- Association with other academically motivated students.
- TAP/Honors designated counselors for specialized Advisement.
- Opportunities to present research and creative works at prestigious academic conferences.
- UCLA library privileges.
- Opportunities to present research and creative works at prestigious academic conferences.

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

- African-American Studies 4, 5 and 20
- Anatomy 1
- Anthropology 101, 102, 103, 109 and 121
- Art 101, 102, 103 and 115
- Astronomy 1
- Biology 3, 6, 7
- Chicano Studies 7, 8, 37 and 42
- Cinema 105
- Economics 1 and 2
- English 101, 102, 103, 205, 206, 207, 208 and 234
- Environmental Science 1
- French 3, 4 and 5
- Geography 1 and 2
- German 1, 2, 3, 4 and 5
- History 1, 2, 3, 4, 5, 7, 17, 18, 29, 47 and 49
- Humanities 1 and 30
- Italian 3, 4 and 5
- Mathematics 260, 265
- Music 111
- Philosophy 1 and 12
- Political Science 1
- Psychology 1 and 2
- Sociology 1, 2, 3 and 21
- Spanish 4, 5, 6, 10, 12 and 46
- Speech 105
- Statistics 1

University of California

Transfer Admission Requirements

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

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

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

1. Students Eligible as Freshman

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

2. Students Transferring as a Junior

Students must complete the following:

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

a. Major Preparation Requirements

Please see the section following in this catalog for individual major requirements.

b. General Education Requirements

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

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

OR

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will satisfy the seven course pattern requirement listed above. Students are required to petition for IGETC Certification in the Graduation Office prior to transfer. See page 21 for complete IGETC requirements.

c. Elective Unit Requirements

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

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

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

University of California, Los Angeles (UCLA) Transfer Requirements

College of Letters and Science

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

School of Engineering and Applied Sciences

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

UCLA transfer informational handouts are available in the Counseling Office.

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

The UCLA Arts curriculum is offered in the School of the Arts and Architecture and the School of Theater, Film, and Television. See a counselor for information on courses you may take to meet general education and major requirements. UCLA transfer informational handouts are available in the Counseling Office.

Intersegmental General Education Transfer Curriculum (IGETC) 2010-11

The IGETC is a pattern of courses that students can use to satisfy Lower Division General Education (GE) requirements at any California State University (CSU) or University of California (UC) campus. However, completion of the IGETC is not an admission requirement for the CSU or UC, nor is it the only way to fulfill lower-division General Education requirements before transfer. Students should contact a counselor for detailed information. Foreign transcript coursework cannot be used on IGETC except in special circumstances in Area 6; see a counselor for details. Students must petition the Graduation Office for certification of IGETC completion. Students should petition for a Certificate of Achievement in Intersegmental General Education Transfer (IGETC) at the same time as the petition for certification. See page 2 for footnote explanations. Every effort has been made to ensure that this information is accurate; however, students should consult an LAVC counselor periodically to determine whether there have been any changes or corrections.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this IGETC general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title. <p style="text-align: center; margin: 0;">C= COMPLETED IP= IN PROGRESS N= NEED</p>	C	IP	N
<p>AREA 1: ENGLISH COMMUNICATION UC: 2 courses, one from Group A and one from Group B. CSU: 3 courses, one from each group below.</p> <p>A. ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 101 Course: _____ College _____ AP _____</p> <p>B. CRITICAL THINKING – ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 103 Speech 105 Course: _____ College _____ (No AP scores accepted for this area)</p> <p>C. ORAL COMMUNICATION – (CSU requirement only) (1 course, 3 semester/4-5 quarter units) Speech 101, 102, 151 Course: _____ College _____ (No AP scores accepted for this area)</p>			
<p>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, minimum of 3 semester/4-5 quarter units) Math 225¹, 227, 238², 245³, 260³, 265², 266², 267, 270, 275 Stat 1¹ Course: _____ College _____ AP _____</p>			
<p>AREA 3: ARTS AND HUMANITIES (3 courses with at least 1 course from Arts and 1 course from Humanities, 9 semester/12-15 quarter units)</p> <p>A. ARTS Art 101, 102, 103, 105, 109, 115⁴, 116⁴, 501 Cinema 104², 105, 107 DanceSt 801³³ Course: _____ College _____ AP _____</p> <p style="margin-left: 40px;">Human 3 Music 101, 111, 121, 122, 136¹⁸, 141 Theater 100, 110</p> <p>B. HUMANITIES Afro Am 20 (English 234*) Anthro 121 Chicano 37⁵ (Spanish 46^{5*}), 42⁷ (Spanish 12^{4*}), 44 (Spanish 16*) English 102⁷, 105⁸ (Ling 1*), 203, 204, 205, 206, 207, 208, 212, 213 (Theater 125*), 215, 252, 253⁴ Course: _____ College _____ AP _____</p> <p style="margin-left: 40px;">French 3, 4, 5, 6, 10 German 3, 4, 5 Hebrew 9 (Jewish 9*), 10 (Jewish 10*) History 7¹⁰ (Philos 33^{10*}), 29, 47¹⁰, 49 Human 1, 6⁶, 8⁶, 30, 31 Italian 3, 4, 5, Jewish 2 Philos 1, 12, 14, 20, 30, 35 (Jewish 35*) Spanish 3, 4, 5, 6, 9, 10 Course: _____ College _____ AP _____</p>			

Intersegmental General Education Transfer Curriculum (IGETC) 2010-11

	C	IP	N
<p>AREA 4: SOCIAL AND BEHAVIORAL SCIENCES (3 courses in at least two different disciplines, 9 semester/12-15 quarter units)</p> <p>Afro Am 2, 4, 5 Anthro 102, 103, 104³², 109¹¹, 132³¹ Chicano 2, 7, 8 Ch Dev 1 Econ 1, 2, 10, 30⁹, 40³¹ Envstds 101 Geog 2, 14 History 1, 2, 3, 4, 5, 6, 11, 12¹³, 13¹³, 17, 18, 20, 38, 86³³, 88²⁸</p> <p>Jewish 1, 4, 25 Journal 105 Pol Sci 1, 2, 5, 7 Psych 1, 5, 11, 12, 13, 14, 41²⁶ Soc 1, 2, 3, 11, 21, 22, 25⁵, 35 Speech 122³²</p> <p>Course: _____ College _____ AP _____ Course: _____ College _____ AP _____ Course: _____ College _____ AP _____</p>			
<p>AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES (2 courses, one Physical Science and one Biological Science, which include at least one corresponding lab, 7-9 semester/9-12 quarter units.) Lab courses, marked by the symbol ‡, cannot apply in this area unless the lecture courses that are prerequisite or corequisite to the lab courses are also taken.</p> <p>A. PHYSICAL SCIENCES</p> <p>Astron 1, 5^{9‡} Chem 60^{16‡}, 68^{11,16‡}, 70^{15‡}, 101[‡], 102[‡], 211^{17‡}, 212^{5‡}, 221^{13‡} Earth 4³² Env Sci 1¹⁸, 7¹⁸ (Geology 10*), 22^{31‡} Geog 1, 3 (Meteor 3*), 15[‡] Geology 1, 6[‡], 10¹⁸ (Env Sci 7*) Oceano 1, 10[‡] Phys Sc 1¹⁹, 14^{26‡} Physics 6^{20‡}, 7^{20‡}, 12²¹, 37^{20‡}, 38^{20‡}, 39^{20‡}</p> <p>Course: _____ College _____ AP _____</p> <p>B. BIOLOGICAL SCIENCES</p> <p>Anatomy 1^{22‡} Anthro 101, 111^{‡23} Biology 3^{24‡}, 6[‡], 7[‡], 10[‡], 22^{31‡}, 25²⁴ Env Sci 2²⁶, 19^{26‡} Micro 20^{25‡} Physiol 1^{22‡} Psych 2</p> <p>Course: _____ College _____ AP _____</p>			
<p>AREA 6: LANGUAGE OTHER THAN ENGLISH: UC REQUIRED ONLY! Proficiency equivalent to two years of high school in the same foreign language with a grade of C or better; or satisfactory score on SAT II (documentation of high school credit or SAT score required); or one of the following equivalent college courses. See a counselor for other options.</p> <p>Armen 2²⁹ French 2, German 2, Hebrew 2 (Jewish St 12*), Italian 2, Spanish 2, 36¹⁸</p> <p>Course: _____ College _____ AP _____</p>			
<p>CSU UNITED STATES HISTORY, CONSTITUTION & AMERICAN IDEALS (not part of IGETC; may be completed prior to transfer, 6 units. (Effective Fall 05) may be completed with the following two courses:</p> <p>History 6 or 20 AND one of the following: Economics 10, History 11 OR Pol Sci 1 AND one of the following: Afro Am 4, 5, Chicano 8, Econ 10, History 5, 11, 12, 13, 17, 18</p>			

¹Mathematics 225 cannot be used with Statistics 1.

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

³Math 245 combined with 260: UC maximum credit: 4 units. Math 260 alone: UC maximum credit: 4 units.

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

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

⁶Course repeatable but UC maximum credit: one course.

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

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

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

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

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

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

¹⁵Chemistry 70, 210 or 221 combined: UC maximum credit allowed: two courses.

¹⁶No credit for Chemistry 60 or 68 if taken after Chemistry 101. Credit for Chemistry 60 or 68, not both.

¹⁷Credit for Chemistry 210 or 211, not both.

¹⁸This course counts ONLY if taken Fall 2001 or later.

¹⁹No credit for Physical Science 1 if taken after college course in Astronomy, Chemistry, Geology, or Physics.

²⁰Physics 6 or 7 combined with Physics 37, 38, or 39: UC maximum credit allowed: one series.

²¹No credit for Physics 12 if taken after 6 or 37.

²²Anatomy 1, Physiology 1, 8 or 9 combined: UC maximum credit: 8 units.

²³This course counts only if taken Fall 2000 or after.

²⁴Biology 3 and 25 combined: UC maximum credit: 1 course. No credit for 3 or 25 if taken after 6 or 7.

²⁵Microbiology 1 and 20: UC maximum credit allowed: one course.

²⁶This course counts only if taken Fall 2002 or later.

²⁸This course counts only if taken Fall 2003 or later.

²⁹This course counts only if taken Spring 2004 or later.

³⁰This course counts only if taken Fall 2005 or later.

³¹This course counts only if taken Spring 2006 or later.

³²This course counts only if taken Spring 2007 or later.

³³This course counts only if taken Fall 2007 or later.

IGETC and Advanced Placement Scores

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

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

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

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

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

AP Examination	IGETC Area	AP Examination	IGETC Area
Art History*	3A or 3B*	Japanese Language and Culture	3B and 6A
Biology	5B with lab	Latin Literature	3B and 6A
Calculus AB	2A	Latin: Virgil	3B and 6A
Calculus BC	2A	Macroeconomics	4
Chemistry	5A with lab	Microeconomics	4
Chinese Language and Culture	3B and 6A	Physics B	5A with lab
Comparative Government and Politics	4	Physics C electricity/magnetism	5A with lab
English Language	1A	Physics C mechanics	5A with lab
English Literature*	1A or 3B*	Psychology	4
Environmental Science	5A with lab	Spanish Language	3B and 6A
European History*	3B or 4*	Spanish Literature	3B and 6A
French Language	3B and 6A	Statistics	2A
French Literature	3B and 6A	U.S. Government and Politics	4
German Language	3B and 6A	U.S. History*	3B or 4*
Human Geography	4	World History*	3B or 4*
Italian Language and Culture	3B and 6A		

*AP exams may be used in either area regardless of where the certifying CCC's discipline is located.

California State University Transfer Requirements

Transfer Admission Requirements

1. **Students transferring as a Freshman or Sophomore:** If you have completed fewer than 60 transferable semester (90 quarter) units, you will qualify for lower division admission if you have a grade point average of 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. Nonresidents must meet the eligibility index for nonresidents. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Also some CSU campuses may require some college general education courses in addition to your high school record in order to qualify for lower division transfer admission. Please be aware that many CSU campuses have restrictions on lower-division transfers. Check with a counselor if you are interested in this option.
2. **Students transferring as a Junior:** If you have completed at least 60 transferable semester (90 quarter) units, have a grade point average of 2.0 (C or better) in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible for upper division admission.

a. Major Requirements

Los Angeles Valley College offers many of the lower division preparation courses required by the departmental majors. In some instances equivalent lower division courses are not available. **It is essential to refer to the appropriate California State University catalog for a list of departmental requirements and/or consult with a counselor for additional and up-to-date transfer information.**

b. General Education Requirements

Of the 60 (CSU) transferable units completed at least 30 semester (45 quarter) units are to be selected from courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the four basic subject requirements with a C or better in Written Communication, Oral Communication, Critical Thinking and Mathematics.

OR

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

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

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

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

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

c. Elective Unit Requirements

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

California State University, Northridge (CSUN) Transfer Requirements

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

Independent Universities

Transfer Admission Requirements

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

General Education Certification for California State Universities 2010-2011

This plan will satisfy lower division G.E. for the CSU system. You must petition the Graduation Office to have certification placed on your transcript. "Ef" indicates first term that course can be used on this plan. #-Indicates cross-listed pair. Only one course per pair may be taken for credit.

WARNING! Consult a Valley College counselor before taking courses outside Valley College to be used on this CSU general education plan, particularly if taking courses elsewhere in the LA College District. Every community college may apply its courses differently on general education, even if the course has the same course number and title. <b style="text-align: center;">C= COMPLETED IP= IN PROGRESS N= NEED	C	IP	N				
<p>A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING: 9 units (3 courses) with at least one course chosen from each of the three subcategories below: <u>Note:</u> Effective SP 2002 grades in Area A must be "C" or better.</p> <p>1. Oral Communication: Speech 101, 102, 151</p> <p>2. Written Communication: English 101</p> <p>Course: _____ College _____ AP: _____</p> <p>3. Critical Thinking: English 102, 103 (suggested for CSULA) Philos 6, 9 (Ef F00-SU04) & (reinstated Ef SP 06) Psych 66 Speech 104, 105</p>							
<p>B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING: 9 units (3-4 courses) with at least one course from each of the four subcategories below. At least one of the courses chosen must be a laboratory course. Acceptable laboratory courses are indicated by a † in the lists below. Single courses that contain both lecture and lab may count as lab courses as well as Physical or Biological Science courses.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 70†, 101†, 102† Earth 4 Env Sci 1,7# Geog 1, 3# Geology 1, 10# Meteor 3# Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†</p> </td> <td style="vertical-align: top; width: 50%;"> <p>2. Biological Sciences: Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 10†, 22†, 25, 39, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p> </td> </tr> </table> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>3. Laboratory Activity: Any science course marked by a † in B1 or B2 will satisfy this requirement also. A laboratory course cannot apply unless student also takes the lecture course that is prerequisite or corequisite to that laboratory course.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†, </td> <td style="vertical-align: top; width: 50%;"> Geology 6† Oceano 10† Phys Sc 14† </td> </tr> </table> <p>4. Mathematics and Quantitative Reasoning: Math 215, 225, 227, 238, 240, 245, 260, 265, 266 Stat 1 <u>Note:</u> Effective SP 2002 grade in this section (B4) must be "C" or better.</p> <p>Course: _____ College _____ AP: _____</p>	<p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 70†, 101†, 102† Earth 4 Env Sci 1,7# Geog 1, 3# Geology 1, 10# Meteor 3# Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†</p>	<p>2. Biological Sciences: Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 10†, 22†, 25, 39, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p>	Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†,	Geology 6† Oceano 10† Phys Sc 14†			
<p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 70†, 101†, 102† Earth 4 Env Sci 1,7# Geog 1, 3# Geology 1, 10# Meteor 3# Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†</p>	<p>2. Biological Sciences: Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 10†, 22†, 25, 39, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p>						
Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†,	Geology 6† Oceano 10† Phys Sc 14†						

General Education Certification for California State Universities 2010-2011

	C	IP	N
<p>C. ARTS, AND HUMANITIES: 9 units (3 courses) with at least one from area 1 and one from area 2 below:</p> <p>1. Arts: Art 101, 102, 103, 105, 109, 115, 116, 201, 501 Brdcstg 26 Cinema 104 (Ef F99), 105, 107</p> <p>2. Other Humanities: Literature: Afro Am 20#; Chicano 37#, 42 English 203, 204, 205, 206, 207, 208, 212, 213#, 215, 234#, 252, 253 Jewish 6#, 35# Spanish 12, 46# Speech 130 Theater 125#</p> <p>Philosophy: Anthro 121 History 7#, 47, 49 Philos 1, 12, 14, 20, 30, 33#, 35#</p> <p>Foreign Languages: Armen 1, 2 French 1 (or 21 or 22), 2, 3, 4</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>			
<p>D. SOCIAL SCIENCES: 9 units (3 courses) from at least two numbered areas below. *The American Institutions Requirement may be completed as part of the 9 units required in Area D. *The AMERICAN INSTITUTIONS REQUIREMENT: (Effective Fall 05) may be completed with two courses: <u>History 6 or 20</u> AND one of the following: <i>Economics 10, History 11</i> OR <u>Political Science 1</u> AND one of the following: <i>African American Studies 4, 5, Chicano Studies 8, Economics 10, History 5, 11, 12, 13, 17, 18</i></p> <p>(0) Soc 1, 2, 3 (Ef F98), 4 (Ef SP 07), 25 (Ef F98), 35 (1) Anthro 102, 103, 104 (Ef SP 07), 109, 110, 132, 141 (2) Econ 1, 2, 5, 10, 30, 40 (3) Soc 2, 11; Afro Am 4, 5; Anthro 132; Chicano 7, 8 (4) Anthro 109; History 88; Human 6, 8; Soc 22 (5) Geog 2</p> <p>(6) Afro Am 4, 5; Chicano 7, 8; Econ 10, History 1, 2, 3, 4, 5, 6, 11, 12, 13, 17, 18, 29, 38, 46, 47, 49, 86, 88; Jewish 25 (7) Afro Am 4, 5; Brdcstg 1; Chicano 7, 8; Ch Dev 1, 42; Envstds 101; Journal 105; Speech 122 (Ef SP07) (8) Afro Am 4, 5; Chicano St 7, 8; History 5, 6, 11, 12, 13, 20; Pol Sci 1, 2, 5, 7; Law 3 (9) Psych 1, 5, 11, 12, 13, 14, 41</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>			
<p>E. LIFELONG UNDERSTANDING & SELF-DEVELOPMENT: 3 units (minimum 1 course) : (only 1 unit of DanceSt/DanceTq/Dncespc/PE may be used)</p> <p>Afro Am 2 Chicano 2 DanceSt 452, 801, 814, 819, 820, 822, 860 DanceTq 225, 290, 440, 446, 460, 462, 463, 487 (Ef F07), 696 DnceSpc 490 Fam &CS 31# Health 11</p> <p>Jewish 1 Persdev 20 Phys Ed 95, 96, 97, 100- 699; 911, 921, 931, 941 Psych 3, 41, 60 Soc 12#, 21 Speech 121</p>			

CSU Systemwide Credit for External Examinations

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

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

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

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

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

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

INTERNATIONAL BACCALAUREATE (IB)

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

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

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

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

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

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

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

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

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

ASSOCIATE DEGREE PROGRAMS

Los Angeles Valley College Graduation Requirements

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

These requirements apply to students entering for the first time beginning Fall 2009. *Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the graduate requirements listed in the catalog in effect at the time of their initial enrollment.*

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

- I. **Unit Requirement:** A minimum of 60 semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. **Scholarship Requirement:** A C (2.0) grade-point-average or better in all work attempted in the curriculum upon which the degree is based.
- III. **Residence Requirement:** (1) Completion of at least 12 units of credit in residence, (i.e., at Los Angeles Valley College), and (2) Attendance at the college during the semester in which the requirements are completed.
- IV. **General Competencies:** Students must demonstrate competence in reading, in written expression, and in mathematics. The following courses and examinations are approved to meet the competency requirements for the associate degree as defined in Board Rule 6201.12.
 - A. **Reading & Written Expression Competency**
The competency requirement in reading and written expression for the Associate Degree may be met by completion of the following course (or its equivalent at another college) with a grade of C or better.
English 101- College Reading and Composition
 - B. **Mathematics Competency requirements may be met by:**
 1. Completion of one of the following courses (or its equivalent at another college) with a grade of C or better:
Mathematics 125, 215, 225, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275
 - OR
 2. Placement into a transfer level mathematics course.
 - OR
 3. A score of 3 or higher on one of the following AP Exams:
 - Calculus AB
 - Calculus BC
 - Statistics

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

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

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

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

The following table shows this difference between the two plans:

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

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

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

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

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

Many students intending to transfer to a UC or CSU school may find that the Liberal Arts and Sciences major under Plan B is the most advantageous choice for them. The Plan B Liberal Arts and Sciences major allows the student to maximize the amount

of university course requirements that can also be applied to the Associate Degree, thus reducing the total number of courses needed for both the Associate Degree and transfer.

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

Multiple or Additional Associate Degrees

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

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

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

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



Los Angeles Valley College - Associate Degree General Education Requirements - PLAN A 2010-2011

GENERAL EDUCATION REQUIREMENTS: Minimum of 30 semester units.

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

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

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

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

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N
A. NATURAL SCIENCES				
3 Semester Units minimum				
Anatomy 1*	Geology 1, 6*, 10#			
Anthro 101, 111*	Meteor 3#			
Astron 1, 5*	Micro 20*			
Biology 3, 6*, 7*, 10, 22, 25, 40*	Oceano 1, 10*			
Chem 51, 60*, 68*, 70*, 101*102*	Phys Sc 1, 14*			
Earth 4	Physics 6*, 7*, 12*, 37*, 38*			
Env Sci 1*, 2, 7#, 19*, 22*	Physiol 1*			
Geog 1, 3#, 9, 15*	Psych 2*			
Other College _____	Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES				
9 Semester Units minimum				
B1. AMERICAN INSTITUTIONS (3 Semester Units minimum)				
Afro Am 4,5	History 5, 6, 11, 12, 13, 17, 18, 20			
Chicano 7, 8	Pol Sci 1			
Econ 10				
B2. SOCIAL AND BEHAVIORAL SCIENCES (3 Semester Units minimum)				
Anthro 102, 103, 104, 109, 110#, 132, 141	Human 6, 8			
Brdcstg 1	Jewish 25			
Ch Dev 1, 42	Journal 105			
Chicano 2	Law 3			
Econ 1, 2*, 5, 30, 40	Pol Sci 2, 5, 7			
Envstds 101	Psych 1, 5*, 11*, 12*, 13*, 14*, 41*, 66			
Fam & CS 31#	Soc 1, 2, 3, 4, 11, 12#, 21, 22, 25, 35			
Geog 2, 14, 45#	Soc Sci 1			
History 1, 2, 3, 4, 29, 38, 82, 86, 88	Speech 122			
B3. Minimum of 3 additional semester units from B1 or B2 above.				
Other College _____	Advanced Placement _____			

*This course has a prerequisite or co-requisite.

#Cross-referenced course.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN A 2010-2011

C= COMPLETED IP= IN PROGRESS N= NEED	C	IP	N
<p>C. HUMANITIES 3 Semester Units minimum</p> <p>Afro Am 20# Hebrew 1#, 2##, 9#, 10# Anthro 121 History 7, 47, 49 Armen 1, 2* Human 1, 2, 3, 6, 30, 31, 90 Art 101, 102, 103, 105, 109, 115, 116, 201, 501 Italian 1, 2*, 3*, 4* Brdstg 26 Jewish 2, 6, 9#, 10#, 11#, 12##, 35# Chicano 37#, 42#, 44# Ling 1# Cinema 104, 105, 106, 107 Music 101, 111, 121*, 122*, 136, 141 DanceSt 801 Philos 1, 12, 14, 20, 30, 33, 35# English 105#, 203*, 204*, 205*, 206*, 207*, 208*, Spanish 1 (or 21 or 22), 2*, 3*, 4*, 5*, 6*, 9, 10, 212*, 213##, 215*, 218, 234#, 252*, 253* 12#, 16#, 35, 36, 46# French 1 (or 21 or 22), 2*, 3*, 4*, 10 Speech 130 German 1, 2*, 3*, 4* Theater 100, 110, 112, 125##</p> <p>Other College _____ Advanced Placement _____</p>			
<p>D. LANGUAGE AND RATIONALITY 12 Semester Units minimum</p> <p>D1. ENGLISH COMPOSITION (3 Semester Units minimum) Bus 32## Journal 101, 202* CAOT 32## English 28*, 101*, 102*, 363*</p> <p>D2. COMMUNICATION AND ANALYTICAL THINKING (6 Semester Units minimum) Co Sci 801 Psych 66 English 103 Speech 101, 102, 104, 105*, 151 Math 120*, 125*, 215*, 225*, 227*, 238*, 240*, Stat 1*, 2* 245*, 260*, 265*, 266* Philos 6, 9</p> <p>D3. Minimum of 3 additional semester units from D1 or D2 above.</p> <p>Other College _____ Advanced Placement _____</p>			
<p>E. HEALTH AND PHYSICAL EDUCATION 3 Semester Units minimum</p> <p>E1. HEALTH EDUCATION (2 Semester Units minimum) Health 11 Resp Th 2* Nrsce 101*</p> <p>E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) DanceSt 452, 801, 819, 822, 860 Phys Ed 95, 96, 97, 100-699 DanceTq 225, 290, 437, 440, 446, 460, 462, 463, P.E. 702, 722 469, 487, 696 Psych 60 Dncespc 490</p> <p style="text-align: right;">Military Credit (if applicable) _____</p>			
<p>Major / Area of Emphasis:</p> <p>Major Courses (min. 18 units)</p>			
<p>Electives</p>			
<p>Competency Met: Eng: Course _____ Math: Course _____ Test _____</p> <p style="text-align: right;">TOTAL</p>			

*This course has a prerequisite or co-requisite.

#Cross-referenced course.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN B 2010-2011

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

THIS FORM SUBJECT TO CHANGE EACH YEAR		C	IP	N
A. NATURAL SCIENCES 3 Semester Units minimum				
Anatomy 1*	Geology 1, 6*, 10#			
Anthro 101, 111*	Meteor 3#			
Astron 1, 5*	Micro 20*			
Biology 3, 6*, 7*, 10, 22, 25, 40*	Oceano 1, 10*			
Chem 51, 60*, 68*, 70*, 101*102*	Phys Sc 1, 14*			
Earth 4	Physics 6*, 7*, 12*, 37*, 38*			
Env Sci 1*, 2, 7#, 19*, 22*	Physiol 1*			
Geog 1, 9, 15*	Psych 2*			
Other College _____	Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES 3 Semester Units minimum				
B1. AMERICAN INSTITUTIONS				
Afro Am 4, 5	History 5, 6, 11, 12, 13, 17, 18, 20			
Chicano 7, 8	Pol Sci 1			
Econ 10				
Other College _____	Advanced Placement _____			
C. HUMANITIES 3 Semester Units minimum				
Afro Am 20#	Hebrew 1#, 2#*, 9#, 10#			
Anthro 121	History 7, 47, 49			
Armen 1, 2*	Human 1, 2, 3, 6, 30, 31, 90			
Art 101, 102, 103, 105, 109, 115, 116, 201, 501	Italian 1, 2*, 3*, 4*			
Brdcstg 26	Jewish 2, 6, 9#, 10#, 11#, 12#*, 35#			
Chicano 37#, 42#, 44#	Ling 1#			
Cinema 104, 105, 106, 107	Music 101, 111, 121*, 122*, 136, 141			
DanceSt 801	Philos 1, 12, 14, 20, 30, 33, 35#			
English 105#, 203*, 204*, 205*, 206*, 207*, 208*, 212*, 213#*, 215*, 218, 234#, 252*, 253*	Spanish 1 (or 21 or 22), 2*, 3*, 4*, 5*, 6*, 9, 10, 12#, 16#, 35, 36, 46#			
French 1 (or 21 or 22), 2*, 3*, 4*, 10	Speech 130			
German 1, 2*, 3*, 4*	Theater 100, 110, 112, 125#*			
Other College _____	Advanced Placement _____			
D. LANGUAGE AND RATIONALITY 6 Semester Units minimum				
D1. ENGLISH COMPOSITION (3 Semester Units minimum)				
Bus 32#*	Journal 101, 202*			
English 28*, 101*, 102*, 363*	CAOT 32#*			
D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum)				
Co Sci 801	Psych 66			
English 103	Speech 101, 102, 104, 105*, 151			
Math 120*, 125*, 215*, 225*, 227*, 238*, 240*, 245*, 260*, 265*, 266*	Stat 1*, 2*			
Philos 6, 9				
Other College _____	Advanced Placement _____			
E. HEALTH AND PHYSICAL EDUCATION 3 Semester Units minimum				
E1. HEALTH EDUCATION (2 Semester Units minimum)				
Health 11	Resp Th 2*			
Nrsce 101*				
E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum)				
DanceSt 452, 801, 819, 822, 860	Phys Ed 95, 96, 97, 100-699	Military Credit		
DanceTq 225, 290, 437, 440, 446, 460, 462, 463, 469, 487, 696	P.E. 702, 722	(if applicable)		
DnceSpc 490	Psych 60	_____		

*This course has a prerequisite or co-requisite.

#Cross-referenced course.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN B 2010-2011

Major / Area of Emphasis:			
Major Courses (min. 36 units)			
Electives			
Competency Met: Eng: Course _____ Math: Course _____ Test _____	TOTAL		

C = Completed IP = In Progress N = Need

LAVC GE and Advanced Placement Scores

A SCORE OF 3, 4, OR 5 IS REQUIRED TO GRANT CREDIT FOR LAVC GENERAL EDUCATION.

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

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

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

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

CERTIFICATE PROGRAMS

Students who successfully complete a sequence of college courses leading toward specific areas of employment will be issued either a Certificate of Achievement or Skills Certificate (listed on page 20). These certificates are designed for those students who have a limited time to pursue their formal education and who wish to specialize in a particular area that is employment oriented. Petitions for certificates are available in the Office of Academic Affairs (Admin 101).

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

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

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

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

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

Associate Degree with a Certificate

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

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



High Definition Broadcasting Class



DEGREES AND CREDIT CERTIFICATES

ADMINISTRATION OF JUSTICE

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

(Program Code 210500)

PLAN A

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

IN ADDITION, COMPLETE ONE COURSE FROM THE FOLLOWING: 3

Adm Jus 6	Patrol Procedures	(3)
Adm Jus 8	Juvenile Procedures	(3)
Adm Jus 24	Introduction to Counseling	(3)
Adm Jus 27	Police Administration	(3)
Adm Jus 39	Probation and Parole	(3)
Adm Jus 42	Advanced Criminal Law	(3)
Adm Jus 49	Narcotics and Vice Control	(3)
Adm Jus 54	Interrogation	(3)
Adm Jus 67	Community Policing	(3)
Adm Jus 84	Security Administration	(3)
Adm Jus 385	Directed Study- Administration of Justice	(3)

Total: 21

CORRECTIONAL SCIENCE (AA)

(Program Code 210510)

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

REQUIRED COURSES:

Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 39	Probation and Parole	3
Adm Jus 75	Introduction to Corrections	3
Adm Jus 306	Correctional Report Writing	3
Adm Jus 308	Correctional Control and Supervision	3
Adm Jus 309	Correctional Interviewing and Counseling	3
Adm Jus 425	Legal Aspects of Corrections	3

Total: 21

CERTIFICATE REQUIREMENTS

The Administration of Justice Certificate can lead to positions such as:
 Police Officer Deputy Sheriff
 California Highway Patrol Officer Adult Correctional Officer
 Youth Correctional Officer Custody Assistant
 Detention Officer Security Guard

Certificate of Achievement in Administration of Justice

(Program Code 210500)

REQUIRED COURSES:

Adm Jus 1	Introduction to Administration of Justice	3
Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 3	Legal Aspects of Evidence	3

Adm Jus 4	Principles and Procedures of the Justice System	3
Adm Jus 5	Criminal Investigation	3
PLUS 9 UNITS FROM THE FOLLOWING LIST:		9
Adm Jus 6	Patrol Procedures	(3)
Adm Jus 8	Juvenile Procedures	(3)
Adm Jus 14	Report Writing	(3)
Adm Jus 24	Introduction to Counseling	(3)
Adm Jus 27	Police Administration	(3)
Adm Jus 39	Probation and Parole	(3)
Adm Jus 42	Advanced Criminal Law	(3)
Adm Jus 49	Narcotics and Vice Control	(3)
Adm Jus 54	Interrogation	(3)
Adm Jus 67	Community Policing	(3)
Adm Jus 75	Introduction to Corrections	(3)
Adm Jus 385	Directed Study- Administration of Justice	(3)

Total: 24

Certificate of Achievement in Correctional Science

(Program Code 210510)

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

REQUIRED COURSES:

Adm Jus 2	Concepts of Criminal Law	3
Adm Jus 39	Probation and Parole	3
Adm Jus 75	Introduction to Corrections	3
Adm Jus 306	Correctional Report Writing	3
Adm Jus 308	Correctional Control and Supervision	3
Adm Jus 309	Correctional Interviewing and Counseling	3
Adm Jus 425	Legal Aspects of Corrections	3

Total: 21

Certificate of Achievement in Homeland Security

(Program Code 210501)

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

REQUIRED COURSES:

Adm Jus 427	Understanding Contemporary Terrorism	3
Adm Jus 433	Weapons of Mass Destruction	1
Adm Jus 436	A History of Terrorism	3
Adm Jus 437	Introduction to Homeland Security	3
Adm Jus 438	Theories and Psychology of Terrorism	3
Adm Jus 439	Terrorism and Counter-terrorism	3
Adm Jus 441	First Responders for Homeland Security	3

Total: 19

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

ANTHROPOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

(Program Code 220200)

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

Anthropology also provides a strong foundation for those considering careers in fields such as health care, child development, business, finance, marketing, sociology, journalism, foreign service, and the legal professions.

PLAN A

Core:

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

IN ADDITION, COMPLETE 6 UNITS FROM THE FOLLOWING: 6

Anthro 109	Gender, Sex and Culture	(3)
Anthro 110	Food and Culture	(3)
	OR	
Geog 45	Food and Culture	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Anthro 132	Native Peoples of North America	(3)
Anthro 141	Culture, Illness and Healing	(3)

Total: 20

CERTIFICATE REQUIREMENTS

Skills Certificate in Cultural Competency

(Program Code 220201)

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

REQUIRED COURSES:

6 units selected from among the following courses: 6

Anthro 102*	Human Ways of Life: Cultural Anthropology	(3)
Geog 2*	Cultural Elements of Geography	(3)
Anthro. 104	Human Language and Communication	(3)
Anthro 109	Gender, Sex and Culture	(3)
Anthro 110	Food and Culture	(3)
	OR	
Geog 45	Food and Culture	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Anthro 132	Native Peoples of North America	(3)
Anthro 141	Culture, Illness & Healing	(3)

(*at least one of the courses needs to be either Anthropology 102 or Geography 2)

PLUS 3 UNITS FROM THE FOLLOWING LIST 3

Afro Am 2	The African-American in Contemporary Urban Society	(3)
Chicano 2	The Mexican-American in Contemporary Society	(3)
History 9	Ethnic America	(3)
Jewish 1	The Jew in America	(3)
Soc 11	Race & Ethnic Relations	(3)

Total: 9

ART

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN B

Core:

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

Core Total: 15

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Graphic Design Option

(Program Code 101300)

Art 600	Lettering	3
Art 604	Graphic Design	3
Art 605	Graphic Design II	3
Art 618	Advertising Photo/Graphics I	4
Art 620	Illustration I	3
Art 626	Art Production Methods	3

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING: 6

Art 202*	Drawing II	(3)
Art 204	Life Drawing I	(3)
Art 205	Life Drawing II	(3)
Art 300	Introduction to Painting	(3)
Art 606	Graphic Design III	(3)
Art 609	Advertising Design Field Work I	(2)
Art 610	Advertising Design Field Work II	(2)
Art 619	Advertising Photo/Graphics II	(4)
Art 621	Illustration II	(3)

Option Total: 25

Total of Core plus Option: 40

Three Dimensional Design Option

(Program Code 100220)

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

PLUS 12 UNITS CHOSEN FROM THE FOLLOWING: 12

Art 112	Current Art Events	(3)
Art 185	Directed Study - Art Honors	(1)
Art 285	Directed Study - Art Honors	(2)
Art 385	Directed Study - Art Honors	(3)
Art 709	Ceramics I	(3)
Art 710	Ceramics II	(3)
Art 711	Ceramics III	(3)

Option Total: 21

Total of Core plus Option: 36

Two Dimensional Studio Option

(Program Code 100210)

Art 202*	Drawing II	3
Art 204	Life Drawing I	3
Art 300	Introduction to Painting	3
Art 400*	Introduction to Printmaking	3

PLUS 12-13 UNITS CHOSEN FROM THE FOLLOWING: 12-13

Art 112	Current Art Events	(3)
Art 185	Directed Study - Art Honors	(1)
Art 203	Drawing III	(3)
Art 205	Life Drawing II	(3)
Art 206	Life Drawing III	(3)
Art 207	Life Drawing IV	(3)
Art 285	Directed Study - Art Honors	(2)
Art 301	Watercolor Painting I	(3)

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

Art 302	Watercolor Painting II	(3)
Art 304	Acrylic Painting I	(3)
Art 305	Acrylic Painting II	(3)
Art 307	Oil Painting I	(3)
Art 308	Oil Painting II	(3)
Art 309	Oil Painting III	(3)
Art 385	Directed Study – Art Honors	(3)
Art 402	Etching I	(3)
Art 403	Lithography I	(3)
Art 404	Lithography II	(3)
Art 407	Relief Printmaking I	(3)
Art 408	Relief Printmaking II	(3)
Art 411	Printmaking Studio	(1)
Art 620	Illustration I	(3)

Option Total: 24-25

Total of Core plus Option: 39-40

CERTIFICATE REQUIREMENTS

The Graphic Design Certificate leads to positions such as:
Art Director Illustrator Production Artist

Certificate of Achievement in Graphic Design

(Program Code 103000)

REQUIRED COURSES:

Art 501	Beginning Two-Dimensional Design	3
Art 201	Drawing I	3
Art 600	Lettering I	3
Art 604	Graphic Design I	3
Art 605	Graphic Design II	3
Art 618	Advertising Photo/Graphics I	4
Art 619	Advertising Photo/Graphics II	4
Art 620	Illustration I	3
Art 626	Art Production Methods I	3

PLUS 1 ADDITIONAL COURSE FROM THE FOLLOWING: 3

Art 606	Graphic Design III	(3)
Art 621	Illustration II	(3)

Total: 32

ART HISTORY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 100200)

Core:

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

6 UNITS FROM THE FOLLOWING, 3 OF WHICH MUST BE FROM COLUMN A: 6

COLUMN A

Art 103	Art Appreciation	(3)
Art 105	Intro Survey of Asian Art	(3)
Art 109	Intro Survey of the Arts of Africa, Oceania, Native America	(3)

COLUMN B

Art 112	Current Art Events	(3)
Art 115	Intro Survey of Modern Art	(3)
Art 116	History of Women and Art	(3)

Total: 21

ASTRONOMY

CERTIFICATE REQUIREMENTS

Skills Certificate in Scientific Visualization

(Program Code 061601)

This skills certificate is designed train students in the various aspects of creating programs to communicate scientific information for venues such as museums, planetariums, and private industry. Courses cover computer applications, music and narration selection and appropriate visual element selection.

Core:

Mediart 102	Introduction to Media Arts	3
Music 161	Introduction to Electronic Music	3
Astron 12	Scientific Visualization	3
	OR	
Earth 10	Scientific Visualization	2
Co Sci 884	Navigating the Internet	

Core Total: 11

Audio Specialty Option

CORE COURSES PLUS 6 UNITS FROM THE FOLLOWING:		6
Music 265	Recording Arts Workshop	(3)
Music 111	Music Appreciation	(3)
Music 141	Jazz Appreciation	(3)

Option Total: 6

Total of Core Plus Option: 17

Media Specialty Option

Mediart 103	Digital Imaging & Motion Graphics for Film & TV	3
CAOT 124	Introduction to Image Creation for the Office Professional	3

Option Total: 6

Total of Core Plus Option: 17

BIOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

(Program Code 040100)

Biology 6	General Biology I	5
Biology 7	General Biology II	5
Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5

Total: 20

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

BROADCASTING

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 060400)

Brdcstg 1	Fundamentals of Radio/Television	3
Brdcstg 3	Voice and Diction for Radio/Television	3
Brdcstg 10	Radio Programming and Production	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Brdcstg 46	Fundamentals of Television Production	4
		Total: 19

PLAN B

Core:

Brdcstg 1	Fundamentals of Radio & TV Broadcasting	3
Brdcstg 3	Voice & Diction for Radio & TV	3
Brdcstg 10	Radio Programming and Production	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Brdcstg 46	Fundamentals of Television Production	4
		Core Total: 19

IN ADDITION, COMPLETE ONE OF THE OPTIONS LISTED BELOW:

Performance Option

(Program Code 060401)

Brdcstg 5	Radio and Television Acting	3
Brdcstg 17	Industrial and Commercial Voice-over Techniques	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 22	Radio/Television Activities	1
Brdcstg 28	Television Announcing I	3
Brdcstg 31*	Advanced Voice-Over	3
Brdcstg 45*	Advanced Workshop for TV Acting and Directing	3
		Option Total: 19

Total of Core plus Option: 38

Radio Option

(Program Code 060410)

Speech 101	Oral Communication I	3
Brdcstg 10 (adv)	Radio Programming and Production	3
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 22*	Radio/Television Activities	1
Brdcstg 31*	Advanced Voice-Over	3
Speech 130	Intro to Oral Interpretation of Literature	3
		Option Total: 19

Total of Core plus Option: 38

Television Option

(Program Code 060420)

Brdcstg 5	Radio and Television Acting	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 28	Television Announcing I	3
Brdcstg 45	Advanced Workshop for TV Acting and Directing	3
Brdcstg 46 (adv)	Fundamentals of Television Production	4
Brdcstg 81*	Field Work I - Broadcasting	1
Brdcstg 82*	Field Work II - Broadcasting	2
		Option Total: 19

Total of Core plus Option: 38

CERTIFICATE REQUIREMENTS

Broadcasting Certificate leads to positions such as:
Radio Production
On-Air Talent
Television Production

Certificate of Achievement in Broadcasting

Core:

Brdcstg 1	Fundamentals of Radio/Television Broadcasting	3
Brdcstg 3	Voice and Diction for Radio/Television Broadcasting	3
Brdcstg 10	Radio Programming and Production	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Brdcstg 46	Fundamentals of Television Production	4
Co Sci 801	Introduction to Computers and Their Uses	3
		Core Total: 22

IN ADDITION TO THE COURSES LISTED ABOVE, COMPLETE ONE OF THE OPTIONS, RADIO, TELEVISION OR PERFORMANCE AS LISTED BELOW:

Performance Option

(Program Code 060401)

Brdcstg 5	Radio and Television Acting	3
Brdcstg 45*	Advanced Workshop for TV Acting and Directing	3
PLUS 2 ADDITIONAL APPROVED COURSES (6 UNITS) FROM:		6
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	(3)
Brdcstg 22*	Radio/Television Activities	(1)
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio and Television	(3)
Brdcstg 28	Television Announcing I	(3)
Brdcstg 31*	Advanced Voice Over	(3)

Option Total: 10

Total of Core plus Option: 32

Radio Option

(Program Code 060410)

Speech 101	Oral Communication I	3
Brdcstg 10 (Adv)	Radio Programming and Production	3
PLUS 1 ADDITIONAL APPROVED COURSE (3 UNITS) FROM:		3
Brdcstg 11	Digital Audio Editing and Production	(3)
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	(3)
Brdcstg 21	Radio and Television Advertising and Sales	(3)
Brdcstg 22*	Radio/Television Activities	(1)
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio and Television	(3)
Speech 130	Introduction to Oral Interpretation of Literature	(3)

Option Total: 9

Total of Core plus Option: 31

Television Option

(Program Code 060420)

Brdcstg 45*	Advanced Workshop for TV Acting and Directing	3
Brdcstg 46 (Adv)*	Fundamentals of Television Production	4
PLUS 1 ADDITIONAL COURSE FROM:		3
Brdcstg 5	Radio and Television Acting	(3)
Brdcstg 11	Digital Audio Editing and Production	(3)
Brdcstg 21	Radio and Television Advertising and Sales	(3)
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio and Television	(3)
Brdcstg 28	Television Announcing I	(3)
Brdcstg 81*	Field Work I - Broadcasting	(1)
Brdcstg 82*	Field Work II - Broadcasting	(2)

Option Total: 10

Total of Core plus Option: 32

BUSINESS

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A (See Economics Major)

PLAN B

Core:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II		
CAOT 82	Microcomputer Software Survey		3
Bus 1	Introduction to Business		3
Mgmt 31	Human Relations for Employees		3
Bus 5 or Law 1	Business Law I		3
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:			3-5
Bus 38	Business Computations		(3)
Math 115	Elementary Algebra		(5)
Math 225*	Introductory Statistics		(3)
Math 238*	Calculus for Business and Social Sciences I		(3)
Stat 1	Elementary Statistics I for the Social Sciences		(3)

Core Total: 20-23

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Accounting Option

(Program Code 050200)

Acctg 2*	Introductory Accounting II	5
Acctg 3*	Intermediate Accounting	3
Acctg 15*	Tax Accounting I	3
Mgmt 48	Management Systems and Procedures	3
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		
Acctg 11	Cost Accounting	(3)
Acctg 16*	Tax Accounting I	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)

Option Total: 17

Total of Core plus Option: 37-40

Banking and Finance Option

(Program Code 050400)

Finance 8	Personal Finance and Investments	3
PLUS 14 UNITS CHOSEN FROM THE FOLLOWING:		
Acctg 2	Introductory Accounting II	(5)
Econ 1	Principles of Economics I	(3)
Econ 2*	Principles of Economics II	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Real Es 7	Real Estate Finance I	(3)

Option Total: 17

Total of Core plus Option: 37-40

Management Option

(Program Code 050630)

Mgmt 48	Management Systems and Procedures	3
Econ 1	Principles of Economics I	3
Psych 1	General Psychology I	3
Intbus 1	International Trade	3
Acctg 2*	Introductory Accounting II	5
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship	(3)

Option Total: 20

Total of Core plus Option: 40-43

Marketing Option

(Program Code 050900)

Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Intbus 1	International Trade	3

PLUS 5-6 UNITS CHOSEN FROM THE FOLLOWING: 5-6

Acctg 2*	Introductory Accounting II	(5)
Acctg 3*	Intermediate Accounting	(3)
Acctg 11	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)
Bus 6	Business Law II	(3)
Market 33	Retail Buying	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship I	(3)
Mgmt 48	Management Systems & Procedures	(3)

Option Total: 20-21

Total of Core plus Option: 40-44

Real Estate Option

(Program Code 051100)

Real Es 1	Real Estate Principles	3
Real Es 3	Real Estate Practices	3
Real Es 5*	Legal Aspects of Real Estate I	3
Real Es 7*	Real Estate Finance I	3
Real Es 9*	Real Estate Appraisal	3

ONE (1) OF THE FOLLOWING COURSES 3-5

Real Es 11	Escrow Principles	(3)
Real Es 12	Escrow Practices	(3)
Real Es 14	Property Management	(3)
Real Es 21*	Real Estate Economics	(3)
Real Es 24	Common-Interest Developments	(3)
Acctg 2*	Introductory Accounting II	(5)
Acctg 3*	Intermediate Accounting	(3)
Acctg 11	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)

Option Total: 18-20

Total of Core plus Option: 38-43

Business, Continued

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

*Business, Continued***CERTIFICATE REQUIREMENTS**

The Department of Business offers Certificates in the following programs:

Accounting	Banking
Bank Management	Business Management
Credit Administration	Finance
Marketing	Real Estate

Certificate of Achievement in Accounting

(Program Code 050200)

The Accounting Certificate can lead to positions such as:

Accountant	Bookkeeper
Accounts Payable	Clerk Cashier

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II	}	5
Acctg 2*	Introductory Accounting II		
Acctg 3*	Intermediate Accounting		3
Acctg 15*	Tax Accounting I		3
CAOT 82	Microcomputer Software Survey		3
	OR		
CAOT 85	Basic Spread Sheet Applications		3
PLUS 6 UNITS ELECTIVES FROM THE FOLLOWING LIST:			6
Acctg 11*	Cost Accounting		(3)
Acctg 16*	Tax Accounting II		(3)
Acctg 20*	Managerial Accounting		(3)
Mgmt 48	Management Systems and Procedures		(3)

Total: 25-26

Certificate of Achievement in Bank Management

(Program Code 050401)

The Bank Management Certificate can lead to positions such as:

Bank Manager	Operations Officer
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REQUIRED COURSES:

Bus 38	Business Computations		3
Bus 31	Business English		3
Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II	}	3
Finance 8	Personal Finance and Investments		
Mgmt 31	Human Relations for Employees		3
Bus 5	Business Law I		3
Econ 2*	Principles of Economics II		3
Co Sci 830	Microcomputer Applications Software		3
Bus 1	Introduction to Business		3
Real E 7*	Real Estate Finance I		3

Total: 32-33

Certificate of Achievement in Banking

(Program Code 050402)

The Banking Certificate can lead to positions such as:

Teller	Accounts Desk	Management Trainee
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REQUIRED COURSES:

Bus 38	Business Computations		3
Bus 31	Business English		3
Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II	}	3
Finance 8	Personal Finance and Investments		
Mgmt 31	Human Relations for Employees		3
Bus 5	Business Law I		3
Econ 2*	Principles of Economics II		3
Co Sci 830	Microcomputer Application Software		3

Total: 26-27

Certificate of Achievement in Business Management

(Program Code 050600)

The Business Management Certificate can lead to positions such as:

Assistant Department Manager	Department Manager
Personnel Manager	

REQUIRED COURSES:

Bus 1	Introduction to Business		3
Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II	}	3
Mgmt 31	Human Relations for Employees		
Co Sci 801	Introduction to Computers and their Uses		3
Mgmt 48	Management Systems and Procedures		3
Intbus 1	International Trade		3
PLUS 9 UNITS OF ELECTIVES FROM ANY OF THE FOLLOWING COURSES			9
Acctg 3*	Intermediate Accounting		(3)
Acctg 11*	Cost Accounting		(3)
Acctg 15*	Tax Accounting I		(3)
Acctg 16*	Tax Accounting II		(3)
Acctg 20*	Managerial Accounting		(3)
Acctg 25*	Automated Accounting Methods & Procedures		(3)
Bus 5	Business Law I		(3)
Bus 6	Business Law 2		(3)
Bus 38	Business Computations		(3)
Finance 2	Investments		(3)
Finance 8	Personal Finance and Investments		(3)
Mgmt 1	Principles of Management		(3)
Mgmt 13	Small Business Entrepreneurship		(3)
Real Es 1	Real Estate Principles		(3)
Real Es 3*	Real Estate Practices		(3)
Real Es 7*	Real Estate Finance		(3)
Real Es 9*	Real Estate Appraisal I		(3)
Real Es 10*	Real Estate Appraisal II		(3)
Real Es 18*	Real Estate Investments		(3)
Real Es 21*	Real Estate Economics		(3)

Total: 29-30

Certificate of Achievement in Credit Administration

(Program Code 050403)

The Credit Administration Certificate can lead to positions such as:

Credit Administrator	Loan Counselor
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REQUIRED COURSES:

Bus 38	Business Computations		3
Bus 31	Business English		3
Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II	}	3
Finance 8	Personal Finance and Investments		
Mgmt 31	Human Relations for Employees		3
Bus 5	Business Law I		3
Econ 2*	Principles of Economics II		3
Co Sci 830	Microcomputer Applications Software		3
Acctg 2*	Introductory Accounting II		5

Total: 31-32

An agreement between Los Angeles Valley College and the American Institute of Banking permits students to qualify for the A.I.B. certificates.

Certificate of Achievement in Escrow

(Program Code 051110)

The Escrow Certificate program is designed for students to receive the requisite skills needed to qualify for entry level employment as an escrow assistant or junior escrow officer. Students will receive training in forms completion, escrow theory and common practices associated with escrow services.

REQUIRED COURSES:

Real Es 1	Real Estate Principles	3
Real Es 3	Real Estates Practice	3
Real Es 5	Legal Aspects of Real Estate	3
Real Es 11	Escrow Principles	3
Real Es 12	Escrow Practices	3
PLUS 6 UNITS FROM THE FOLLOWING:		
Real Es 7	Real Estate Finance	(3)
Real Es 9	Real Estate Appraisal	(3)
Real Es 18	Real Estate Investments	(3)
Real Es 24	Common Interest Developments	(3)
PLUS ONE COURSE FROM THE FOLLOWING:		
Acctg 1	Introductory Accounting	(5)
Bus 1	Introduction to Business	(3)
Bus 5	Business Law	(3)
Bus 32#	Business Communications	(3)

Total: 24-26

Certificate of Achievement in Finance

(Program Code 050404)

The Finance Certificate can lead to positions such as:

Loan Clerk	Underwriter
Insurance Agent	Actuarial Clerk
Brokerage Clerk	Mortgage Clerk
Claims Adjuster	

REQUIRED COURSES:

Bus 38	Business Computations	}	3-5
	OR		
Math 238*	Calculus for Business & Social Sciences	}	5-6
Acctg 1	Introductory Accounting I		
	OR		
Acctg 21 & 22	Bookkeeping and Accounting I & II		
Finance 8	Personal Finance and Investment		3
PLUS 15 UNITS OF ELECTIVES FROM ANY OF THE FOLLOWING COURSES			15
Acctg 3*	Intermediate Accounting		(3)
Acctg 11*	Cost Accounting		(3)
Acctg 15*	Tax Accounting I		(3)
Acctg 16*	Tax Accounting II		(3)
Acctg 20*	Managerial Accounting		(3)
Acctg 25*	Automated Accounting Methods & Procedures		(3)
Bus 5	Business Law I		(3)
Bus 6	Business Law 2		(3)
Finance 2	Investments		(3)
Mgmt 1	Principles of Management		(3)
Mgmt 13	Small Business Entrepreneurship		(3)
Mgmt 31	Human Relations for Employees		(3)
Mgmt 48	Management Systems & Procedures		(3)
Real Es 1	Real Estate Principles		(3)
Real Es 3*	Real Estate Practices		(3)
Real Es 5	Legal Aspects of Real Estate I		(3)
Real Es 7*	Real Estate Finance		(3)
Real Es 9*	Real Estate Appraisal I		(3)
Real Es 10*	Real Estate Appraisal II		(3)
Real Es 18*	Real Estate Investments		(3)
Real Es 21*	Real Estate Economics		(3)

Total: 26-29

Certificate of Achievement in Marketing

(Program Code 050900)

The Marketing Certificate can lead to positions such as:

Assistant Manager	Retail or Wholesale Sales
Assistant Buyer	Marketing Research Clerk

REQUIRED COURSES:

Market 1	Principles of Selling	3
Market 11	Fundamentals of Advertising	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Intbus 1	International Trade	3
Co Sci 830	Microcomputer Applications Software	3
PLUS 12 UNITS OF ELECTIVES FROM ANY OF THE FOLLOWING COURSES.		
Acctg 3*	Intermediate Accounting	(3)
Acctg 11*	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)
Bus 5	Business Law I	(3)
Bus 6	Business Law 2	(3)
Finance 2	Investments	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Mgmt 31	Human Relations for Employees	(3)
Mgmt 48	Management Systems & Procedures	(3)
Real Es 1	Real Estate Principles	(3)
Real Es 3*	Real Estate Practices	(3)
Real Es 5	Legal Aspects of Real Estate I	(3)
Real Es 7*	Real Estate Finance	(3)
Real Es 9*	Real Estate Appraisal I	(3)
Real Es 10*	Real Estate Appraisal II	(3)
Real Es 18*	Real Estate Investments	(3)
Real Es 21*	Real Estate Economics	(3)

Total: 30

Certificate of Achievement in Property Management

(Program Code 051101)

The Property Management Certificate program is designed for students and investors to receive the requisite skills needed to be an effective and informed manager of investment property or of a homeowner association. Students will receive career preparation for entry-level positions in property management.

REQUIRED COURSES:

Real Es 1	Real Estate Principles	3
Real Es 5	Legal Aspects of Real Estate	3
Real Es 14	Property Management	3
Real Es 18	Real Estate Investments	3
Real Es 24	Common Interest Developments	3
PLUS 6 UNITS FROM THE FOLLOWING:		
Real Es 3	Real Estates Practice	(3)
Real Es 7	Real Estate Finance	(3)
Real Es 9	Real Estate Appraisal	(3)
Real Es 11	Escrow	(3)
Real Es 21	Real Estate Economics	(3)
PLUS ONE COURSE FROM THE FOLLOWING:		
Acctg 1	Introductory Accounting	(5)
Bus 1	Introduction to Business	(3)
Bus 5	Business Law	(3)
Bus 32#	Business Communications	(3)

Total: 24-26

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

Certificate of Achievement in Real Estate

(Program Code 051100)

The Real Estate Certificate can lead to positions such as:
 Real Estate Salesperson **Real Estate Broker

REQUIRED COURSES: GROUP I (ALL COURSES - 12 UNITS)

Real Es 3	Real Estate Practices	3
Real Es 5*	Legal Aspects of Real Estate I	3
Real Es 7*	Real Estate Finance I	3
Real Es 9*	Real Estate Appraisal I	3

REQUIRED COURSES: GROUP II (ONE COURSE - 3 TO 5 UNITS)

Real Es 21*	Real Estate Economics	3-5
Acctg 1	Introductory Accounting I	(3)
Acctg 2	Introductory Accounting II	(5)
Acctg 3*	Intermediate Accounting	(3)
Acctg 11*	Cost Accounting	(3)
Acctg 15*	Tax Accounting I	(3)
Acctg 16*	Tax Accounting II	(3)
Acctg 20*	Managerial Accounting	(3)
Acctg 21	Bookkeeping and Accounting I	(3)
Acctg 22*	Bookkeeping and Accounting II	(3)
Acctg 25*	Automated Accounting Methods & Procedures	(3)

REQUIRED COURSES: GROUP III (ONE COURSE - 3 UNITS)

Real Es 1	Real Estate Principles	3
Real Es 10*	Real Estate Appraisal II	(3)
Bus 5	Business Law I	(3)
Bus 6	Business Law II	(3)

REQUIRED COURSES: GROUP IV (TWO COURSES - 6 UNITS)

Real Es 11	Escrow Principles	6
Real Es 12	Escrow Practices	(3)
Real Es 14	Property Management	(3)
Real Es 18*	Real Estate Investments I	(3)
Real Es 24	Common-Interest Developments	(3)
Bus 1	Introduction to Business	(3)
Bus 31	Business English	(3)
Bus 32	Business Communications	(3)
Bus 38	Business Computations	(3)
Econ 1	Principles of Economics I	(3)
Econ 2*	Principles of Economics II	(3)
Finance 2	Investment	(3)
Finance 8	Personal Finance and Investments	(3)
Mgmt 13	Small Business Entrepreneurship	(3)
Market 1	Principles of Selling	(3)
Speech 101	Oral Communication I	(3)
Speech 102	Oral Communication II	(3)

Total: 24-26**CHEMISTRY****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)****PLAN B**

(Program Code 190500)

Chem 101*	General Chemistry I	5
Chem 102*	General Chemistry II	5
Chem 211*	Organic Chemistry for Science Majors I	5
Chem 212*	Organic Chemistry for Science Majors II	5
Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Physics 6* & 7*	General Physics I & II	8-10
OR		
Physics 37* & 39*	Physics for Engineers and Scientists I & III	

Total: 38-40**CHILD DEVELOPMENT****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A****Core:**

Ch Dev 1	Child Growth & Development	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3

Core Total: 9**Early Childhood Education Option**

(Program Code 130501)

12 OR MORE UNITS FROM THE FOLLOWING:		12
Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 3 or 4	Creative Experiences for Children I or II (whichever not already taken in Core classes above)	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 35	Emergent Literacy in Early Childhood	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 46	School Age Programs I	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Ch Dev 53	Parenting	(3)
Ch Dev 65*	Adult Supervision/Early Childhood Mentoring	(2)
Fam & CS 31#	Marriage & Family Life	(3)

Option Total: 12**Total of Core plus Option: 21****Special Education Option**

(Program Code 130520)

Ch Dev 44*	Programs for Children with Special Needs I	3
Ch Dev 45*	Programs for Children with Special Needs II	3
Ch Dev 10	Healthy, Safety and Nutrition	(3)
IN ADDITION, ONE COURSE CHOSEN FROM THE FOLLOWING:		3
Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Fam & CS 31#	Marriage & Family Life	(3)
Psych 17	Exceptional Child	(3)
Psych 14	Abnormal Psychology	(3)

Option Total: 12**Total of Core plus Option: 21**

PLAN B

(Program Code 130500)

Core:

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 22	Practicum in Child Development I	4
Ch Dev 23	Practicum in Child Development II	4

IN ADDITION, 19 OR MORE UNITS CHOSEN FROM THE FOLLOWING COURSES TO COMPLETE A MINIMUM OF 36 UNITS OF WORK: 19

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 3 or 4	Creative Experiences for Children I or II (whichever not already taken above)	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 35	Fostering Literacy Development I Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	School Age Literature	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood II	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs	(3)
Ch Dev 46	School Age Programs I	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)
Ch Dev 53	Parenting	(3)
Ch Dev 65*	Adult Supervision/Early Childhood Mentoring	(2)
Ch Dev 172	Introduction to Careers in Child Development	(1)
Fam & CS 31#	Marriage and Family Life	(3)

Total: 36

CERTIFICATE PROGRAMS

The Family and Consumer Studies Department offers Certificates in the following programs:

- Certificate A: Associate Teacher, Preschool
- Certificate B: Director, Preschool
- Certificate C: School Age Programs Teacher, Day Care
- Certificate D: Infant/Toddler Teacher
- Certificate E: Associate Teacher, Preschool, Literacy Emphasis
- Certificate F: Associate Teacher, Preschool, Special Education Emphasis
- Child Development: Teacher

Certificate of Achievement in Associate Teacher, Preschool (A)

(Program Code 130543)

Completion of 12 units meets the State Department of Social Services minimum requirements for Child Care Center Associate Teacher in private, for-profit centers as defined in Title 22. (All courses must be completed with a grade of C or better).

REQUIRED COURSES:

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Home, School & Community Relations	3

PLUS ONE COURSE FROM THE FOLLOWING: 3

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 12

Certificate of Achievement in Director, Preschool (B)

(Program Code 130580)

Completion of 15 units meets the State Department of Social Services minimum requirements for Child Care Center Director in private, for-profit and non-profit centers as defined in Title 22. (All courses must be completed with a grade of C or better).

REQUIRED COURSES:

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	3

PLUS ONE COURSE FROM THE FOLLOWING 3

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15

Certificate of Achievement in School Age Programs Teacher, Day Care (C)

(Program Code 130551)

Completion of 15 units meets the State Department of Social Services minimum requirements for Child Care Center School Age Programs Teacher/Aide in private, for-profit and non-profit centers as defined in Title 22. (All courses must be completed with a grade of C or better).

REQUIRED COURSES:

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 46	School Age Programs I	3
	OR	
Ch Dev 47	School Age Programs II	3

PLUS ONE OR TWO COURSES (MINIMUM OF 3 UNITS) FROM THE FOLLOWING: 3

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	School Age Literature	(2)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs II	(3)
Ch Dev 46 or 47	School Age Programs I or II (whichever not already taken above)	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15

Child Development, continued next page

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

*Child Development, Continued***Certificate of Achievement in Infant/Toddler Care Teacher (D)**
(Program Code 130591)

Completion of 15 units meets the State Department of Social Services minimum requirements for Infant Care Teacher in private, for-profit and non-profit centers as defined in Title 22. (All courses must be completed with a grade of C or better)..

REQUIRED COURSES:

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 30*	Infant & Toddler Studies I	3
	OR	
Ch Dev 31*	Infant & Toddler Studies II	

PLUS ONE COURSE FROM THE FOLLOWING :

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 30* or 31*	Infant & Toddler Studies I or II (whichever not already taken above)	(3)
Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15**Skills Certificate in Associate Teacher, Preschool, Literacy Emphasis (E)**

(Program Code 130505)

Ch Dev 1	Child Growth & Development	3
Ch Dev 4	Creative Experiences for Children II	3
Ch Dev 11	Home, School & Community Relations	3
PLUS THREE UNITS FROM THE FOLLOWING:		3
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	School Age Literature	(2)

Total: 12**Skills Certificate in Associate Teacher, Preschool, Special Education Emphasis (F)**

(Program Code 130522)

Ch Dev 1	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Home, School & Community Relations	3
PLUS THREE UNITS FROM THE FOLLOWING:		3
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs II	(3)

Total: 12**Certificate of Achievement in Child Development Teacher**

(Program Code 130502)

With additional G.E. units and required experience, the student will be eligible for the Child Development Permit as defined under Title 5. Meeting this requirement will enable the student to teach in federal and state preschool programs. (All Child Development Courses Require a Minimum grade of C)

REQUIRED COURSES:

Ch Dev 1	Child Growth & Development	3
Ch Dev 11	Home, School & Community Relations	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 22*	Practicum in Child Development I	4
Ch Dev 23*	Practicum in Child Development II	4
English 28*	Intermediate Reading & Composition	3
	OR	
English 101*	College Reading & Composition	

PLUS 7-9 UNITS CHOSEN FROM THE FOLLOWING COURSE TO COMPLETE A MINIMUM OF 24 UNITS IN CHILD DEVELOPMENT

Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 3 or 4	Creative Experiences for Children I or II (Whichever not already taken above)	(3)
Ch Dev 10	Healthy, Safety and Nutrition	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34*	Observation and Assessment of Children	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	School Age Literature	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood II	(3)
Ch Dev 42	Child in a Diverse Society	(3)
Ch Dev 44*	Programs for Children with Special Needs I	(3)
Ch Dev 45*	Programs for Children with Special Needs II	(3)
Ch Dev 46	School Age Programs I	(3)
Ch Dev 47	School Age Programs II	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 27-29**CINEMA ARTS****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN B**

(Program Code 061220)

Core:

Cinema 101*	Beginning Film Production Workshop	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 110*#	Motion Picture Sound	3
Cinema 115*	Cinematography	3
Cinema 120*#	Film Editing	3
Cinema 123*	Motion Picture Production Workshop I	3
Cinema 124*	Motion Picture Production Workshop II	3
	OR	
Cinema 125*	Film Production Workshop I	
PLUS ANY 12 UNITS FROM THE FOLLOWING OPTIONS:		12
Cinema 104	History of Documentary Films	(3)
Cinema 106	The Art of Animation & Special Effects	(3)
Cinema 185	Directed Study-Cinema	(1)
Cinema 285	Directed Study-Cinema	(2)
Cinema 385	Directed Study-Cinema	(3)
Brdcstg 1	Fundamentals of Broadcasting	(3)
Brdcstg 5	Radio & Television Acting	(3)
Brdcstg 17	Industrial & Commercial Voice- Over Techniques	(3)
Brdcstg 25	Radio/TV/Film Writing	(3)
Brdcstg 26	TV/Film Aesthetics	(3)
Brdcstg 45	Advanced TV Acting & Directing	(4)
Brdcstg 46	Fundamentals of TV Production	(4)
Photo 10	Beginning Photography	(3)
Journal 105	Mass Communications	(3)
Co Sci 865*	Computer Graphics	(3)
Art 604	Graphic Design I	(3)
Art 618	Advertising Photo/Graphics I	(4)
Music 165	Introduction to Recording Arts	(3)
English 240	Literature and the Motion Picture	(3)

Total: 36*Cinema Arts, continued next page*

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

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Motion Picture Production Technician

(Program Code 061221)

The Motion Picture Production Technician Certificate can lead to positions such as:

Camera Operator	Production Manager
Unit Manager	Assistant Editor
Sound Editor	Production Assistant
Gaffer/Grip	Assistant Sound
Assistant Director	Assistant Camera
Assistant Producer	Sound Recordist/Mixer

REQUIRED COURSES:

Cinema 101*	Beginning Film Production Workshop	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3
Cinema 110*#	Motion Picture Sound	3
Cinema 115*	Cinematography	3
Cinema 120*	Film Editing	3
Cinema 123*#	Motion Picture Production Workshop I	3
Cinema 124*	Motion Picture Production Workshop II	3
	OR	
Cinema 125*	Film Production Workshop I	3
PLUS 6 UNITS FROM THE FOLLOWING:		6
Cinema 104	History of Documentary Films	(3)
Cinema 106	The Art of Animation & Special Effects	(3)
Cinema 111	Cinema: Developing Content for Movies	(3)
Brdcstg 1	Fundamentals of Radio and TV Broadcasting	(3)
Brdcstg 5	Radio and Television Acting	(3)
Brdcstg 25	Radio/TV/Film Writing	(3)
Mediart 100	Introduction to Media Arts	(3)
Mediart 101*	Introduction to Digital Film/Video Production	(3)
Mediart 102	Digital Media Tools for Filmmaking	(3)
Total:		30

TWO COURSES CHOSEN FROM THE FOLLOWING: COURSES REQUIRED FOR YOUR CHOSEN OPTION CANNOT BE USED (DOUBLE-COUNTED) IN THIS SECTION 3-6

CAOT 35	Concepts in Information Systems	(3)
CAOT 43	Office Procedures	(3)
CAOT 47	Applied Office Practice	(2)
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	(3)
CAOT 86	Microcomputer Office Applications: Database	(3)
CAOT 108	Presentation Design for Office	(2)
CAOT 123	Web Applications for the Office Professional	(3)
CAOT 124	Introduction to Image Creation for the Office Professional	(3)

Core Total: 26-29

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

Computer Applications Specialist Option

(Program Code 051402)

CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 123	Web Applications for the Office Professional	3
	OR	
CAOT 124	Introduction to Image Creation for the Office Professional	3

Option Total: 12

Total of Core plus Option: 38-41

Administrative Assistant Option

(Program Code 051401)

CAOT 33	Records Management & Filing	2
CAOT 43	Office Procedures	3
CAOT 47	Applied Office Practice	2
CAOT 85	Microcomputer Office Applications: Spreadsheet	3

Option Total: 10

Total of Core plus Option: 36-39

COMPUTER APPLICATIONS OFFICE TECHNOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN B

Core:

CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for CAOT	3

CERTIFICATE REQUIREMENTS

The Computer Applications & Office Technologies Department offers Certificates in the following programs:

- Administrative Assistant Certificate
- Computer Applications Specialist Certificate
- Website Software Specialist

Certificate of Achievement in Administrative Assistant

(Program Code 051401)

CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 33	Records Management and Filing	2
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 47	Applied Office Practice	2
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for CAOT	3
CAOT 108	Presentation Design for the Office	2
CAOT 123	Web Applications for the Office Professional	3
	OR	
CAOT 124	Introduction to Image Creation	3

Total: 35

Computer Applications Office Technology, Continued next page

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

*Computer Applications Office Technology, Continued***Certificate of Achievement in Computer Applications Specialist***(Program Code 051402)*

CAOT 2*	Computer Keyboarding II	3
CAOT 31	Business English	3
CAOT 32	Business Communications	3
CAOT 37	Secretarial Accounting	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 85	Microcomputer Office Applications: Spreadsheets	3
CAOT 86	Microcomputer Office Applications: Database	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Introduction to Internet for CAOT	3
CAOT 108	Presentation Design for the Office	2
CAOT 123	Web Applications for the Office Professional	3
	OR	
CAOT 124	Introduction to Image Creation (Photoshop)	3

Total: 37**Skills Certificate in Website Software Specialist***(Program Code 051408)*

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

Total: 14**COMPUTER SCIENCE****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)****PLAN B***(Program Code 070711)***Core:**

Co Sci 802	Introduction to Computer Science	5
Co Sci 832*	Advanced Data Structures and Intro. to Data Bases	3
Co Sci 836*	Introduction to Data Structures	3
Co Sci 839*	Intermediate Programming Using C/C++	3
Co Sci 840	Object-Oriented Programming in C++	3
Co Sci 870	Windows and Web Database Programming	3
Co Sci 808	Programming in Visual Basic	
	OR	
Co Sci 895	Programming in C#	3

PLUS 14 UNITS CHOSEN FROM THE FOLLOWING: 14

Co Sci 808*	Programming in Visual Basic (if not selected as core)	(3)
Co Sci 816*	Introduction to Computer Architecture and Organization	(3)
	OR	
Co Sci 830	Microcomputer Application Software	(3)
Co Sci 834*	Operating Systems	(3)
Co Sci 861*	Advanced Computer Programming	(3)
Co Sci 863*	Introduction to Computer Networking	(4)
Co Sci 884	Navigating the Internet	(2)
Co Sci 890*	Object-Oriented Programming in Java	(3)
Co Sci 895	Programming in C# (if not selected as core)	(3)

Total: 37**CERTIFICATE REQUIREMENTS**

The Computer Science-Information Department offers the following certificates:

- Computer Science Programming
- Microcomputers Applications Management Specialist C/C++ (Computer Programming)
- Interdepartmental Microcomputer Systems

Certificate of Achievement in Computer Science Programming*(Program Code 070712)*

Designed for students pursuing a Programmer/Analyst position, for job upgrading, and for establishing entrepreneur service businesses.

REQUIRED COURSES:

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

PLUS 8 UNITS CHOSEN FROM THE FOLLOWING: 8

Co Sci 832*	Advanced Data Structures and Intro. to Databases	(3)
Co Sci 830	Microcomputer Application Software	(3)
Co Sci 834*	Operating Systems	(3)
Co Sci 890*	Object-Oriented Programming in Java	(3)
Co Sci 863*	Intro. To Computer Networking	(4)
Co Sci 884	Navigating the Internet	(2)
Co Sci 861*	Advanced Computer Programming	(3)

Total: 31**Certificate of Achievement in Microcomputer Applications Management Specialist***(Program Code 070210)*

This is a dichotomized program for: 1) students entering the job market and 2) employed professionals. It equips both to use the computer as a tool for increasing productivity on the job.

REQUIRED COURSES:

Co Sci 884	Navigating the Internet	2
Co Sci 830	Microcomputer Application Software	3
Co Sci 802	Introduction to Computer Science	5

PLUS 9-10 UNITS CHOSEN FROM THE FOLLOWING: 9-10

Co Sci 808*	Programming in Visual Basic	(3)
Co Sci 839*	Intermediate Programming using C/C++	(3)
Co Sci 890*	Object-Oriented Programming in Java	(3)
Co Sci 819*	Information Technology and Applications in Business	(4)

Total: 19-20**Skills Certificate in C/C++***(Program Code 070711)*

REQUIRED COURSES:

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

Total: 14-15

Skills Certificate in Interdepartmental Microcomputer Systems

(Program Code 093411)

The Interdepartmental Microcomputer Systems Certificate can lead to a position of Microcomputer Systems Technician.

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 54	Computer Logic	4
Electrn 109	Computer Hardware	4
Co Sci 830	Microcomputer Application Software	3
		Total: 14

EARTH SCIENCE

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

(Program Code 193001)

Part I - Core:

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

Part II - Electives:

SELECT FROM THE FOLLOWING COURSES TO COMPLETE AT LEAST 18 TOTAL UNITS. A LAB COURSE CANNOT APPLY UNLESS THE CORRESPONDING LECTURE COURSE IS ALSO TAKEN:

Earth 4	Introduction to Planetary Science	(3)	6
Geog 1	Physical Geography	(3)	
Geog 3/Meteor 3	Introduction to Weather & Climate	(3)	
Geog 15*	Physical Geography Laboratory	(2)	
Geog 31	Introduction To GIS	(3)	
Geog 32*	GIS Applications	(3)	
Geog 40	GIS Internship	(1)	
Geology 6*	Physical Geology Laboratory	(2)	
Physics 12	Physics Fundamentals	(3)	
Physics 37*	Physics for Engineers and Scientists I	(5)	
Physics 38*	Physics for Engineers and Scientists II	(5)	
Physics 39*	Physics for Engineers and Scientists III	(5)	
Chem 60	Introduction to General Chemistry	(5)	
Chem 68	Preparation for General Chemistry	(5)	
Chem 101*	General Chemistry I	(5)	
Chem 102*	General Chemistry II	(5)	
Stat 1*	Elementary Statistics I for the Social Sciences	(3)	
Math 225*	Introductory Statistics	(3)	
			Total: 18

PLAN B

(Program Code 193000)

Core:

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

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING: 6

Astron 1	Elementary Astronomy	(3)
Env Sci 1	The Human Environment: Physical Processes	(3)
Geology 1	Physical Geology	(3)

Total: 36

ECONOMICS

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 220400)

COMPLETE PARTS I, II, AND III

Part I - Core:

Econ 1	Principles of Economics I	3
Econ 2*	Principles of Economics II	3
Math 245*	College Algebra	3-5
	OR	
Math 238*	Calculus for Business and Social Sciences I	3-5
	OR	
Math 265*	Calculus with Analytic Geometry I	

Part II - Option:

ONE COURSE CHOSEN FROM THE FOLLOWING:	1-6
Acctg 1 (or 21 & 22) Introductory Accounting I (or Bookkeeping & Acctg. I & II)	(5-6)
Math 225*	Introductory Statistics (3)
Math 266*	Calculus with Analytic Geometry II (5)

Part III - Elective:

ONE OR MORE COURSES, NOT ALREADY USED IN PART I OR II, CHOSEN FROM THE FOLLOWING IN ORDER TO COMPLETE AT LEAST 18 UNITS:	1-6
Acctg 1	Introductory Accounting I (5)
Acctg 2*	Introductory Accounting II (5)
Acctg 21	Bookkeeping & Accounting I (3)
Acctg 22*	Bookkeeping & Accounting II (3)
Co Sci 801	Introduction to Computers & their Uses (3)
Econ 4	Economics for the Consumer (3)
Econ 5	Economics for the Citizen (3)
Econ 10	Economic History of the United States (3)
Econ 30	Comparative Economic Systems (3)
Econ 40	History of Economic Thought (3)
Econ 50	Principles of Financial Economics (3)
Math 225*	Introductory Statistics (3)
Math 238*	Calculus for Business & Social Science I (5)
Math 265*	Calculus with Analytic Geometry I (5)
Math 266*	Calculus with Analytic Geometry II (5)
Philos 9	Symbolic Logic (3)
Stat 1*	Elementary Statistics I for the Social Sciences (3)

Total: 18-22

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

ELECTRONICS

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

(Program Code 093400)

Electrn 4A*/B*	Fundamentals of Electronics I with lab	4
Electrn 20A/B	Electronics Circuits I with lab	4
Electrn 22A/B	Electronics Circuits II with lab	4
Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessor	4

Total: 20

PLAN B

Core:

Electrn 2*	Introduction to Electronics	3
Electrn 4 A*/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics of Electronics I	3
Electrn 20 A/B	Electronic Circuits I with lab	4
Electrn 22 A/B	Electronic Circuits II with lab	4
Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessors	4
Electrn 64*	Technical Computer Applications	4
Electrn 109	Computer Hardware	4

Core Total: 34

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Biomedical Equipment Technology Option

(Program Code 093460)

3-4 UNITS CHOSEN FROM THE FOLLOWING:	3-4
Electrn 34	Introduction to Biomedical Electronics (3)
Electrn 36*/37*	Biomedical Measurements I with lab (4)
Electrn 38*/39*	Biomedical Measurements II with lab (4)
Electrn 113	Computer Networking (4)
Electrn 931	Cooperative Education-Electronics (3)
Electrn 941	Cooperative Education-Electronics (4)

Option Total: 3-4

Total of Core Plus Option: 37-38

Consumer/Computer Servicing Option

(Program Code 093410)

3-4 UNITS CHOSEN FROM THE FOLLOWING:	3-4
Electrn 113	Computer Networking (4)
Electrn 931	Cooperative Education-Electronics (3)
Electrn 941	Cooperative Education-Electronics (4)

Option Total: 3-4

Total of Core plus Option: 37-38

Industrial Electronics Option

(Program Code 093420)

3-4 UNITS CHOSEN FROM THE FOLLOWING:	3-4
Electrn 6A*/B*	Fundamentals of Electronics II with lab (4)
Electrn 24A*/B*	Electronics Circuits III with lab (4)
Electrn 113	Computer Networking (4)
Electrn 210	Introduction to Solar Electric Systems (3)
Electrn 240	Industrial Electronics (4)
Electrn 941	Cooperative Education-Electronics (4)

Option Total: 3-4

Total of Core plus Option: 37-38

CERTIFICATE REQUIREMENTS

The Electronics Program offers a one-year Electronics Technology Certificate and four, two-year Electronics Technology Certificates, the latter in the following areas:

- A+ Certification Preparation
- Biomedical Equipment Technology
- Electronics Technician
- Consumer/Computer Servicing
- Industrial Electronics

Skills Certificate in A+ Certification Preparation

(Program Code 070800)

The Electronics Program, part of the Technology Department, offers a three-course sequence that prepares students for the nationally recognized A+ Certification Examination. Upon completion of the three, four-unit, six-hour a week classes, the student is eligible to receive an A+ Certification Preparation Certificate. Please understand, this certificate, issued by the department, is not to be confused with the actual A+ Certificate issued by the Computing Technology Industry Association (Comp TIA) upon successful completion on a two-part examination.

REQUIRED COURSES:

Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessors/Networking	4
Electrn 109	Computer Hardware	4

Total: 12

Certificate of Achievement in Electronics: Biomedical Equipment Technology

(Program Code 093460)

The Biomedical Equipment Technology Certificate can lead to positions such as:

- Biomedical Equipment Technician (BMET)
- Field Service Engineer
- Medical Equipment Sales Engineer
- Clinical Laboratory Technician
- R & D Technician

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4A/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics for Electronics	3
Electrn 20A/B*	Electronic Circuits I with lab	4
Electrn 22A/B	Electronic Circuits II with lab	4
Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessors	4
Electrn 64*	Technical Computer Applications	4
Electrn 109	Computer Hardware	4

PLUS 8 UNITS FROM THE FOLLOWING: 8

Electrn 34	Introduction to Biomedical Electronics	(3)
Electrn 36*/37*	Biomedical Measurements I with lab	(4)
Electrn 38*/39*	Biomedical Measurements II with lab	(4)
Electrn 113	Computer Networking	(4)
Electrn 931-941	Cooperative Education-Electronics	(3-4)

Total: 42

**Certificate of Achievement in Electronics:
Consumer/Computer Servicing**

(Program Code 093410)

The Consumer/Computer Electronics Servicing Certificate can lead to positions such as:

Television Repair Technician	Field Service Engineer
Stereo System Technician	Auto Radio Technician
Video Recorder Technician	Cable TV Installer
Customer Service Engineer	Electronic Retail Salesperson
Computer Service Technician	

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4A*/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics for Electronics	3
Electrn 20A/B*	Electronic Circuits I with lab	4
Electrn 22A/B	Electronics Circuits II with lab	4
Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessors	4
Electrn 64*	Technical Computer Applications	4
Electrn 109	Computer Hardware	4

PLUS 3-4 UNITS FROM THE FOLLOWING:

Electrn 113	Computer Networking	(4)
Electrn 931-941	Cooperative Education-Electronics	(3-4)

Total: 37-38

Certificate of Achievement in Electronics Technician

(Program Code 093402)

The two-year Electronics Technician Certificate can lead to positions such as:

Electronics Technician	Flight-line Technician
Field Service Technician	Broadcast Technician
Field Service Engineer	Quality Control Technician
Test Technician	Electronics Manufacturers Technician

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4A*/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics of Electronics I	3
Electrn 20A*/B*	Electronics Circuits I with lab	4
Electrn 22A/B	Electronics Circuits II with lab	4
Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessors	4
Electrn 64*	Technical Computer Applications	4
Electrn 109	Computer Hardware	4

PLUS A MINIMUM OF 8 UNITS CHOSEN FROM THE FOLLOWING

Electrn 6	Fundamentals of Electronics II	(4)
Electrn 24*	Electronic Circuits III	(4)
Electrn 34	Introduction to Biomedical Electronics	(3)
Electrn 36*/37*	Biophysical Measurements I & Lab	(4)
Electrn 38*/39*	Biophysical Measurements II & Lab	(4)
Electrn 113	Computer Networking	(4)
Electrn 201	Introduction to Nanotechnology	(3)
Electrn 240*	Industrial Electronics	(4)

Total: 42

Certificate of Achievement in Electronics Technology

(Program Code 093401)

The one-year Electronics Technology Certificate can lead to positions such as:

Entry-level Electronics Technician
Electronic Assembler Technician
Electronics Supply Salesperson
Test Technician Trainee

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4A*/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics of Electronics I	3
Electrn 20A*/B*	Electronic Circuits I with lab	4
Electrn 54	Computer Logic	4
Electrn 64*	Technical Computer Applications	4

Total: 22

Certificate of Achievement in Electronics: Industrial

(Program Code 093420)

The Industrial Electronics Certificate can lead to positions such as:

Process Control Technician	Motor Control Technician
PLC Technician	Network Control Technician
Robotics Technician	

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4A*/B*	Fundamentals of Electronics I with lab	4
Electrn 10*	Mathematics for Electronics	3
Electrn 20A*/B*	Electronic Circuits I with lab	4
Electrn 22A/B	Electronic Circuits II with lab	4
Electrn 54	Computer Logic	4
Electrn 58*	Introduction to Microprocessor	4
Electrn 64*	Technical Computer Applications	4
Electrn 109	Computer Hardware	4

PLUS A MINIMUM OF 8 UNITS FROM THE FOLLOWING LIST:

Electrn 6A*/B*	Fundamentals of Electronics II	(4)
Electrn 24A*/B*	Electronic Circuits III with lab	(4)
Electrn 113	Computer Networking	(4)
Electrn 210	Introduction to Solar Electric Systems	(3)
Electrn 240*	Industrial Electronics I	(4)
Electrn 931-941	Cooperative Education-Electronics	(3-4)

Total: 42

ENGINEERING

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN A

(Program Code 090100)

Core:

ARC 172	Architectural Drawing I	3
Eng Gen 101	Introduction to Science, Engineering, and Technology	2
Math 265##*	Calculus with Analytic Geometry I	5
EGT 166	Shop Practice	2
Eng Gen 151##*	Materials of Engineering	3
Eng Gen 243##*	Statics and Strength of Materials	4

Total: 19

##In addition to these classes the student needs to complete the required Mathematics, Physics, and Chemistry for the school to which he or she is transferring.

Engineering, continued next page

Engineering, Continued

PLAN B**MECHANICAL DRAFTING/DESIGN (AS)**

(Program Code 095340)

Core:

ARC 172	Architectural Drawing I	3
Eng Gen 101	Intro. to Science, Engineering & Technology	2
Math 120	Plane Geometry	5
T & M 27	Basic Machine Shop Theory and Practice	4
Math 240*	Trigonometry	3
EGT 211*	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics	3
EGT 213*	Intro to AutoCAD	3
EGT 214*	Advanced AutoCAD	3
T & M 30	Machine Shop Practice I	3
T & M 185	Directed Study Tool and Manufacturing Technology	1
MSCNC 114	Print Interpretation & Sketching (Blueprint I)	3

Total: 36**ENGINEERING TECHNOLOGY (AS)****Core:**

Eng Gen 101	Intro. to Science, Engineering & Technology	2
EGT 166	Shop Practice	2
T & M 27	Basic Machine Shop Theory & Practice	4
Math 120*	Plane Geometry	5

Core Total: 13

IN ADDITION COMPLETE ONE OF THE FOLLOWING OPTIONS:

Industrial/Manufacturing Option

(Program Code 095602)

Math 240*	Trigonometry	3
EGT 211*	Elementary Engineering Graphics	3
Num Con 21	Advanced Manual CNC Lathe Programming and Intro to CAM	3
T & M 30	Machine Shop Practice I	3
Chem 60	Introduction to General Chemistry	5
	OR	
Chem 68	Preparation for General Chemistry	5
Co Sci 830	Microcomputer Application Software	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3

Option Total: 23**Total of Core plus Option: 36****Mechanical Engineering Option**

(Program Code 095600)

Electrn 2	Introduction to Electronics	3
Math 240*	Trigonometry	3
Num Con 21	Advanced Manual CNC Lathe Programming and Intro to CAM	3
EGT 211*	Elementary Engineering Graphics	3
Co Sci 830	Microcomputer Application Software	3
EGT 212*	Applied Engineering Computer Graphics I	3
MSCNC 114	Print Interpretation & Sketching (Blueprint I)	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3

Option Total: 24**Total of Core plus Option: 37****MANUFACTURING TECHNOLOGY (AS)****Core:**

Electrn 2	Introduction to Electronics	3
Eng Gen 101	Intro. to Science, Engineering & Technology	2
EGT 166	Shop Practice	2
T & M 27	Basic Machine Shop Theory & Practice	4
Math 125 or any 5 unit mathematics course		5

Core Total: 16

IN ADDITION COMPLETE ONE OF THE FOLLOWING OPTIONS:

Metal Machining Option

(Program Code 095630)

Num Con 21	Advanced Manual CNC Lathe Programming & Intro to CAM	3
T & M 30	Machine Shop Practice I	3
T & M 31	Machine Shop Practice II	3
T & M 32	Machine Shop Practice III	3
Num Con 22	Advanced Manual CNC Mill & Microcomputer Assisted Programming	3
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3

Option Total: 21**Total of Core plus Option: 37****Numerical Control Option**

(Program Code 095631)

Num Con 21	Advanced Manual CNC Lathe Programming & Intro to CAM	3
Eng Gen 151	Materials of Engineering	3
Num Con 22	Advanced Manual CNC Mill & Microcomputer Assisted Programming	3
Num Con 23	Computer Aided Manufacturing Programming of CNC Equipment	3
T & M 30	Machine Shop Practice I	3
T & M 40	Industrial Tool Design	4
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3

Option Total: 21**Total of Core plus Option: 37****SUSTAINABLE CONSTRUCTION MANAGEMENT (AS)**

(Program Code 095700)

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

REQUIRED COURSES:

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

Total: 23

CERTIFICATE REQUIREMENTS

Engineering

The Engineering Program offers Certificates in the following programs:

- Architecture
- Mechanical Drafting/Design
- Computer Graphics/Design
- Metal Machining
- Industrial Technology/Manufacturing
- Numerical Control
- Mechanical Engineering Technology
- Construction Management

Certificate of Achievement in Architecture

(Program Code 020100)

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 115*	Elementary Algebra (or higher level math course)	3-5
ARC 172	Architectural Drawing I	3
ARC 221	Architectural Rendering	2
EGT 211*	Elementary Engineering Graphics	3
ARC 173	Architectural Drawing II	3
ARC 271	Architectural Drawing III	3
ARC 161	Introduction to Computer Aided Architecture Drawing	3

Total: 22-24

Certificate of Achievement in Computer Graphics/Design

(Program Code 095301)

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

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
EGT 166	Shop Practice	2
EGT 211*	Elementary Engineering Graphics	3
EGT 212*	Applied Engineering Computer Graphics	3
EGT 213*	Introduction to AutoCAD	3
EGT 214*	Advanced AutoCAD	3
Math 240*	Trigonometry	3

Total: 24

Certificate of Achievement in Engineering Technology Industrial/Manufacturing

(Program Code 095602)

The Industrial Technology/Manufacturing Certificate can lead to positions such as:

- | | |
|----------------------|--------------------------|
| Drafter | Manufacturing Controller |
| Drill Press Operator | Operations Researcher |
| Engineering Liaison | Parts Inspector |
| Quality Controller | Lathe Operator |
| Grinder | |

REQUIRED COURSES:

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

Total: 25

Certificate of Achievement in Mechanical Drafting/Design

(Program Code 095340)

The Mechanical Drafting/Design Certificate can lead to positions such as:

- | | |
|-------------------------|---------------------------|
| Drafter Tracer | Detailer Engineering Aide |
| Computer Aided Drafting | Drafter |

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
EGT 166	Shop Practice	2
Math 115*	Elementary Algebra	5
T & M 27	Basic Machine Shop Theory and Practice	4
EGT 211*	Elementary Engineering Graphics	3
EGT 212	Applied Engineering Computer Graphics I	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3

Total: 22

Certificate of Achievement in Mechanical Engineering Technology

(Program Code 095601)

The Mechanical Engineering Technology Certificate can lead to positions such as:

- | | |
|-------------------|------------------------|
| Research Aide | Maintenance Aide |
| Production Aide | Salesperson |
| Design Aide | Detail Drafter |
| Construction Aide | Engineering Technician |

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Math 120*	Plane Geometry	5
EGT 166	Shop Practice	2
EGT 211*	Elementary Engineering Graphics	3
T & M 27	Basic Machine Shop Theory and Practice	4
EGT 212	Applied Engineering Computer Graphics I	3
Math 240*	Trigonometry	3
T & M 30	Machine Shop Practice I	3
MSCNC 124	Print Interpretation and Inspection (Blueprint II)	3

Total: 28

Certificate of Achievement in Manufacturing Technology: Metal Machining

(Program Code 095630)

The Metal Machining Certificate can lead to positions such as:

- | | |
|-----------------------------|----------------------------|
| Mill Operator | Lathe Operator |
| Numerical Control Machinist | Numerical Control Operator |

REQUIRED COURSES:

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

Total: 26

Engineering, continued next page

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

Engineering, Continued

Certificate of Achievement in Manufacturing Technology: Numerical Control

(Program Code 095631)

The Numerical Control Certificate can lead to positions such as:

- Numerical Control Programmer
- Numerical Control Machinist
- Numerical Control Machine Operator

REQUIRED COURSES:

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

Total: 32**Certificate of Achievement in Sustainable Construction Management**

(Program Code 095700)

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

REQUIRED COURSES:

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

Total: 23**ENGLISH****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A**

(Program Code 150100)

COMPLETE PARTS I, II, AND III:

Part I

English 101*	College Reading and Composition I	3
English 102*	College Reading and Composition II	3
	OR	
English 103*	Critical Thinking and Composition	3

Part II

Two courses chosen from one of the following sequences:		6
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 212*	Poetry	(3)
English 213*	Dramatic Literature	(3)

Part III

TWO COURSES CHOSEN 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)
	(If not used in Part II)	
English 207*	American Literature I	(3)
English 208*	American Literature II	(3)
English 215*	Shakespeare I	(3)
English 212*	Poetry	(3)
English 213*	Dramatic Literature	(3)
	(If not used in Part II)	

Total: 18

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

FRENCH

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 110200)

(See also Foreign Languages)

THREE COURSES CHOSEN FROM THE FOLLOWING:		15-16
French 21 & 22*	Fundamentals of French I & II	} (5-6)
OR		
French 1	Elementary French I	} (5)
French 2*	Elementary French II	
French 3*	Intermediate French I	
French 4*	Intermediate French II	
French 5*	Advanced French I	
French 6*	Advanced French II	
ONE OF THE FOLLOWING COURSES:		3-4
French 10	French Civilization	(3)
French 8* (2 semesters)	Conversational French	(4)
Ling 1	Introduction to Language & Linguistics	(3)

Total: 18-20

GENERAL STUDIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

Arts Option

(Program Code 490103)

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

REQUIREMENTS

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

SELECT SIX (6) COURSES FROM THE FOLLOWING:		18
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Art 103	Art Appreciation I	(3)
Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)
Art 115	History of Modern Art	(3)
Art 116	History of Women and Art	(3)
Brdcstg 26	TV-Film Aesthetics	(3)
Cinema 104	History of Documentary Films	(3)
Cinema 105	History of Motion Pictures	(3)
Cinema 107	Understanding Motion Pictures	(3)
Human 3	The Arts of Contemporary Society	(3)
Music 101	Fundamentals of Music	(3)
Music 111	Music Appreciation	(3)
Music 121*	Music History and Literature I	(3)
Music 122*	Music History and Literature II	(3)
Music 136	Music in American Culture	(3)
Music 141	Jazz Appreciation	(3)
Theater 100	Introduction to the Theater	(3)
Theater 110	History of the World Theater	(3)

PERFORMANCE/STUDIO – SELECT ONE OF THE FOLLOWING:		2-3
Art 201	Drawing I	(3)
Art 204	Life Drawing I	(3)
Art 400	Introduction to Printmaking	(3)
Art 501	Beginning Two-Dimensional Design I	(3)
Art 600	Lettering I	(3)
Art 604*	Graphic Design I	(3)
Art 700	Introduction to Sculpture	(3)
Art 708	Introduction to Ceramics	(3)
Cinema 101*	Beginning Film Production Workshop	(3)
Music 321	Elementary Piano I	(2)
Music 411	Elementary Voice I	(2)
Music 601	Brass Instrument Instruction I	(2)
Music 611	String Instrument Instruction I	(2)
Music 621	Woodwind Instrument Instruction I	(2)
Music 650	Beginning Guitar I	(2)
Music 651	Classical Guitar I	(2)
Theater 270	Beginning Acting	(3)

Total: 20-21

Natural Science Option

(Program Code 490104)

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

REQUIREMENTS

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

PHYSICAL SCIENCES

Astron 1	Elementary Astronomy	(3)
Astron 5‡*	Fundamentals of Astronomy Laboratory	(1)
Chem 51	Fundamentals of Chemistry	(5)
Chem 60	Introduction to General Chemistry	(5)
Chem 68	Preparation for General Chemistry	(5)
Chem 70*	Introductory Organic and Biochemistry	(4)
Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Earth 4	Introduction to Planetary Science	(3)
Env Sci 1	The Human Environment: Physical Processes	(3)
Env Sci 7/Geology 10	Introduction to Environmental Geology	(3)
Env Sci 22*	The Human Environment: Physical Processes Lab	(2)
Geog 1	Physical Geography	(3)
Geog 3/Meteor 3	Introduction to Weather and Climate	(3)
Geog 9	People and the Earth's Ecosystem	(3)
Geog 15‡*	Physical Geography Laboratory	(2)
Geology 1	Physical Geology	(3)
Geology 6‡*	Physical Geology Laboratory	(2)
Oceano 1	Introduction to Oceanography	(3)
Oceano 10‡*	Physical Oceanography Laboratory	(2)
Phys Sc 1	Physical Science I	(3)
Phys Sc 14‡*	Physical Science Laboratory	(1)
Physics 5*	Allied Health Physics	(3)
Physics 6*	General Physics I	(4)
Physics 7*	General Physics II	(4)
Physics 12*	Physics Fundamentals	(3)
Physics 37*	Physics for Engineers and Scientists I	(5)
Physics 38*	Physics for Engineers and Scientists II	(5)

BIOLOGICAL SCIENCES

Anatomy 1*	Introduction to Human Anatomy	(4)
Anthro 101	Human Biological Evolution	(3)
Anthro 111‡*	Laboratory in Human Biological Evolution	(2)
Biology 3	Introduction to Biology	(4)
Biology 6*	General Biology I	(5)
Biology 7*	General Biology II	(5)
Biology 10	Natural History I	(4)
Biology 22	Marine Biology	(4)
Biology 25	Human Biology	(3)
Biology 40*	The Science of Biotechnology	(3)
Env Sci 2	The Human Environment: Biological Processes Lecture	(3)
Env Sci 19‡*	The Human Environment: Biological Processes Lab	(1)
Micro 20*	General Microbiology	(4)
Physiol 1*	Introduction to Human Physiology	(4)
Psych 2*	General Psychology II	(3)

Total: 18

Social and Behavioral Science Option

(Program Code 490105)

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

REQUIREMENTS

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

Social Behavioral Science

CHOOSE 4 COURSES FROM THE FOLLOWING -
AT LEAST TWO (2) COURSES MUST BE FROM THE SAME SUBJECT AREA: 12-15

Anthro 104	Human Language and Communication	(3)
Anthro 102	Human Ways of Life: Cultural Anthropology	(3)
Anthro 103	Archaeology: Reconstructing the Human Past	(3)
Anthro 109	Gender, Sex, and Culture	(3)
Anthro 110/Geog 45	Food and Culture	(3)
Anthro 132	Native People of North America	(3)
Anthro 141	Culture, Illness and Healing	(3)
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	(3)
Ch Dev 1	Child Growth and Development	(3)
Ch Dev 42	The Child in a Diverse Society	(3)
Econ 1	Principles of Economics I	(3)
Econ 2	Principles of Economics II	(3)
Econ 5	Economics for the Citizen	(3)
Econ 30	Comparative Economic Systems	(3)
Econ 40	History of Economic Thought	(3)
Geog 2	Cultural Elements of Geography	(3)
History 1	Introduction to Western Civilization I	(3)
History 2	Introduction to Western Civilization II	(3)
History 3	History of England and Great Britain I	(3)
History 4	History of England and Great Britain II	(3)
History 29	Asian Civilization: The Middle East	(3)
History 38	Introduction to Chinese Civilization	(3)
History 86	Introduction to World Civilization I	(3)
History 88	Sex in History	(3)
Human 6	Great People, Great Ages	(3)
Human 8	Great Women, Great Eras	(3)
Jewish 25	The History of the Jewish People	(3)
Journal 105	Mass Communication	(3)
Law 3	Civil Rights and the Law	(3)

Pol Sci 2	Modern World Governments	(3)
Pol Sci 5	The History of Western Political Thought	(3)
Pol Sci 7	Contemporary World Affairs	(3)
Psych 1	General Psychology I	(3)
Psych 5	History and Perspectives in Psychology	(3)
Psych 11	Child Psychology	(3)
Psych 12	Adolescent Psychology	(3)
Psych 13	Social Psychology	(3)
Psych 14	Abnormal Psychology	(3)
Psych 41	Life-Span Psychology: From Infancy to Old Age	(3)
Psych 66	Introduction to Critical Thinking	(3)
Soc 1	Introduction to Sociology	(3)
Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12/Fam &CS 31	Marriage and Family Life	(3)
Soc 21	Human Sexuality	(3)
Soc 22	Sociology of Women	(3)
Soc 25	Drugs and Culture	(3)
Soc 35	The Labor Movement	(3)
Speech 122	Communication Across Cultures	(3)

American Institutions

CHOOSE ONE COURSE FROM THE FOLLOWING: 3-6

Afro Am 4	The African American in the History of the United States I	(3)
Afro Am 5	The African American in the History of the United States II	(3)
Chicano 7	The Mexican-American in the History of the United States I	(3)
Chicano 8	The Mexican-American in the History of the United State II	(3)
Econ 10	Economic History of the United States	(3)
History 5	History of the Americas I	(3)
History 6	History of the Americas II	(3)
History 11	Political and Social History of the United States I	(3)
History 12	Political and Social History of the United States II	(3)
History 13	The United States in the Twentieth Century	(3)
History 17	American Civilization I	(3)
History 18	American Civilization II	(3)
History 20	History of the California and the Pacific Coast	(3)
Pol Sci 1	The Government of the United States	(3)

Total: 18

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

CSU Breadth

(Program Code 490112)

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

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

REQUIRED COURSES:

Complete each area required for CSU Certification as indicated on pages 27-28.

Total: 39

General Studies, Continued next page

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

*General Studies, Continued***Intersegmental General Education Transfer (IGETC)**

(Program Code 490113)

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

REQUIRED COURSES:

Complete each area required for certification of IGETC completion as indicated on pages 23-24.

Total: 39**GEOGRAPHY****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A**

(Program Code 220600)

Core:

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

IN ADDITION, THREE COURSES CHOSEN FROM THE FOLLOWING: 9

Geog 9	People and the Earth's Ecosystem	(3)
Geog 14	Geography of California	(3)
Geog 30	Managing Natural Resources	(3)
Geog 32	GIS Applications: ArcView	(3)
Geog 36	Cartography and Base Map Development	(3)
Geog 45/Anthro 110	Food and Culture	(3)
Geology 1	Physical Geology	(3)
Oceano 1	Introduction to Oceanography	(3)
Stat 1* or Math 225*	Elementary Statistics I for the Social Sciences or Introductory Statistics	(3)

Total: 20**CERTIFICATE REQUIREMENTS****Skills Certificate in Geographic Information Systems (G.I.S.)**

(Program Code 220611)

This skills certificate is designed to train students in the fundamentals of Geographic Information Systems, focusing on the basic functions and capabilities of ArcGIS (or comparable system). The course will prepare students for a wide-variety of occupations from business to environmental analysis, architecture and urban planning, as well as government.

REQUIRED COURSES:

Geog 31	Introduction to Geographic Information Systems	3
Geog 32	GIS Applications: ArcView	3
Geog 36	Cartography and Base Map Development	3
Geog 37	Introduction to Global Positioning Systems (GPS)	1
Geog 40	GIS Internship	1

Total: 11**GEOLOGY****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)****PLAN B**

(Program Code 191400)

COMPLETE PARTS I AND II

Part I

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

CHOOSE ONE OF THE FOLLOWING PHYSICS SEQUENCES:

Physics 37*, 38*, 39*	Physics for Engineers & Scientists I, II, III	} (8-15)
	OR	
Physics 6*, 7*	General Physics I, II	

Part I Total: 23-30**Part II**

SELECT FROM THE FOLLOWING COURSES TO COMPLETE AT LEAST 36 TOTAL UNITS.

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

Stat 1*	Elementary Statistics I for the Social Sciences	} (3)
	OR	
Math 225*	Introductory Statistics	
Math 265*	Calculus with Analytic Geometry I	(5)
Biology 7	General Biology II	(5)
Oceano 1	Introduction to Oceanography	(3)
Oceano 10*	Physical Oceanography Laboratory	(2)
Geog 31	Introduction to GIS	(3)
Geog 32*	GIS Applications	(3)
Earth 4	Introduction to Planetary Science	(3)

Part II Total: 6-13**Total of Parts I & II: 36****GERMAN****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A**

(Program Code 110300)

(See also Foreign Languages)

THREE COURSES CHOSEN FROM THE FOLLOWING:		15
German 1	Elementary German I	(5)
German 2*	Elementary German II	(5)
German 3*	Intermediate German I	(5)
German 4*	Intermediate German II	(5)
German 5*	Advanced German I	(5)

ONE OF THE FOLLOWING COURSES: 3-4

German 8* (2 semesters)	Conversational German	(4)
Ling 1	Introduction to Language and Linguistics	(3)

Total: 18-19

HEALTH SCIENCE

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN B

Please refer to page 67-68 for the Nursing major and pages 70-71 for the Respiratory Therapy major.

CERTIFICATE REQUIREMENTS

The Health Science Department offers the following Certificate programs:

Respiratory Therapy (see pages 70-71)

HEBREW STUDIES

The Hebrew Studies degree program encompasses language and civilization. The language tract teaches fundamentals of Hebrew, the essentials of grammar, practical vocabulary, useful phrases, and the ability to understand, read, write, and speak modern Hebrew. The civilization courses provide a survey of the Jewish heritage from Biblical epoch to the present day, and focus on history, literature, religion, and philosophy.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 111101)

Hebrew 1#	Elementary Hebrew I	5
Hebrew 2#	Elementary Hebrew II	5
PLUS AT LEAST 8 UNITS FROM THE FOLLOWING:		8
Hebrew 9#	Hebrew Civilization I	(3)
Hebrew 10#	Hebrew Civilization II	(3)
Jewish 1	The Jew In America	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 4	Israel: Theory and Practice of Zionism	(3)
Jewish 6#	American-Jewish Literature	(3)
Jewish 25	The History of the Jewish People	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Jewish 35#	Judaism, Christianity, and Islam	(3)

Total: 18

HISTORY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 220500)

History 1	Introduction to Western Civilization I	3
History 2	Introduction to Western Civilization II	3
TWO SEQUENTIAL COURSES CHOSEN FROM THE FOLLOWING:		6
History 5 & 6	History of the Americas I & II	
History 11 & 12	Political and Social History of the U.S. I & II	
TWO COURSES CHOSEN FROM THE FOLLOWING:		6
History 3	History of England and Great Britain I	(3)
History 4	History of England and Great Britain II	(3)
History 7	The Worlds Great Religions	(3)
History 13	The United States in the Twentieth Century (not in combination with 11 & 12)	(3)
History 19	History of Mexico (not in combination with 11 & 12, 13)	(3)
History 20	History of California and the Pacific Coast	(3)
History 29	Asian Civilization: The Middle East	(3)
History 38	Introduction of Chinese Civilization	(3)
History 82	A History of Working People in the United States II	(3)
History 88	Sex in History	(3)
Human 6	Great People, Great Ages	(3)
Human 8	Great Women, Great Eras	(3)

Total: 18

HUMANITIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 490300)

Core:

Human 1	Cultural Patterns of Western Civilization	3
Human 30	The Beginning of Civilization	3
Human 31	People in Contemporary Society	3

PLUS ONE COURSE CHOSEN FROM EACH OF THE THREE CATEGORIES LISTED BELOW: 9

The Arts

Afro Am 20	African American Literature I	(3)
Human 3	The Arts of Contemporary Society	(3)
Human 90	The Hero and Heroine Through Film Over the Ages	(3)
Music 111	Music Appreciation I	(3)
Music 121	Music History and Literature I	(3)
Music 122	Music History and Literature II	(3)
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Art 103	Art Appreciation I	(3)
Art 105	History of Asian Art	(3)
Art 109	The Arts of Africa, Oceania, and Ancient America	(3)
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	(3)
English 208*	American Literature II	(3)
English 213*	Dramatic Literature	(3)
English 215*	Shakespeare I	(3)
Theater 100	Introduction to the Theater	(3)
Theater 110	History of the World Theater	(3)
Theater 125	Dramatic Literature	(3)

Humanities, Continued next page

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

*Humanities, Continued***Additional Civilization Courses**

Human 2	Studies in Selected Cultures	(3)
Human 6	Great Men, Great Eras	(3)
Human 8	Great Women, Great Eras	(3)
History 1	Introduction to Western Civilization I	(3)
History 2	Introduction to Western Civilization II	(3)
History 3	History of England and Great Britain I	(3)
History 4	History of England and Great Britain II	(3)
History 29	Asian Civilization: The Middle East	(3)
History 38	Introduction to Chinese Civilization	(3)
Chicano 44	Mexican Civilization	(3)
Jewish 9#	Hebrew Civilization I	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 25	The History of the Jewish People	(3)
Spanish 9	Hispanic Civilization	(3)
Spanish 10	Latin-American Civilization	(3)
Spanish 16	Mexican Civilization	(3)
French 10	French Civilization	(3)

Religious and Philosophical Ideas

History 47	History of Religions I	(3)
History 49	Religion in America	(3)
Philo 1	Introduction to Philosophy	(3)
Philo 12	History of Greek Philosophy	(3)
Philo 14	History of Modern European Philosophy	(3)
Philo 20	Ethics	(3)
Philo 30	Asian Philosophy	(3)
Philo 35	Judaism, Christianity, and Islam	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Jewish 2	The Jewish Religious Heritage	(3)

Total: 18**ITALIAN****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A***(Program Code 110400)*

(See also Foreign Languages)

THREE COURSES CHOSEN FROM THE FOLLOWING:	15	
Italian 1	Elementary Italian I	(5)
Italian 2*	Elementary Italian II	(5)
Italian 3*	Intermediate Italian I	(5)
Italian 4*	Intermediate Italian II	(5)
Italian 5*	Advanced Italian I	(5)

ONE OF THE FOLLOWING COURSES:	3-4	
Italian 8* (2 semesters)	Conversational Italian	(3)
Ling 1	Introduction to Language and Linguistics	(4)

Total: 18-19**JEWISH STUDIES****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A***(Program Code 220301)*

Select one of the following courses:	3	
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 25	The History of the Jewish People	(3)
PLUS AT LEAST 15 UNITS FROM THE FOLLOWING:	15	
Jewish 1	The Jew In America	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 4	Israel: Theory and Practice of Zionism	(3)
Jewish 6#	American-Jewish Literature	(3)
Jewish 9#	Hebrew Civilization I	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 11#	Elementary Hebrew I	(5)
Jewish 12*#	Elementary Hebrew II	(5)
Jewish 25	The History of the Jewish People	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Jewish 35#	Judaism, Christianity, and Islam	(3)

Total: 18**JOURNALISM****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A****Core:**

Journal 101	Collecting and Writing News	3
Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3

Core Total: 9

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

Magazine Option*(Program Code 060201)*

Journal 108	Article Writing	3
Journal 220*	Magazine Editing	3
Art 619	Advertising Photo/Graphics II	4

Option Total: 10**Total of Core plus Option: 19****Newspaper Option***(Program Code 060202)*

Journal 202*	Advanced Newswriting	3
Journal 218*	Practical Editing	3
Art 619	Advertising Photo/Graphics II	4

Option Total: 10**Total of Core plus Option: 19****Photojournalism Option***(Program Code 060203)*

Photo 10	Beginning Photography	3
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4
Photo 11	Advanced Photography	4

Option Total: 15**Total of Core plus Option: 24**

CERTIFICATE REQUIREMENTS

The Journalism Department offers a Journalism Certificates with the following options:

- Newspaper
- Magazine
- Photo

Certificate of Achievement in Magazine

(Program Code 060201)

The Magazine-Journalism Certificate leads to positions such as:

- Article Writer
- Magazine Editor
- Speech Writer
- In-house Publications Editor
- Writer for Online Publications
- Proof Reader

REQUIRED COURSES:

Journal 105	Mass Communications	3
Journal 106	Mechanics of Expression	3
Journal 108	Article Writing	3
Journal 220*	Magazine Editing	3
Photo 10	Beginning Photography	3
PLUS 9 UNITS FROM THE FOLLOWING COURSES:		9
Journal 101	Collecting and Writing News	(3)
Journal 202*	Advanced Newswriting	(3)
Journal 185	Directed Study-Journalism	(1)
Journal 285	Directed Study-Journalism	(2)
Journal 385	Directed Study-Journalism	(3)
Journal 911	Cooperative Education-Journalism	(1)
Journal 921	Cooperative Education-Journalism	(2)
Journal 931	Cooperative Education-Journalism	(3)
Journal 941	Cooperative Education-Journalism	(4)

Total: 24

Certificate of Achievement in Newspaper

(Program Code 060202)

The Newspaper-Journalism Certificate leads to positions such as:

- Broadcast Writer
- Public Relations Writer
- Copy Editor
- Reporter
- Proof Reader
- Sports Writer
- Publicist
- Technical Writer
- Writer for Online Publications

REQUIRED COURSES:

Journal 101	Collecting and Writing News	3
Journal 106	Mechanics of Expression	3
Journal 202*	Advanced Newswriting	3
Journal 218*	Practical Editing (Valley Star)	3
Journal 105	Mass Communications	3
PLUS 6 UNITS FROM THE FOLLOWING COURSES:		6
Journal 108	Article Writing	(3)
Journal 220*	Magazine Editing	(3)
Photo 10	Beginning Photography	(3)
Brdcstg 1	Fundamentals of Radio and TV	(3)
Journal 185	Directed Study-Journalism	(1)
Journal 285	Directed Study-Journalism	(2)
Journal 385	Directed Study-Journalism	(3)
Journal 911	Cooperative Education-Journalism	(1)
Journal 921	Cooperative Education-Journalism	(2)
Journal 931	Cooperative Education-Journalism	(3)
Journal 941	Cooperative Education-Journalism	(4)

Total: 21

Certificate of Achievement in Photojournalism

(Program Code 060203)

The Photojournalism Certificate leads to positions such as:

- Freelance Photographer
- Newspaper Photographer
- Magazine Photographer
- Photo Prepress Technician

REQUIRED COURSES:

Journal 101	Collecting and Writing News	3
Journal 218*	Practical Editing	3
Journal 220*	Magazine Editing	3
Photo 10	Beginning Photography	3
Photo 11*	Advanced Photography	4
Photo 20*	Beginning Photojournalism	4
Photo 21*	News Photography	4
PLUS 3 UNITS FROM THE FOLLOWING COURSES:		3
Art 619	Advertising Photo/Graphics II	(4)
Journal 105	Mass Communications	(3)
Journal 106	Mechanics of Expression	(3)
Journal 108	Article Writing	(3)
Journal 185	Directed Study-Journalism	(1)
Journal 285	Directed Study-Journalism	(2)
Journal 385	Directed Study-Journalism	(3)
Journal 911	Cooperative Education-Journalism	(1)
Journal 921	Cooperative Education-Journalism	(2)
Journal 931	Cooperative Education-Journalism	(3)
Journal 941	Cooperative Education-Journalism	(4)

Total: 27-28

LIBERAL STUDIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN B

Multiple Subject Teacher Prep Option

(Program Code 490121)

The Liberal Studies Associate degree is designed to provide an Associate degree for the student planning to transfer to CSU Northridge as a Liberal Studies major with a Multiple Subject Teacher Prep Option in order to prepare for elementary school teaching. The courses listed below are among the lower division requirements of that CSUN major.

This AA major consists of only 43-44 CSU transferable units. Students will need to take additional major and elective courses to meet the 60 transferable units required for admission to CSUN. A counselor will be able to advise the student of the most efficient way to complete the additional transfer major and elective requirements as well as complete this Associate Degree's general education requirements.

REQUIRED COURSES:

English 101	College Reading and Composition I	3
Speech 101	Oral Communication I	3
Math 215*	Principles of Mathematics I	3

Critical Thinking

CHOOSE ONE COURSE FROM THE FOLLOWING:		3
English 103*	Critical Thinking and English Composition	(3)
Philos 6	Logic in Practice	(3)
Philos 9	Symbolic Logic	(3)
Speech 105*	Critical Thinking	(3)

Liberal Studies, Continued next page

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

*Liberal Studies, Continued***Arts, Humanities, Language, Literature, Philosophy, or Religion**

CHOOSE ONE COURSE FROM THE FOLLOWING:		3
Afro Am 20#	African American Literature I	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(3)
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Art 103	Art Appreciation I	(3)
Chicano 42#	Contemporary Mexican Literature	(3)
English 102*	College Reading and Composition II	(3)
English 105#	Introduction to Language and Linguistics	(3)
English 203*	World Literature I	(3)
English 204*	World Literature II	(3)
English 205*	English Literature I	(3)
English 206*	English Literature II	(3)
English 207*	American Literature I	(3)
English 208*	American Literature II	(3)
English 234#	African-American Literature	(3)
History 7#	The World's Great Religions	(3)
History 47	History of Religion I	(3)
Jewish 35#	Judaism, Christianity and Islam	(3)
Ling 1#	Introduction to Language and Linguistics	(3)
Music 111	Music Appreciation	(3)
Philos 1	Introduction to Philosophy	(3)
Philos 20	Ethics	(3)
Philos 30	Asian Philosophy	(3)
Philos 33#	Comparative Survey of World Religions	(3)
Philos 35#	Judaism, Christianity and Islam	(3)
Spanish 12#	Contemporary Mexican Literature	(3)

Sciences

CHOOSE 4 UNITS FROM THE FOLLOWING:		4
Biology 3	Introduction to Biology	(4)
Phys Sc 1&14	Physical Science I AND Lab	(4)

Education and Social Sciences

CHOOSE 5 COURSES FROM THE FOLLOWING:		15
Ch Dev 1	Child Growth and Development	(3)
	OR	
Psych 11	Child Psychology	(3)
Ch Dev 44	Programs for Children with Special Needs I	
	OR	
Educ 203	Education in American Society	(3)
Geog 2	Cultural Elements of Geography	
History 11	Political and Social History of the United States I	(3)
	OR	
Afro Am 4	The African American in the History of the United States I	(3)
History 86	Introduction to World Civilization I	(3)
Pol Sci 1	The Government of the United States	(3)

Additional Courses**9-10**

Take an additional 9-10 units from (a) Arts, Humanities, Language, Literature, Philosophy, or Religion, (b) Sciences or (c) Education and Social Sciences for a major total of 43-44 units.

Total: 43-44**MATHEMATICS****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A***(Program Code 170100)*

Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus with Analytic Geometry III	5
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		3-5
Math 260*	Precalculus	(5)
Math 270*	Linear Algebra	(3)
Math 275*	Ordinary Differential Equations	(3)

Total: 18-20**MEDIA ARTS**

The Media Arts degree and certificate programs will enable students to gain valuable skills and creative techniques in the highly competitive and challenging world of Scriptwriting, Producing, Directing and Post-production, in both the entertainment and non-entertainment industries. The course offerings are designed to provide a general overview of the media industries and their inter-relationships, while also concentrating on specific job skills. The successful completion of this degree will give students a complete and thorough background in many aspects of media.

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**PLAN B**

Core		
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107*	Understanding Motion Pictures	3
Mediart 100*	Introduction to Media Arts	3

Core Total: 18

IN ADDITION, COMPLETE ONE OF THE OPTIONS LISTED BELOW:

Directing Option*(Program Code 060101)*

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 115*	Digital Film/Video Cinematography	3
Mediart 118*	Directing	3
PLUS 9 UNITS FROM:		9
Brdcstg 5	Radio and Television Acting	(3)
Cinema 104	History of Documentary Films	(3)
Cinema 106	Art of Animation and Special Effects	(3)
Mediart 110#*	Digital Film/Video Audio	(3)
Mediart 113	Low Budget Filmmaking	(3)
Mediart 120#*	Digital Film/Video Editing	(3)

Option Total: 18**Total of Core plus Option: 36**

Post-Production Option

(Program Code 060104)

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 102	Digital Media Tools for Filmmaking	} 3
	OR	
Mediart 104	Photoshop for Motion Picture and Television	} 3
Mediart 110#*	Digital Sound	
Mediart 120#*	Digital Film/Video Editing	3
PLUS 6 UNITS FROM:		6
Mediart 103*	Digital Imaging and Motion Graphics for Film and TV	(3)
Mediart 121*	Advanced Digital Film/Video Editing	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	Art of Animation and Special Effects	(3)

Option Total: 18

Total of Core Plus Option: 36

Producing Option

(Program Code 060103)

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 111	Developing Content for Movies	3
Mediart 113	Low Budget Filmmaking	3
PLUS 9 UNITS FROM:		9
Brdcstg 81	Field Work I	(1)
Brdcstg 82	Field Work II	(2)
Cinema 104	History of Documentary Film	(3)
Cinema 106	Art of Animation and Special Effects	(3)
Mediart 110#*	Digital Sound	(3)
Mediart 115*	Digital Film/Video Cinematography	(3)
Mediart 118*	Directing	(3)
Mediart 120#*	Digital Film/Video Editing	(3)
Mediart 130*	Advanced screenwriting	(3)
Mediart 125	Producing for Film, Television & New Media	(3)
Mediart 132	Business of Entertainment	(3)

Option Total: 18

Total of Core plus Option: 36

Screenwriting Option

(Program Code 060102)

Mediart 101*	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies/TV	3
Mediart 130*	Advanced Screenwriting	3
Mediart 129	Mythology, Spirituality & the Art of Story	3
PLUS 6 UNITS FROM:		6
Brdcstg 81	Field Work I	(1)
Brdcstg 82	Field Work II	(2)
Cinema 104	History of Documentary Film	(3)
Cinema 106	Art of Animation and Special Effects	(3)
Mediart 113	Low Budget Filmmaking	(3)
Mediart 118*	Directing	(3)

Option Total: 18

Total of Core plus Option: 36

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Media Arts

Core:

Brdcstg 1	Fundamentals of Radio and Television Broadcasting	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Cinema 105	History of Motion Pictures	3
Cinema 107*	Understanding Motion Pictures	3
Mediart 100*	Introduction to Media Arts	3

Core Total: 18

IN ADDITION COMPLETE ONE OF THE OPTIONS LISTED BELOW:

Directing Option

(Program Code 060101)

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 115*	Digital Film/Video Cinematography	3
Mediart 118*	Directing	3

PLUS 1 ADDITIONAL COURSE FROM:

Brdcstg 5	Radio and Television Acting	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	Art of Animation and Special Effects	(3)
Mediart 110#*	Digital Film/Video Audio	(3)
Mediart 120#*	Digital Film/Video Editing	(3)

Option Total: 12

Total of Core Plus Option: 30

Post-Producing Option

(Program Code 060104)

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 102	Digital Media Tools for Filmmaking	} 3
	OR	
Mediart 104	Photoshop for Motion Picture and Television	} 3
Mediart 110#*	Digital Sound	
Mediart 120#*	Digital Film/Video Editing	3

PLUS 1 APPROVED COURSE (3 UNITS) FROM:

Mediart 103*	Digital Imaging and Motion Graphics for Film and TV	(3)
Mediart 121*	Advanced Digital Film/Video Editing	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	Art of Animation and Special Effects	(3)

Option Total: 15

Total of Core Plus Option: 33

Producing Option

(Program Code 060103)

Mediart 101*	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies/TV	3
Mediart 113	Low Budget Filmmaking	3

PLUS 1 COURSE FROM:

Mediart 125	Producing for Film, Television & New Media	(3)
Mediart 132	Business of Entertainment	(3)
Mgmt 13	Small Business Entrepreneurship	(3)

Option Total: 12

Total of Core Plus Option: 30

Screenwriting Option

(Program Code 060102)

Mediart 101*	Introduction to Digital Film/Video Production	3
Cinema 111	Developing Content for Movies/TV	3
Mediart 130*	Advanced Screenwriting	3
Mediart 129	Mythology, Spirituality & the Art of Story	3

Option total: 12

Total of Core Plus Option: 30

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

MUSIC

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN B

Commercial Music

(Program Code 100500)

Music 137	Music As A Business	3
Music 161	Introduction to Electronic	3
Music 165	Introduction to Recording Arts	3
Music 200	Introduction to Music Theory	4
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 241	Music Notation & Copying I	1
Music 265*	Recording Arts Workshop	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 322*	Elementary Piano II	2
Performance ensembles (4 semesters, .5-1 units each)	(Music 501,531,563,721,751,771,775)	2-4

Total: 37-39

Music

(Program Code 100400)

Music 121*	Music History & Literature I	3
Music 122*	Music History & Literature II	3
Music 152	Current Musical Events (2 semesters, 1 unit each)	2
Music 180	Music Lab for Practicing (four semesters, .5 unit each)	2
Music 181	Applied Music-Individual Study I	.5
Music 182*	Applied Music-Individual Study II	.5
Music 183*	Applied Music-Individual Study III	.5
Music 184*	Applied Music-Individual Study IV	.5
Music 201*	Harmony I	3
Music 202*	Harmony II	3
Music 203*	Harmony III	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 213*	Musicianship III	2
Music 241	Music Notation and Copying	1
Music 250	Music Performance Workshop (2 semesters, .5 unit each)	1
Music 324*	Elementary Piano IV	2
Performance ensembles (4 semesters, .5-1 units each)	(Music 501,531,563,721,751,771,775)	2-4
Electives in Music	(Music 101, 111, 136, 137, 141, 161, 165, 205, 206, 265, 281, 282)	3

Total: 36-38

CERTIFICATE REQUIREMENTS

The Music Department offers four Certificates in Commercial Music:

Commercial Music Composer	Music Copyist
Recording Technician	Instrumental/Vocal Performer

Commercial Music Certificates

The Commercial Music Certificates can lead to positions such as:

Recording Technician	Composer/Arranger
Music Copyist	Musician/Performer

Certificate of Achievement in Commercial Music: Instrumental/Vocal Performer

(Program Code 100504)

REQUIRED COURSES:

Music 137	Music As a Business	3
Music 200	Introduction to Music Theory	4
Music 201*	Harmony I	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 250*	Music Performance Workshop (2 semesters, 0.5 units each)	1
Music 321	Elementary Piano I	2
Music performance in one or more of the following for a total of:		1.5-3
Music 501	College Choir	(0.5)
Music 531	Philharmonic Choir	(0.5)
Music 563	Chamber Singers	(1)
Music 721	Orchestra	(1)
Music 731	Rehearsal Band	(0.5)
Music 751	Wind Ensemble	(0.5)
Music 771	Guitar Ensemble	(0.5)
Music 775	Jazz Ensemble	(0.5)

PLUS 9 UNITS OF ELECTIVES TO BE CHOSEN FROM THE FOLLOWING:

Music 111	Music Appreciation	(3)
Music 121*	Music History and Literature I	(3)
Music 122*	Music History and Literature II	(3)
Music 141	Jazz Appreciation	(3)
Music 161	Introduction to Electronic Music	(3)
Music 165	Introduction to Recording Arts	(3)
Music 202*	Harmony II	(3)
Music 203*	Harmony III	(3)
Music 206*	Commercial Harmony II	(3)
Music 213*	Musicianship III	(2)
Music 241	Music Notation and Copying I	(1)
Music 242*	Music Notation and Copying II	(1)
Music 265*	Recording Arts Workshop	(3)
Music 281*	Commercial Music Techniques I	(3)
Music 282*	Commercial Music Techniques II	(3)
Class instruction in instrumental and vocal technique	(Music 321, 322, 323, 324, 411, 412, 413, 414, 453, 601, 602, 603, 604, 611, 612, 613, 614, 621, 622, 623, 624, 650, 651, 652, 653, 654)	(.5-2)

Total: 33.5-35

Certificate of Achievement in Commercial Music: Music Composer

(Program Code 100503)

REQUIRED COURSES:

Music 111	Music Appreciation	}	3
	OR		
Music 141	Jazz Appreciation		
Music 137	Music As a Business		3
Music 161	Introduction to Electronic Music		3
Music 165	Introduction to Recording Arts		3
Music 200	Introduction to Music Theory		4
Music 201*	Harmony I		3
Music 205*	Commercial Harmony I		3
Music 206*	Commercial Harmony II		3
Music 211*	Musicianship I		2
Music 241	Music Notation & Copying		1
Music 265*	Recording Arts Workshop I		3
Music 281*	Commercial Music Techniques I		3
Music 282*	Commercial Music Techniques II		3
Music 322*	Elementary Piano II		2

Total: 39

Skills Certificate in Commercial Music: Copyist

(Program Code 100501)

REQUIRED COURSES:

Music 101	Fundamentals of Music	3
Music 137	Music As a Business	3
Music 161	Introduction to Electronic Music	3
Music 241	Music Notation and Copying I	1
Music 242*	Music Notation and Copying II	1
Music 321	Elementary Piano I	2
		Total: 13

Certificate of Achievement in Recording Technician

(Program Code 100502)

REQUIRED COURSES:

Music 101	Fundamentals of Music	3
Music 111	Music Appreciation	3
	OR	
Music 141	Jazz Appreciation	3
Music 137	Music As a Business	3
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3
Music 241	Music Notation and Copying I	1
Music 265	Recording Arts Workshop I (two semesters, 3 units each)	6
Music 321	Elementary Piano I	2
		Total: 24

Required Steps to Apply to the Nursing Program

In order to obtain a Program Application, the following steps MUST be completed well in advance of the application filing period:

1. All students except current and returning LAVC students need to submit a college application to the LAVC Admissions Office. International students must first apply to the International Student Program.
2. All U.S. transcripts outside of the Los Angeles Community College District (LACCD) must be mailed directly from the college attended to the LAVC Admissions Office. Hand-carried U.S. transcripts of any kind are NOT acceptable. Students must confirm with the Counseling office that transcripts have arrived prior to making a counseling appointment.
3. All transcripts outside of the U.S. must be evaluated according to the following procedures:
 - Must complete 12 units with a “C” average within the LACCD prior to submitting any petition for credit.
 - Submit foreign transcripts to an LAVC approved foreign transcripts evaluation service to obtain credit recommendations.
 - Submit to the college’s Petitions Committee a sealed copy of the evaluation service’s credit recommendations along with a petition for approval of credit. Credit approval by the Petitions Committee is NOT automatic (see a counselor for details).
4. Schedule an appointment with a counselor to evaluate your transcripts well in advance of the application deadline and only after completion of Steps 1 through 3. The counselor will provide students with a signed “Evaluation of transcripts for Nursing Program Prerequisites” form verifying that all nursing program prerequisites are completed with a “C” or better.
5. Apply to the Nursing Program during the application period. Students must bring the “Evaluation of Transcripts for Nursing Program Prerequisites” signed form to obtain a nursing application.

Selection Process

- Nursing Program application and transcripts will be evaluated using the criteria from the Chancellor’s Office Validation Study. The Chancellor’s Office Validation Study is based on predicting student success in the nursing program. The Chancellor’s Office Validation Study evaluates the student’s overall grade point average (GPA of Anatomy, Physiology, Microbiology, and English, and the repetitions of Anatomy, Physiology and Microbiology. This evaluation criterion establishes a “cut score”. Students must receive a cut score of 80 or above on the Chancellor’s Office Validation Study to be considered for admission into the nursing program.
- Students who successfully receive a cut score of 80 or above on the Chancellor’s Office Validation Study will be invited to take the “TEAS” (Test of Essential Academic Skills) admission examination. The “TEAS” admission examination consists of 170 questions, proctored, standardized assessment which evaluates each student on skills in reading, math, science, and English language. Students may prepare for the “TEAS” admission examination by purchasing from the bookstore the TEAS Pre-Test Study Manual prior to taking the admission examination. The minimum required “TEAS” score is 67% to pass. Effective Spring 2008.
- If the number of eligible applicants exceeds the number of seats available for entrance into the nursing program a random drawing of the eligible applicants is conducted.
- All applicants will receive a letter of acceptance or denial from the nursing department by mail after the process is completed.
- Students accepted into the nursing program must return an acceptance card by the posted date or their seat will be given to the next eligible applicant.

Nursing, Continued next page

NURSING

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN B

(Program Code 123010)

Students entering the Nursing program must follow the LAVC Graduation Plan B guidelines of the catalog.

Registered Nursing Program

The Associate Degree Registered Nursing Program is approved by the California Board of Registered Nursing (BRN) and accredited by the National League for Nursing Accrediting Commission (NLNAC).

The Nursing Program is comprised of 38 units of Nursing Theory and Clinical experience plus approximately 36 units of science and general education courses. Clinical experiences are provided in hospitals and various health care facilities in the community. The clinical experience correlates with classroom teaching of nursing theory, skills laboratory practicum, computer assisted instruction (CAI), and simulation.

The nursing program is designed to prepare graduates to function as entry-level Registered Nurses in the health care delivery system.

Students who complete the BRN requirements and the college degree requirements will receive an Associate Degree of Science in Nursing. Students

Students are encouraged to complete the degree requirements (i.e. attain graduation status) before taking the National Council Licensure Examination (NCLEX).

Men and women, regardless of age, race, religious affiliation or marital status are welcome to apply.

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

Nursing, Continued

- All students not selected into the nursing program may reapply to the nursing program may reapply to the nursing program for the next following semester.
- NO application will be kept on file and all applications will be destroyed.

Nursing Program Prerequisites

1. Anatomy 1 (4 semester units) and Physiology 1 (4 semester units)
OR Physiology 8 (4 semester units) and Physiology 9 (4 semester units)
2. Microbiology 20 OR an equivalent General Microbiology course with lab (4 semester units)
3. English 101 (3 semester units)
4. One year college Chemistry with a lab (Chemistry 51) or equivalent or one year High School Chemistry with a Lab.
5. Passing Score on Algebra Competency Test or Math 115 or higher level of math course.
6. Psychology 1 and 41 (3 semester units each).

To graduate from the college and receive an AS degree in nursing, the following must be completed in the order listed below and prior to graduation. Due to the new compressed schedule, the Nursing Faculty strongly encourages students to complete all coursework prior to entering the nursing program.

- Speech 101 must be completed prior to entering the 3rd semester of the nursing program.
- Sociology 1 or Anthropology 102: Three-unit course, completed prior to entering the 4th semester of the nursing program.
- Humanities: Three-unit course under graduation Plan B, completed prior to entering the 4th semester of the nursing program.
- Social and Behavioral Science Requirement: Three-unit course under graduation Plan B, completed by the end of the 4th semester of the nursing program.
- Physical education: One-unit course, completed by the end of the 4th semester of the nursing program.

Nursing Science Courses

Nrsce 101	Introduction to Nursing	3
Nrsce 102	Fundamentals of Nursing	3
Nrsce 103	Nursing Process	1
Nrsce 104	Nursing Communication	1
Nrsce 105	Nursing Pharmacology	2
Nrsce 106	Medical/Surgical Nursing I	5
Nrsce 107	Medical/Surgical Nursing II	5
Nrsce 108	Medical/Surgical Nursing III	3
Nrsce 109	Gerontology/Community Health Nursing	2
Nrsce 110	Psychiatric/Mental Health Nursing	3
Nrsce 111	Reproductive Nursing & Women's Health	3.5
Nrsce 112	Care of Children & Family	3.5
Nrsce 114	Nursing Leadership & Management	3
Total:		38

All nursing courses must be completed with a grade of C or better to be eligible to apply for NCLEX-RN examination.

Graduation

Please refer to Graduation Plan B in this catalog. Only students who meet degree requirements are considered graduates. Degree students must petition to graduate. Petitions may be obtained in the Graduation Office. It is recommended that students petition during the third semester so that if there are problems they can be rectified during the fourth semester whenever possible.

Student Discipline

Students in the nursing program are subject to the LACCD Student Code of Conduct. Violations of the code of conduct may result in suspension or expulsion from the nursing program.

Attendance

Attendance at all scheduled nursing classes, theory and clinical, is expected and if absences in hours exceed the number of hours the class meets per week, the student will be excluded from the class.

Transportation

Each student is responsible for his or her own transportation to the extended campuses for clinical experiences.

Evening and Alternative Clinical Rotations

Some clinical experiences may be scheduled in the evening between 1:00 p.m. and 11:00 p.m. and on Fridays and Saturdays. Students must be prepared to attend alternate schedules when necessary. Child care or work schedule conflicts will not be considered a reason for exemption from an evening or weekend rotation.

Advanced Placement

A vocational nurse who is licensed to practice in the State of California, may apply for advanced placement. Advanced placement is not given to Certified Nursing Assistants, Psychiatric Technicians or other allied health professionals. For further information regarding career mobility options for LVNs, please contact the Health Science Office.

LVN 30-Unit Option

A vocational nurse, who is licensed to practice in the State of California, may apply for LVN 30-Unit Option. LVN 30-Unit Option is not given to Certified Nursing Assistants, Psychiatric Technicians, or other allied health professionals. For further information regarding career mobility options for LVNs, please contact the Health Science Department.

Credit by Examination

The Health Science Department follows the same policies as the college. See information in the Academic Policy section of this catalog. For further information, see the Department Chairperson.

Advisement

All potential nursing students must see a counselor in the counseling department prior to admission into the nursing program. Counselors are located in the Admissions area and in special.

PHILOSOPHY**ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A**

(Program Code 150900)

Core:

Philos 12	History of Greek Philosophy	3
Philos 14	History of Modern European Philosophy	3
Philos 9	Symbolic Logic	3
Philos 20	Ethics	3
IN ADDITION, TWO COURSES CHOSEN FROM THE FOLLOWING:		6
Philos 1	Intro. to Philosophy	(3)
Philos 6	Logic in Practice	(3)
Philos 30	Asian Philosophy	(3)
Philos 33#	Comparative Survey of World Religions	(3)
Philos 35#	Judaism, Christianity, & Islam	(3)
Total:		18

PHYSICAL EDUCATION

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 083500)

Biology 3	Introduction to Biology	4
Health 11	Principles of Healthful Living	3
SELECT 7 UNITS FROM THE FOLLOWING PHYSICAL EDUCATION MAJORS COURSES: 7		
P.E. 701	Advanced Life Saving	(2)
P.E. 702	Water Safety Instruction	(3)
P.E. 710	Officiating Competitive Sports I	(2)
P.E. 711	Officiating Competitive Sports II	(2)
P.E. 712	Introduction to Physical Education	(3)
P.E. 713	Introduction to Coaching Athletics	(3)
P.E. 718	Fundamentals of Athletic Training	(3)
P.E. 722	Introduction to the Group Fitness Instructor	(3)
P.E. 750	Sports Ethics	(3)
Health 3	Cardiopulmonary Resuscitation	(1)
Health 12	Safety Education and First Aid	(3)

PLUS 4 UNITS OF ACTIVITY ELECTIVES CHOSEN FROM THE FOLLOWING: 4
 Phys Ed 95, 96, 97, 100 through 699, P.E. 701 and 702

Total: 18

PLAN B

(Program Code 083501)

Biology 3	Introduction to Biology	4
Anatomy 1*	Introduction to Human Anatomy	4
Physiol 1*	Introduction to Human Physiology	4
Health 11	Principles of Healthful Living	3
Health 12	Safety Education and First Aid	3
Stat 1*	Elementary Statistics I for the Social Sciences	3
SELECT 13 UNITS FROM THE FOLLOWING PHYSICAL EDUCATION MAJORS COURSES: 13		
P.E. 701	Advanced Life Saving	(2)
P.E. 702	Water Safety Instruction	(3)
P.E. 710	Officiating Competitive Sports I	(2)
P.E. 711	Officiating Competitive Sports II	(2)
P.E. 712	Introduction to Physical Education	(3)
P.E. 713	Introduction to Coaching Athletics	(3)
P.E. 718	Fundamentals of Athletic Training	(3)
P.E. 722	Introduction to the Group Fitness Instructor	(3)
P.E. 750	Sports Ethics	(3)
Phys Ed 630	Aerobic Super Circuit Laboratory	(1)
Phys Ed 640	Beginning Lifelong Fitness	(1)

PLUS 2 UNITS OF ACTIVITY ELECTIVES CHOSEN FROM THE FOLLOWING: 2
 Phys Ed 101 through 699, P.E. 701 and 702

Total: 36

PHYSICS

ASSOCIATE DEGREE REQUIREMENTS (AS)

PLAN B

(Program Code 190200)

Physics 37*	Physics for Engineers & Scientists I	5
Physics 38*	Physics for Engineers & Scientists II	5
Physics 39*	Physics for Engineers & Scientists III	5
Math 265*	Calculus with Analytic Geometry I	5
Math 266*	Calculus with Analytic Geometry II	5
Math 267*	Calculus with Analytic Geometry III	5
PLUS TWO COURSES CHOSEN FROM THE FOLLOWING:		8-10
Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Math 275*	Ordinary Differential Equations	(3)
Co Sci 802	Introduction to Computer Science	(5)

Total: 38

POLITICAL SCIENCE

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

(Program Code 220700)

Core:

Pol Sci 1	The Government of the United States	3
Pol Sci 2	Modern World Governments	3
Pol Sci 5	The History of Western Political Thought	3
Pol Sci 7	Contemporary World Affairs	3
Law 3	Civil Rights and the Law	3
PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		3
History 5	History of the Americas I	(3)
History 6	History of the Americas II	(3)
History 11	Political and Social History of the United States I	(3)
History 12	Political and Social History of the United States II	(3)
History 13	The United States in the Twentieth Century	(3)
History 20	History of California and the Pacific Coast	(3)
Chicano 7	The Mexican-American in the History of the United States I	(3)
Chicano 8	The Mexican-American in the History of the United States II	(3)
Afro Am 4	The African American in the History of the United States I	(3)
Afro Am 5	The African American in the History of the United States II	(3)

Total: 18

PSYCHOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Core:

Psych 1	General Psychology I	3
Psych 2*	General Psychology II	3
Stat 1*	Elementary Statistics I for the Social Sciences	3
	OR	
Stat 2*	Elementary Statistics II	4
Core Total: 9-10		

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

General Option

(Program Code 200100)

12 UNITS CHOSEN FROM THE FOLLOWING:		12
Psych 3	Personality and Social Development	(3)
Psych 5	History and Perspectives in Psychology	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 17*	The Exceptional Child	(3)
Psych 26	Power and Speed Reading	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)
Psych 60	Stress Management	(3)
Psych 66	Introduction to Critical Thinking	(3)

Option Total: 12

Total of Core plus Option: 21-22

Developmental Option

(Program Code 220101)

Psych 11*	Child Psychology	3
Psych 12*	Adolescent Psychology	3
Psych 17*	The Exceptional Child	3
PLUS THREE UNITS CHOSEN FROM THE FOLLOWING:		3
Psych 5	History and Perspectives in Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

Option Total: 12

Total of Core plus Option: 21-22

Social and Personality Option

(Program Code 200102)

Psych 3	Personality and Social Development	3
Psych 13*	Social Psychology	3
Psych 14*	Abnormal Psychology	3
PLUS THREE UNITS CHOSEN FROM THE FOLLOWING:		3
Psych 5	History and Perspectives in Psychology	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)

Option Total: 12

Total of Core plus Option: 21-22

RESPIRATORY THERAPY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN B

(Program Code 121000)

Respiratory Therapy Program

The Respiratory Therapist Program is nationally accredited by the Committee on Accreditation for Respiratory Care (CoARC). Respiratory care practitioners are licensed by the Respiratory Care Board of California under the Department of Consumer Affairs.

PROGRAM REQUIREMENTS

Program requirements are divided into two phases. Any student may enroll in Phase I, with scheduled counseling recommended. Formal application must be made for admission to Phase II. The requirements for the Respiratory Therapist Program also meet the AS Degree major requirements. Please see the Respiratory Therapy Director for specific equipment requirements that students must provide and the estimated cost of these.

REQUIREMENTS NECESSARY FOR ACCEPTANCE INTO PHASE II INCLUDE:

1. High school diploma or equivalent
2. Grade of C or better in all Phase I courses
3. Physical examination (Pass rating)
4. Formal application to the program

Respiratory Care Practitioner License

Fulfillment of the Respiratory Therapist Program requirements can lead to California licensed practice as a respiratory care practitioner (RCP), working in such areas as:

Adult Intensive Care
Emergency and Trauma Care
Pulmonary Rehabilitation and Home Care
Neonatal and Pediatric Intensive Care
Cardiopulmonary Function Testing

REQUIRED COURSES: (PHASE I)

Fall

Physics 5*	Allied Health Physics	3
Anatomy 1*	Introductory Human Anatomy	4
Chem 51	Fundamentals of Chemistry I	5
Resp Th 1	Introduction to Respiratory Therapy	1

Spring

Micro 20*	General Microbiology or a 4-unit General Microbiology Course	4
Psych 1	General Psychology I	3
Resp Th 2*	Fundamentals of Respiratory Therapy	4
Physiol 1*	Introduction to Human Physiology	4

REQUIRED COURSES: (PHASE II)

Summer

Resp Th 15*	Introduction to Clinical Experience	4
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Fall

Resp Th 3*	Applications of Respiratory Therapy and Clinical Experience I	5
Resp Th 4*	Applications of Respiratory Therapy and Clinical Experience II	5
Resp Th 6*	Respiratory Physiology	4

Spring

Resp Th 5*	Applications of Respiratory Therapy and Clinical Experience III	5
Resp Th 11*	Applications of Respiratory Therapy and Clinical Experience IV	5
Resp Th 7*	Applied Medicine and Pathology	3
Resp Th 8	Administrative Procedures of Respiratory Therapy	1

Total: 60

RT Course schedule subject to revision effective Spring 2011. Check with RT or Counseling department for possible schedule changes.

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

Accreditation

LAVC's Advanced Level Respiratory Therapy Program is accredited by the Committee on Accreditation of Respiratory Care (CoARC) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Any questions or information about LAVC's RT program (CoARC #200210) or any other accredited RT schools please contact:

CoARC
1248 Harwood Road
Bedford, TX 76021-4244
817-283-2835
Fax: 817-354-8519
<http://coarc.com/>

Clinical Area Performance

Clinical area performance will be graded pass or fail as evaluated by the clinical instructors. Failure in the clinical area means failure in the course regardless of the grade in theory. Attendance at all scheduled classes is expected, and if absences from clinical laboratory in any one semester exceed four days, the student may be excluded from the Respiratory Therapist Program. The Health Science Department reserves the right to refuse a student continuation in the program if a grade of C or better is not maintained or if the student is unable to perform safely in the clinical area.

Associate Degree

Certificates may be issued to students completing requirements in the Respiratory Therapist Program. Pursuant to California RCP license law, an Associate Degree will be required. Students obtaining an AS Degree in Respiratory Therapy must complete General Education Requirements under Plan B, described on page 34 as well as the unit, scholastic, residence, and general competency requirements described on page 34. Previously attained higher than an AS degrees may be applicable. For further information regarding graduation requirements please contact (818) 947-2559. Foreign medical or Academic degrees are not recognized by the NBRC or California RCB.

ADDITIONAL PROGRAM REQUIREMENTS

National Accredited Exams

Upon completion of this advanced level RT Program the students will be eligible to take both the Certified Respiratory Therapist (CRT) exam followed by the Registered Respiratory Therapist (RRT) written and RRT Clinical Simulation exams. These exams are accredited through the National Board of Respiratory Care (NBRC).

NBRC Executive Office

18000 W. 105th Street
Olathe, KS 66061-7543
Toll-Free: 888.341.4811
Phone: 913.895.4900
Fax: 913.895.4650
www.nbrc.org

Respiratory Care Practitioner License

Upon completion of an accredited Respiratory Therapy program and an Associate of Science in Respiratory therapy the graduates apply for their California Respiratory Care Practitioner (RCP) through the Respiratory Care Board (RCB) of California. Graduates must pass the NBRC CRT exam to obtain a license.

Respiratory Care Board of California

444 North 3rd Street, Suite 270
Sacramento, CA 95811
Main Telephone: (916) 323-9983
Toll Free in California (866) 375-0386
Fax: (916) 323-9999
Website: www.rcb.ca.gov
E-mail: rcbinfo@dca.ca.gov

Criminal Background check

Federal healthcare regulations (Joint Commission on Accreditation for Healthcare Organizations "JCAHO") and the Respiratory Care Board of California require criminal background checks on all license healthcare professionals and students.

LAVC RT Program Application Process

Applications for the Phase II clinical training portion of the RT Program are accepted during the spring semester for students who have enrolled in or have completed RT 2. All Students must consult with a counselor to have all RT 2 prerequisites verified before enrolling in RT 2. Complete application process information is available at the counseling department, Allied health Science Department, and the LAVC RT web site. @ lavc.edu/restherapy/index.htm

Additional requirements for Phase II students:

Students must have a valid BLS CPR American Heart Association, criminal background check, malpractice insurance, drug screen, and a physical exam that includes TB testing, immunizations, and titers. (see Respiratory Therapy Program requirements under Educational Programs in LAVC catalog.)

CERTIFICATE REQUIREMENTS

Please see description of Respiratory Therapy Program above.

SOCIOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

General Option
(Program Code 220800)

Core:

Soc 1	Introduction to Sociology	3
Soc 2	American Social Problems	3
Soc 12	Marriage and Family Life	3
9 UNITS CHOSEN FROM THE FOLLOWING:		9
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 17	Introduction to Counseling	(3)
Soc 21	Human Sexuality	(3)
Soc 22	Sociology of Women	(3)
Soc 25	Drugs and Culture	(3)
Soc 35	The Labor Movement	(3)
Soc 84	SIMSOC: Simulated Society	(1)
Soc 185	Directed Study – Sociology	(1)
Soc 285	Directed Study – Sociology	(2)
Soc 385	Directed Study – Sociology	(3)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)

Total 18

Sociology, Continued next page

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

Sociology, Continued

Social Welfare Option

(Program Code 220801)

Core:

Soc 1	Introduction to Sociology	3
Soc 17	Introduction to Counseling	3
Soc 21	Human Sexuality	3
9 UNITS CHOSEN FROM THE FOLLOWING:		9
Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12	Marriage and Family Life	(3)
Soc 22	Sociology of Women	(3)
Soc 25	Drugs and Culture	(3)
Soc 35	The Labor Movement	(3)
Soc 84	SIMSOC: Simulated Society	(1)
Soc 185	Directed Study – Sociology	(1)
Soc 285	Directed Study – Sociology	(2)
Soc 385	Directed Study – Sociology	(3)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)

Total: 18**SPANISH****ASSOCIATE DEGREE REQUIREMENTS (AA)****PLAN A**

(Program Code 110500)

(See also Foreign Language)

THREE OR FOUR COURSES CHOSEN FROM THE FOLLOWING:		15-16
Span 21 & 22*	Fundamentals of Spanish I & II	} (5-6)
OR		
Spanish 1	Elementary Spanish I	
Spanish 2*	Elementary Spanish II	(5)
Spanish 3*	Intermediate Spanish I	(5)
Spanish 4*	Intermediate Spanish II	(5)
Spanish 5*	Advanced Spanish I	(5)
Spanish 6*	Advanced Spanish II	(5)
Spanish 35	Spanish for Spanish Speakers I	(5)
Spanish 36*	Spanish for Spanish Speakers II	(5)
Spanish 48	Intro to Spanish Translation I	(3)
3-4 UNITS CHOSEN FROM THE FOLLOWING:		3-4
Spanish 8*(2 semesters)	Conversational Spanish	(4)
Ling 1	Introduction to Language and Linguistics	(3)
Spanish 9	Hispanic Civilization	(3)
Spanish 10	Latin-American Civilization	(3)
Spanish 12#	Contemporary Mexican Literature	(3)
Spanish 16#	Mexican Civilization	(3)
Spanish 46#	Chicano Literature/Literatura Chicana	(3)

Total: 18-20**SPEECH COMMUNICATION****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A**

(Program Code 150600)

Speech 101	Oral Communication I	3
Speech 102	Oral Communication II	3
Speech 104	Argumentation	} 3
OR		
Speech 105	Critical Thinking	} 3
Speech 121	The Process of Interpersonal Communication	
OR		
Speech 130	Introduction to Oral Interpretation of Literature	} 3
Speech 122	Communication Across Cultures	
Speech 151	Small Group Communication	3

Total: 18**THEATER ARTS****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN A**

(Program Code 100700)

Theater 110	History of the World Theater	3
Theater 125	Dramatic Literature	3
Theater 270	Beginning Acting	3
Theater 272	Intermediate Applied Acting	3
PLUS 6 UNITS FROM THE FOLLOWING:		6
Theater 274	Advanced Applied Acting	(3)
Theater 301	Stagecraft	(3)
Theater 325	Stage Management & Advanced Stagecraft	(3)
Theater 450	Beginning Stage Make-Up	(2)

Total: 18**PLAN B****Core:**

Theater 100	Introduction to the Theater	3
Theater 110	History of the World Theater	3
Theater 225	Beginning Direction	3
Theater 270	Beginning Acting	3
Theater 301	Stagecraft	3
Theater 325	Stage Management & Advanced Stagecraft	3
Theater 450	Beginning Stage Make-up	2

Core Total: 20

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Acting Option

(Program Code 100701)

16 UNITS CHOSEN FROM THE FOLLOWING:		16
Theater 232	Play Production	(2)
Theater 233	Play Production	(3)
Theater 240	Voice and Articulation for the Theater	(3)
Theater 272	Intermediate Applied Acting	(3)
Theater 274	Advanced Applied Acting	(3)
Theater 276	Actors Workshop	(3)
Theater 293	Rehearsals and Performances	(3)
Theater 185	Directed Study – Theater	(1)
Theater 285	Directed Study – Theater	(2)
Theater 385	Directed Study – Theater	(3)
Psych 3	Personality and Social Development	(3)

Option Total: 16**Total of Core Plus Option: 36**

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

Directing Option

(Program Code 100703)

16 UNITS CHOSEN FROM THE FOLLOWING:		16
Theater 125	Dramatic Literature	(3)
Theater 130	Playwriting	(3)
Theater 227	Advanced Direction	(3)
Theater 232	Play Production	(2)
Theater 233	Play Production	(3)
Theater 272	Intermediate Applied Acting	(3)
Theater 293	Rehearsals and Performances	(3)
Theater 310	Introduction to Theatrical Lighting	(3)
Theater 315	Introduction to Theatrical Scenic Design	(3)
Theater 185	Directed Study – Theater	(1)
Theater 285	Directed Study – Theater	(2)
Theater 385	Directed Study – Theater	(3)
Art 102	Survey of Art History II	(3)
Brdcstg 1	Fundamentals of Radio & Television Broadcasting	(3)

Option Total: 16

Total of Core Plus Option: 36

Technical Option

(Program Code 100600)

16 UNITS CHOSEN FROM THE FOLLOWING:		16
Theater 310	Introduction to Theatrical Lighting	(3)
Theater 315	Introduction to Theatrical Scenic Design	(3)
Theater 317	Color and Design for the Theater	(3)
Theater 323	Stage Management and Production	(3)
Theater 185	Directed Study – Theater	(1)
Theater 285	Directed Study – Theater	(2)
Theater 385	Directed Study – Theater	(3)
Electrn 4*	Fundamentals of Electronics I	(4)
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)

Option Total: 16

Total of Core Plus Option: 36

CERTIFICATE REQUIREMENTS

The Theater Department offers Certificates in Production.

Skills Certificate in Musical Theater

(Program Code 100704)

This certificate program is designed to channel the student who wishes to emphasize performance in the musical theater. Completion of the certificate will enable a student to more effectively audition and seek professional acting, singing and dancing jobs in the specialized area of musical theater stage performance.

REQUIRED COURSES:		
Theater 270	Beginning Acting	3
Theater 272	Applied Intermediate Acting	3
Theater 275	Scene Study	2
Theater 279	Musical Theater	2
Music 412	Elementary Voice II	2
Music 453	Musical Theater Repertoire (2 semesters - .05 each)	1
DanceTQ 460	Ballet Techniques (2 semesters 1 unit each)	2
DanceTQ 290	Dance for Film and Stage	1
PLUS 1 COURSE FROM THE FOLLOWING:		1
DanceTQ 446	Tap Dance	(1)
DanceTQ 463	Modern Jazz	(1)

Total: 17

Certificate of Achievement in Theater Production

(Program Code 100702)

REQUIRED COURSES:		
Theater 110	History of the World Theater	3
Theater 225	Beginning Direction	3
Theater 270	Beginning Acting	3
Theater 301	Stagecraft	3
Theater 310	Lighting	3
Theater 315	Scene Design	3
Theater 232, 233	Play Production	
	OR	
Theater 293	Rehearsals and Performances	2-3

PLUS 2 COURSES FROM THE FOLLOWING:		5-6
Theater 227	Advanced Direction	(3)
Theater 130	Playwriting	(3)
Theater 317	Color and Design for the Theater	(3)
Theater 325	Stage Management and Advanced Stagecraft	(3)
Theater 450	Beginning Stage Make-Up	(2)
EGT 213*	Introduction to AutoCAD	(3)
Art 501	Beginning Two-Dimensional Design	(3)

Total: 26-27

Skills Certificate in Theatrical Performance

(Program Code 100601)

This certificate program is designed to channel the student's training to emphasize the performance aspect of theater through the use of scripted material and improvisational techniques. Completion of the certificate will enable a student to more effectively audition and seek professional acting jobs in both the stage and film industries.

REQUIRED COURSES:		
Theater 270	Beginning Acting	3
Theater 272	Intermediate Applied Acting	3
Theater 274	Advanced Applied Acting	3
Theater 275	Scene Study	
	OR	
Theater 276	Actor's Workshop	2-3
Theater 293	Rehearsals and Performance	3

Total: 14-15

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

NONCREDIT CERTIFICATES OF COMPLETION

Basic Language Arts and Math

BSICSKL 80CE Basic Language Arts
BSICSKL 81CE Basic Math Skills

Certified Nursing Assistant/Home Health Aide

Students who complete the Certified Nursing Assistant/Home Health Aide program will gain technical terminology and principles concerning healthcare delivery practices. Students can transition into employment as healthcare providers in the medical centers or private homes.

VOC ED 82CE Certified Nursing Assistant
VOC ED 83CE Home Health Aide

Customer Service

VOC ED 301CE Customer Service A: Introduction
VOC ED 302CE Customer Service B: Communicating With People
VOC ED 303CE Customer Service C: Team Building
VOC ED 304CE Customer Service D: Attitude in the Workplace
VOC ED 305CE Customer Service E: Values and Ethics
VOC ED 306CE Customer Service F: Time Management
VOC ED 307CE Customer Service G: Stress Management
VOC ED 308CE Customer Service H: Conflict Management
VOC ED 309CE Customer Service I: Decision/Problem Solving
VOC ED 310CE Customer Service J: Managing Change

English as a Second Language

Students who complete the English as a Second Language certificates will gain skills in reading, writing, listening, and speaking. The sequence of certificates will help students prepare for meaningful employment and prepare them to transition into credit courses.

English as a Second Language I

ESL NC 1CE English as a Second Language – Beginning I
ESL NC 2CE English as a Second Language – Beginning II

English as a Second Language II

ESL NC 6CE English as a Second Language –0
ESL NC 7CE English as a Second Language –1

English as a Second Language III

ESL NC 8CE English as a Second Language –2
ESL NC 9CE English as a Second Language –3

English as a Second Language IV

ESL NC 15CE English as a Second Language –4
ESL NC 16CE English as a Second Language –5
ESL NC 17CE English as a Second Language –6

English as a Second Language - Speech

ESL NC 23CE English as a Second Language –Speech 1
ESL NC 24CE English as a Second Language –Speech 2

ESL Civics

Students who complete the ESL Civics certificates will gain skills in reading, writing, listening, and speaking as well as learn topics related to U.S. history and current events, which will prepare them to transition into credit courses. The sequence of certificates will also help students prepare for meaningful employment and prepare immigrant students for the Citizenship examination.

ESL Civics I

ESLCVCS 10CE ESL and Civics 1
ESLCVCS 11CE ESL and Civics 2
ESLCVCS 12CE ESL and Civics 3

ESL Civics II

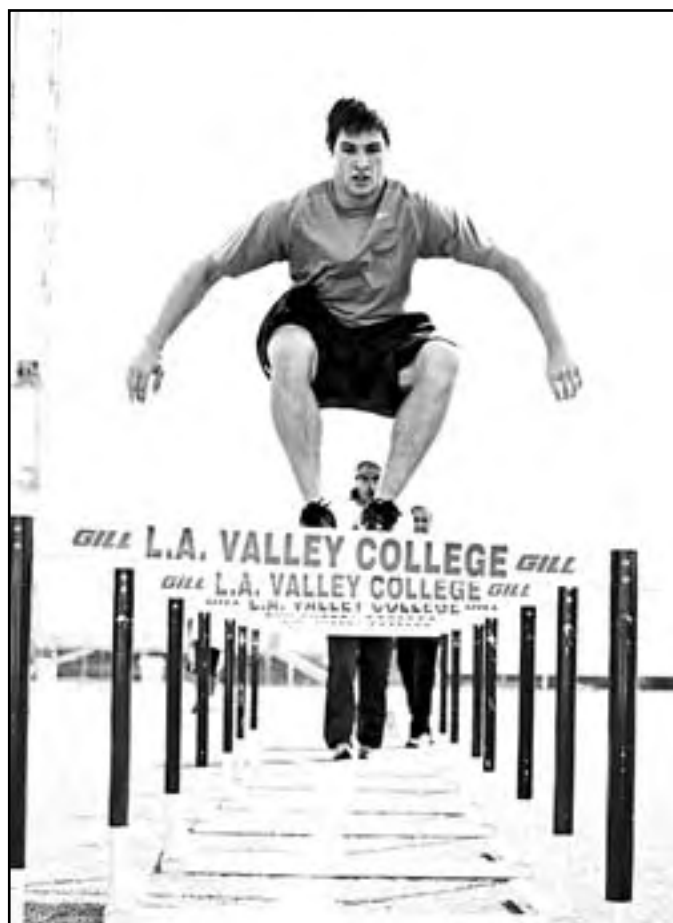
ESLCVCS 13CE ESL and Civics 4
ESLCVCS 14CE ESL and Civics 5
ESLCVCS 15CE ESL and Civics 6

Microcomputer Literacy

VOC ED 114CE Microcomputer Literacy 1
VOC ED 115CE Microcomputer Literacy 2

Workplace Success

VOC ED 96CE Blueprint for Workplace Success
VOC ED 98CE 30 Ways to Shine as a New Employee



Special Programs

Cooperative Work Experience Education (CWEE)

CWEE combines on the job experience with classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government and human services are an enrichment to college studies which enhance the students total development. It is called CWEE because the educational objectives are carefully planned and coordinated with the students employer to provide realistic employment experience. The objectives are:

1. To gain realistic work experience that is meaningfully related to the students college study program.
2. To provide the student opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Benefits Of Cooperative Work Experience Education

The student:

1. Has the opportunity to learn or improve employment skills under actual working conditions.
2. Gains perspective on career goals through application of classroom theory to real life experience.
3. Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
4. Has opportunities to test personal abilities in work environments.
5. Has a more realistic approach to the job market.
6. Will gain a better understanding of human relations.
7. Will learn to apply Management by Objectives (MBO).
8. May refer to work experience education on future job applications.
9. Benefits financially while learning.
10. Can begin a career earlier.

Student Qualifications

1. Pursue a planned program based on measurable learning objectives agreed to with CWEE instructor/director.
2. Be enrolled in no less than 7 units (including CWEE units) in an accredited college or university.
3. During summer sessions, be enrolled in at least one class in an accredited college or university in addition to CWEE.

Occupational Work Experience

Units: 1-4 units.

A program of on-the-job learning experience for students employed in a job related to their occupational oriented major. May be repeated three times for a maximum of 16 units.

Campus Procedure

For additional information regarding Cooperative Work Experience Education at Los Angeles Valley College, contact the Cooperative Education Office, Bungalow 48, or call phone extension 2333.

Cooperative Education, General

Units: 1-3 units.

A program of on-the-job learning experience for students employed in a job not related to your major. May be repeated one time for a maximum of 6 units.

Cooperative Education

Phone: (818) 947-2333. Office: B48

COOPERATIVE EDUCATION -
WORK EXPERIENCE - NOT IN MAJOR - 1-3 UNITS

Prerequisite: Must be enrolled in at least 7 units (includes Coop Ed.)

5 to 9 hours per week of work experience 1 unit
10 to 14 hours per week of work experience2 units
15 or more hours per week of work experience3 units

Students enrolling in Cooperative Education for the first time and who or enrolled in an online section must do required online work.

Supervised training is provided in the area of general employment practices with emphasis on attitude, ethics, and integrity. On-the-job training need not be in the college major but must be educational.

California State University: Approved Cooperative Education Subject Areas

Los Angeles Community College District policy provides that a maximum of twelve (12) semester units in Cooperative Education courses completed in the subject areas listed below may be applied toward the California State University 56 unit admission requirement.

- Accounting
- Administration of Justice
- Anthropology
- Architecture
- Art
- Astronomy
- Biology
- Broadcasting
- Business
- Chemistry
- Child Development
- Cinema
- Computer Applications
- Office Technology

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

- | | |
|---|--------------------------------------|
| ■ Computer Science-
Information Technology | ■ Management |
| ■ Economics | ■ Marketing |
| ■ Education | ■ Mathematics |
| ■ Electronics | ■ Media Arts |
| ■ Engineering, General | ■ Music |
| ■ Engineering, General
Technology | ■ Numerical Control |
| ■ English | ■ Nursing |
| ■ Family and Consumer
Studies | ■ Oceanography |
| ■ Finance | ■ Philosophy |
| ■ Fire Technology | ■ Photography |
| ■ French | ■ Physical Education |
| ■ Geography | ■ Physics |
| ■ Geology | ■ Physiology |
| ■ German | ■ Political Science |
| ■ Health | ■ Psychology |
| ■ Hebrew | ■ Real Estate |
| ■ History | ■ Recreation |
| ■ Italian | ■ Respiratory Therapy |
| ■ Jewish Studies | ■ Sociology |
| ■ Journalism | ■ Spanish |
| ■ Law | ■ Speech |
| | ■ Theater |
| | ■ Tool & Manufacturing
Technology |

Instructional Alternatives

Modular Classes

Modular classes, which meet in blocks of consecutive hours, allow students to complete course requirements with fewer days of attendance per week. Many of these classes are offered in the evening.

Apprenticeship Training

Los Angeles Valley College offers apprenticeship training in cooperation with the California State Division of Apprenticeship Standards. More information is available from Michael Avila, at (818) 947-2561 located in Engineering 108A.

Community Services

Community Education classes are designed to meet the educational and recreational interests of the public. We offer a variety of classes for seniors, children, and adults in the areas of computer applications, travel, dance, sports, personal growth, entrepreneurial endeavors, arts and crafts, fitness, acting, and music.

Extension

The Extension Program at the college has been offering skill-based professional certificate courses since 1995. These offerings provide real-world practical applications and career training for adults who are beginning or returning to college, for those seeking a career or lifestyle change, for those whose college careers were interrupted by life transitions, and for those who recognize the need for job skill enhancement.

All offerings are “not-for-credit” status. We offer easy payment plans for the Paralegal, Legal Secretary, and Human Resource Academies.

In the Extension Certificate Program, students must successfully complete (C average or higher) the academies to be granted certificates. Certificate programs include:

- Professional Paralegal Academy
- Legal Secretary Academy
- Human Resource Assistant Academy

For further information on our academic offerings or if you would like to register ONLINE 24/7, please go to www.legalfieldcareers.com today!

We would love to hear from you so please call us at (818) 997-0967 or you can email us at riccobrr@lavc.edu. The Extension Program at Los Angeles Valley College is located in the Job Training office.

Instructional Television (ITV)

Each semester, the district wide Instructional Television program offers transferable college classes. Taught in eight-week terms the classes combine award-winning video lessons available on DVD, broadband, and cable television with weekend class meeting and an online component, creating a positive and engaging learning environment.

Instructional Television courses are convenient, flexible and especially suitable for college students needing to supplement their on-campus program with short-term classes or to add classes for those times when campus attendance is not possible.

Students view telecourse lessons at home or in the Valley College Learning Resource Center, complete online quizzes and discussion forums, reading and study assignments and attend seminars held on weekends at Valley College or another Los Angeles Community College near their home, and take a midterm and final exams.

A Los Angeles Community College instructor with office hours and phone times is assigned to each course. The students enrolled in television classes keep in touch with faculty by telephone, the class website, E-mail, fax, as well as at weekend seminars. Interested students are invited to contact ITV (800) 917-9277.

To request a schedule of classes contact Instructional Television Office at Los Angeles Mission College, 13356 Eldridge Avenue, Sylmar, CA 91342. Call (818) 833-3594.

COURSE DESCRIPTIONS

(CREDIT)

This section contains descriptions of the courses offered at Valley College.

All courses which meet the Major Requirements of the educational programs listed in this catalog may be applied toward graduation requirements for the Associate Degree. All transfer courses may also be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree are designated by the code NDA, Non Degree Applicable.

The course title and the number of units per semester are shown on the first line. In addition, the following code letters are found after the units:

- **UC** – This course is acceptable for unit credit at all branches of the University of California.
- **CSU** – This course is acceptable for credit at all branches of the California State Universities and Colleges.
- **NDA** – Non Degree Applicable.
- **RPT** – The repetitive nature of a course is designated by the abbreviation **RPT**. The symbol **RPT** indicates the number of times a course may be repeated for credit. Example: Spanish 8, Conversational Spanish (2) RPT3. This course may be taken for four semesters at two units per semester.

Courses not offered every semester are indicated by the symbol ‡. Students are advised to pay careful attention to the class schedule for current enrollment information.

Certain courses have some class sections which are designated as *Transfer Alliance Program* (formerly *Honors*). These classes are designed primarily for students who plan to transfer to a four-year college or university. Transfer Alliance classes are indicated in this section by the symbol “✱” which appears at the end of the course title line of information.

Several courses will show a California Articulation Number (CAN) in parentheses after the course title information. The CAN number is a common reference number used for courses statewide to identify course content.

NOTE: Since agreements concerning transferability and equivalencies may change, students are advised to check with a counselor for exact information and to seek assistance from the appropriate department chairperson when making extended plans.

ACCOUNTING (ACCTG)

1 Introductory Accounting I (5)

UC:CSU

(Business Administration majors should take this course in the third semester.)

Prerequisite: None.

Lecture, 5 hours.

Fundamental principles of accounting. Includes study of accounting reports, payrolls, accrued and deferred items, receivables and payables, asset valuation, and related areas of study. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

2 Introductory Accounting II (5)

UC:CSU

(Business Administration majors should take this course in the fourth semester.)

Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.

Lecture, 5 hours.

An overview of partnership and corporation accounting; departmental and branch accounting; manufacturing and cost accounting, taxes, managerial analysis and interpretation of accounting reports.

3 Intermediate Accounting (3) CSU

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

Theory and practice, essentially problem technique. Topics include working papers, valuation of current and fixed assets, consignments, installment sales, intangible assets, investments, funds and reserves, corrections, analysis of statements, application of funds.

11 Cost Accounting ‡ (3) CSU

(Offered fall only.)

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

A survey of the field of cost accounting in general, and consideration of job-lot and process cost accounting in particular. Receiving attention are such topics as accounting methods for material, labor, and factory overhead, and preparation of financial statements from cost data. Numerous problems and one practice set are completed.

15 Tax Accounting I (3) CSU

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

Study of federal and California income tax laws as they apply to individuals. This course will also include the study of the preparation of Federal and California Income Tax Returns required to be filed.

16 Tax Accounting II (3) CSU

Prerequisite: Acctg 15 with a grade of C or better.

Lecture, 3 hours.

Application of federal and California income tax laws to partnerships, corporations, estates, and trusts and gifts. Will also include the study of required accounting procedures and the preparation of income tax returns required to be filed.

18 Computerized Payroll Accounting (3)

Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This course will cover procedures and practices involved in a manual or automated payroll system. Students will become familiar with current Federal and California laws affecting payroll, computation of payroll taxes and preparation of required payroll tax returns/forms.

20 Managerial Accounting ‡ (3) CSU

(Offered Spring only.)

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

The application of accounting analysis to business decision, planning and control. Emphasis on the how to use it rather than how to do the accounting provides understanding of the use of accounting records and reports in various fields of business decision making.

21 Bookkeeping and Accounting I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Fundamentals of double entry bookkeeping; preparation of the trial balance; work sheets and simple financial statements; use of controlling accounts; the control of cash and bank reconciliation statements. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

ACCT 21 AND 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS.

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Acctg 21 with a grade of C or better.

Lecture, 3 hours.

The voucher system; payroll accounting; accounting for notes, drafts, bad debts, inventories, cost of goods sold, fixed assets, depreciation, adjustments, and interim statements. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

25 Automated Accounting Methods and Procedures (3) CSU

Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.

Lecture, 3 hours.

Computer applications to accounting and business, with special reference to billing, accounts receivable, accounts payable, payroll, and material and production control. Field trips.

ACCT 21 AND 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS.

911-921-931-941 Cooperative Education - Accounting (1-4) CSU

Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ADMINISTRATION OF JUSTICE (ADM JUS)**1 Introduction to Administration of Justice (3) UC:CSU**

(CAN AJ 2)

Prerequisite: None.

Lecture, 3 hours.

The history and philosophy of administration of justice in Europe and America, including identification of the various subsystems. Also included are the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE.

2 Concepts of Criminal Law ‡ (3) UC:CSU

(CAN AJ 4)

Prerequisite: None.

Lecture, 3 hours.

Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the justice system; legal research, study of case law, methodology, and concepts of law as a social force.

3 Legal Aspects of Evidence ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Origin, development, philosophy and Constitutional basis of evidence; Constitutional and procedural considerations affecting arrest, and search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An in-depth study of the role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, and corrections. A past, present and future exposure to each sub-system's procedures, from initial entry to final disposition, and the relationship each segment maintains with its system members.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE. NO UC CREDIT FOR AJ 4 IF TAKEN AFTER SUMMER 1995.

5 Criminal Investigation ‡ (3) CSU (CAN AJ 8)

Prerequisite: None.

Lecture, 3 hours.

Fundamentals of investigation and the techniques of crime scene recording and search. The collection and preservation of physical evidence; method of operation processes, sources of information; interview and interrogation; follow-up, and case preparation.

6 Patrol Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course will cover the law, policies, techniques, and procedures used by law enforcement agencies across the country, as well as internationally. Topics included are powers of police, types of patrol, types of service calls, equipment and technology, search and seizure, interview and interrogation, and alarm.

8 Juvenile Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

14 Report Writing for Peace Officers (3) CSU

Prerequisite: None.

Recommended: English 28 with a grade of C or better or equivalent.

Lecture, 3 hours.

The procedures and practices commonly used to gather data and prepare a variety of police reports. Emphasis will be placed upon the need to use correct spelling, sentence structure, punctuation and vocabulary in criminal justice reports to meet statistical, legal and prosecution requirements of the criminal justice system.

24 Introduction to Counseling ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to the entry level practitioners in interviewing and counseling. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and correctional personnel.

27 Police Administration I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of police administration, organization, and functions; records, personnel, public relations, executive control, and communications.

39 Probation and Parole (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An examination of community treatment in the correctional process; contemporary probation and parole practices; and an exploration of the various community corrections agencies and employment opportunities.

42 Advanced Criminal Law ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An intensive study and interpretation of sections of the California Penal Code in constant use by police officers.

49 Narcotics and Vice Control (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course examines the history, identification, and effects of vice and narcotic problems. It explores these problems as they exist within society, and the penal statutes and other laws that attempt to control them.

54 Interrogation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of prevailing techniques of interrogation, including the following: legal aspects of interrogation; questioning of suspects; preparation of statements, admissions, declarations and confessions; the use of the polygraph as a tool of investigation.

67 Community Policing I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An in-depth exploration of the roles of the administration of justice practitioners and their agencies. The student will become aware of the interrelationships and role expectations among those agencies and the public. Principal emphasis will be placed upon the professional image of the system and the development of positive relationships between its members and the public.

75 Introduction to Corrections ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and parole; skills, knowledge and attitudes required for employment in this field; types of institutions and services; career opportunities.

84 Security Administration (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Methods and techniques of security protection for buildings, personnel, business, industrial, technological equipment, and basic security management concepts.

306 Correctional Report Writing (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is an introductory course emphasizing the practical aspects of gathering, organizing, and preparing written reports for correctional activities at the local, state and federal levels. It covers the techniques of communicating facts, information, and ideas in a simple, clear, and logical manner. Various reports, letters, memoranda, directives, note taking and court testimony are addressed.

308 Control and Supervision in Corrections (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course offers an overview of the control and supervision of inmates in local, state and federal correctional institutions. The issues of control from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, overcrowding, inmate hostility and violence. Appropriate and inappropriate officer techniques and tactics will be discussed.

309 Correctional Interviewing and Counseling (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an overview of the techniques and types of counseling and interviewing practiced in corrections work. The student will learn techniques and theories in confidence building used by correctional workers in client interviews and counseling. Correctional assessment and classification and their relevance to correctional interviewing and counseling will also be covered. This course is designed for students planning to enter the field of corrections as well as those already employed.

425 Legal Aspects of Corrections (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides an analysis and historical perspective of local, state and federal laws and their impact upon correctional processes and procedures. The rights and responsibilities of incarcerated individuals is addressed. The rights and responsibilities of corrections staff and management and the potential for liabilities are emphasized. The course is designed for students who intend to become corrections professionals and for those already employed in the field.

427 Understanding Contemporary Terrorism (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course studies the methods used in terrorism against persons or property in violation of criminal laws of the United States. This course covers the techniques used by terrorists such as intimidation, coercion, or ransom from domestic/international terrorism.

433 Weapons of Mass Destruction (1)

Prerequisite: None.

Lecture, 1 hour.

This course provides an overview of terrorist threats in the United States and regulatory guidelines provided by the State of California. Threat indicators, protective measures, crime scene management, and response actions are examined in detail.

436 A History of Terrorism (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will examine and describe the social context of terrorism as it relates to the actions of various terrorist groups, and how terrorism appears to be a war fought on a different level by a different set of rules. Students conclude the course with discussions on fighting terrorism in our country, including the potential problem of loss of civil liberties.

437 Introduction to Homeland Security (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will examine threats to homeland security, including natural and technological disasters as well as intentional threats of domestic and international terrorism including weapons of mass destruction. Comprehensive, up to date overview of homeland security, from an all-hazards perspective

438 Theories and Psychology of Terrorism (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students examine the process of terrorism and understand those who engage in terrorism and exploring three distinct phases of the making of a terrorist becoming involved, remaining involved and leaving terrorism behind.

439 Terrorism and Counterterrorism (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students examine new growing threats including narco-terrorism, terrorist recruitment on the internet, and genomic terrorism. The students will map the analysis of terrorism in the past, present and future responses (counter-terrorism) to national and international terrorism. Finally, students consider historical defenses as well as new concepts and innovations for the prevention and mitigation of terrorist attacks.

441 First Responders for Homeland Security (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will be exposed to various investigative techniques as they apply to terrorism. Investigative techniques include developing and interviewing informants, collection of physical evidence, undercover operations, technical investigative techniques and locating clandestine and fugitive terrorists. The handling of terrorists attacks and crisis preparation.

185 Directed Study -Administration of Justice (1) CSU RPT2**285 Directed Study -****Administration of Justice (2) CSU****385 Directed Study -****Administration of Justice (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Administration of Justice (1-4) CSU

Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ADVERTISING

(See Art, Journalism and/or Marketing)

AFRICAN AMERICAN STUDIES (AFRO AM)**2 The African American in Contemporary Urban Society ‡ (3) UC:CSU ☉**

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the urbanization of the African American with emphasis on contemporary issues, public policy solutions, civil rights, and equality of opportunity. Issues include education, housing, economics (welfare, poverty, and employment), politics, justice and law enforcement, urban and community development, and family.

4 The African-American in the History of the United States I ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course surveys African-American history from pre-colonial Africa through the Civil War. It provides a background in the political and social development of the United States for the students majoring in the social sciences and for those who wish to gain a better understanding of these developments by exploring them through African American experiences. Included is a survey of the U. S. Constitution and the Declaration of Independence.

5 The African-American in the History of the United States II ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course surveys African-American history from the end of the Civil War to the present with special emphasis on social and political developments in American civilization. It provides a historical background for students majoring in the social sciences and for those who wish to gain a better understanding of historical developments by exploring them through African-American experiences.

20 African-American Literature I ‡ (3) UC:CSU ☉

(Same as English 234)

Prerequisite: None.

Lecture, 3 hours.

This course provides an analysis of the literary, social, and historical aspects of essays, novels, drama, short stories and poetry written by African-Americans. It examines and reflects upon American society through the literature that African Americans produce, especially as it pertains to their representation of themselves both intellectually and artistically.

185 Directed Study – African-American Studies (1) CSU RPT2**285 Directed Study – African-American Studies (2) CSU****385 Directed Study – African-American Studies (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in African American Studies on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

ANATOMY

1 Introduction to Human Anatomy (4) UC:CSU ☉

(CAN BIOL 10)

Note: Not open for credit to students who have had Physiology 8 & 9.

Prerequisite: Biology 3 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

A detailed study of structure and systems of the human body. Laboratory work includes dissection of fresh and preserved mammalian organs, use of anatomical models and skeletal materials, and histology.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY I, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

ANTHROPOLOGY (ANTHRO)

101 Human Biological Evolution (3) UC:CSU ☉

(CAN ANTH 2)

Prerequisite: None.

Lecture, 3 hours.

Introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU ☉

(CAN ANTH 4)

(May be taken before Anthropology 101)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An examination of the diverse cultural life-ways that contribute to the greater global picture. Analogies are drawn from small-scale to large-scale societies. Topics include: culture, language and society, ethnicity, multiculturalism, kinship and marriage, religion and political organization and culture change.

103 Archaeology: Reconstructing the Human Past ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding and preserving human culture.

104 Human Language and Communication ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introduction to linguistic anthropology, the study of language, culture, and society from an anthropological perspective.

Language as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, non-verbal communication and writing, oral folklore and spoken art, and linguistic anthropology in the contemporary world. Special topics include pidgins and creoles, language death and revival, and the relationship between language, identity, and power

109 Gender, Sex and Culture ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the prehistoric, especially as they relate to the experiences of males and females in contemporary Western society.

110 Food and Culture ‡(3) CSU

(Same as Geography 45)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A geographical overview of the role of food in culture and the development of civilization from an anthropological perspective. The ecological, economic, social and political aspects of food production are discussed. The formation of regional cuisine is considered as well as food security, globalization of food production, over-fishing, food safety and other current issues. Optional field trips are included.

111 Laboratory in Human Biological Evolution (2) UC:CSU

Prerequisite: None.

Corequisite: Anthro 101.

Lecture, 1 hour; laboratory, 2 hours.

A hands-on laboratory experience in selected topics related to human evolution including: molecular, Mendelian, and population genetics; modern human variation; geological time and fossilization; modern primates studies; human fossil record; and forensic analysis.

121 Anthropology of Religion, Magic and Witchcraft (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

A consideration of the origins, functions and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft and the question of cults.

132 Native People of North America ‡(3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Presents a survey of the Native Peoples living north of Mexico. Nations of the various culture areas are discussed as they existed at the time of European contact, during the historic period, and as they live in contemporary society.

141 Culture, Illness and Healing ‡(3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Looks at the cultural, psychological, and biological aspects of the definition, causes, symptoms, and treatment of illness. Shamanism, faith healing and new age ideas are discussed. Emphasis is placed on the ritual aspects of all healing systems, including that of our own society, and on understanding illness and healing as having both cultural and biological dimensions.

185 Directed Study - Anthropology (1) CSU RPT2

285 Directed Study - Anthropology (2) CSU

385 Directed Study - Anthropology (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Anthropology on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Anthropology (1-4) CSU

Anthropology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ARCHITECTURE (ARC)

161 Introduction to Computer Aided Architectural Drawing ‡ (2) CSU

(Formerly Architecture 36)

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

Using AutoCAD software to draw houses and industrial structures.

172 Architectural Drawing I (3) CSU

(Formerly Architecture 5)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

An introduction to architecture and AutoCAD. Lectures give students a background on residential design, its conventions and symbols. During lab, AutoCAD will be used to design a small, single-story residence. A short review of basic math and orthographic projection, as well as discussion on the architectural scale and building codes are included.

173 Architectural Drawing II (3) CSU

(Formerly Architecture 6)

Prerequisite: ARC 172 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Students will develop drafting skills and fundamental understanding of buildings by preparing drawings for a wood-framed structure. Includes study of design principles, topics of architecture and architects.

221 Architectural Rendering ‡ (2) CSU

(Formerly Architecture 12)

Prerequisite: ARC 172 with a grade of C or better.

Lecture, 1 hour; laboratory, 3 hours.

In this course, students will develop their 3-dimensional modeling skills and fundamental understanding of visual theory. They will accomplish this by preparing renderings for a building designed by a notable architect. This course includes study of current and historical design principles, topics of architecture and architects.

271 Architectural Drawing III (3) CSU

(Formerly Architecture 7)

Prerequisite: ARC 172 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

A study of construction methods, materials and building ordinances. Requires students to prepare detailed drawings for commercial buildings in concrete and steel, or to prepare similar drawings for related construction projects.

911-921-931-941 Cooperative Education - Architecture (1-4) CSU

Architecture is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ARMENIAN (ARMEN)

1 Elementary Armenian I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

Stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write, and speak simple Western Armenian. It includes basic facts of the Armenian culture and customs. Emphasis is on the spoken language.

2 Elementary Armenian II (5) UC:CSU

Prerequisite: Armen 1 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Completes the elementary Western Armenian grammar with an emphasis on oral expression. Includes the reading of simplified texts and further study of Armenian civilization.

ART

UC accepts a maximum of 12 semester units from Art 400, 501, 502, 503, and a maximum of 16 semester units from Art 201 202, 203, 204, 205, 206, 207, 300, 301, 302 303, 304, 305, 306, 310, 311, 312.

101 Survey of Art History I (3) UC:CSU ✪

(CAN ART 2)

Prerequisite: None.

Lecture, 3 hours.

Selected topics in the history of Western European art from the chronological period ranging from the Stone Age, Egyptian civilization, Mesopotamian civilization, the Greek (Hellenic) civilization, the Roman civilization, the Byzantine period, and the Middle Ages. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

102 Survey of Art History II (3) UC:CSU ☼

(CAN ART 4)

Prerequisite: None.

Lecture, 3 hours.

Selected topics in the history of Western European art from the Early Renaissance to the Modern Era. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

103 Art Appreciation I ‡ (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

Appreciation and criticism of art forms and media. A cross-cultural comparative exploration of the origins and meaning of art of a wide variety of historical periods and cultures. Topics include definitions of art, use and function of art, symbolic meaning of art, art terminology, style, design, color theory, methods of production, art criticism, architectural forms.

105 History of Asian Art ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introductory survey of the arts of India, China and Japan. Discussion of technical procedures of art production, religious and philosophical influences on art and architecture, as well as the interchange of cultural influence and artistic expression. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

109 The Arts of Africa, Oceania, and Ancient America ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Selected topics in the history of Non-Western art from the indigenous cultures of Africa, the islands of the South Pacific (Oceania), and pre-European contact North America and Mesoamerica. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture, architecture, arts of the body and other media.

112 Current Art Events ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An enrichment of the students' academic experiences and expansion of their cultural awareness by providing opportunities to attend a wide variety of art exhibits and art events presented in the greater Los Angeles area, and to discuss these activities with guest artists and faculty.

115 History of Modern Art ‡ (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the mid-twentieth century. The influence of the Industrial Revolution, cross-cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

116 History of Women and Art ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The history of women's contributions to the development of visual arts, with emphasis on the Western world from the Renaissance to the present with emphasis on socio-political factors that impacted the historical role of women in the patronage and production of art. The social, economic, political and religious context of the production and use of the works of art considered. A variety of art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

201 Drawing I (3) UC:CSU

(CAN ART 8)

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A fundamental course stressing drawing as a visual language system. "Window space," light logic and perspective will be emphasized while exploring various methods and media.

202 Drawing II ‡ (3) UC:CSU

Prerequisite: Art 201 and 501 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

A continuation of Art 201 into more complex problems. A broader range of media will be utilized and color and composition will be heavily emphasized. A higher standard of craft will be applied to the work.

203 Drawing III ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A continuation of Art 202 into more complex problems and with a higher degree of technical refinement. A broader range of media will be utilized and color, composition and conception will be heavily emphasized.

204 Life Drawing I (3) UC:CSU

Prerequisite: None. *Recommended:* Art 201.

Lecture, 2 hours; laboratory, 2 hours.

Drawing study of the human figure. Analysis of anatomy and essential structure.

205 Life Drawing II (3) UC:CSU

Prerequisite: Art 201 and 204 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

The study of the human figure. Emphasis on problems in composition.

206 Life Drawing III (3) UC:CSU

Prerequisite: Art 205 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
The study of the human figure. Emphasis on pictorial organization and personal expression.

207 Life Drawing IV (3) UC:CSU

Prerequisite: Art 206 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
The study of the human figure. Problems in structural drawing and composition. Emphasis on expressive use of various media.

300 Introduction to Painting (3) UC:CSU

Prerequisite: Art 201 and 501 with grades of C or better.

Lecture, 2 hours; laboratory 2 hours.
An introduction to various painting materials, media and techniques. A survey of methods both contemporary and traditional.

301 Watercolor Painting I ‡ (3) UC:CSU

Prerequisite: Art 300 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
An overview of various transparent water color techniques with emphasis on the materials used in acquiring these skills, both contemporary and traditional.

302 Watercolor Painting II ‡ (3) UC:CSU

Prerequisite: Art 301 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
A continuation of various transparent watercolor techniques with emphasis on subject matter and achieving various textural effects.

303 Watercolor Painting III ‡ (3) UC:CSU

Prerequisite: Art 302 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
A continuation of various transparent watercolor techniques with emphasis on concepts.

304 Acrylic Painting I (3) UC:CSU

Prerequisite: Art 300 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
An overview of acrylic painting techniques with emphasis on materials, used in acquiring these skills.

305 Acrylic Painting II (3) UC:CSU

Prerequisite: Art 304 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
A continuation of Acrylic Painting I with emphasis on composition.

306 Acrylic Painting III (3) UC:CSU

Prerequisite: Art 305 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.
A continuation of Acrylic Painting II with emphasis on various concepts styles and techniques.

307 Oil Painting I (3) CSU

Recommended: Art 201 and 501.

Lecture, 2 hours; laboratory, 2 hours.
An overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

308 Oil Painting II (3) CSU

Prerequisite: Art 307 with a grade of C or better.

Recommended: Art 201 and Art 501.
Lecture, 2 hours; laboratory, 2 hours.
A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

309 Oil Painting III (3) CSU

Prerequisite: Art 308 with a grade of C or better.

Recommended: Art 201 and Art 501.
Lecture, 2 hours; laboratory, 2 hours.
A continuation of Intermediate Oil Painting with emphasis on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

310 Beginning Oil Painting ‡ (2) UC:CSU

Prerequisite: Art 300 with a grade of C or better.

Lecture, 1 hour; laboratory, 3 hours.
An overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

311 Intermediate Oil Painting ‡ (2) UC:CSU

Prerequisite: Art 310 with a grade of C or better.

Lecture, 1 hour; laboratory, 3 hours.
A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

312 Advanced Oil Painting ‡ (2) UC:CSU

Prerequisite: Art 311 with a grade of C or better.

Lecture, 1 hour; laboratory, 3 hours.
A continuation of Intermediate Oil Painting with emphasis on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

400 Introduction to Printmaking ‡ (3) UC:CSU

Prerequisite: None.

Recommended: Concurrent enrollment in Art 201 and 501.

Lecture, 1 hour; laboratory, 5 hours.
An introductory course in basic fine art printmaking processes.

402 Etching II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.
A more advanced course in intaglio processes. Students will explore a few processes in depth with particular emphasis on multi-plate, multi-color and cross-process work, while deepening their conceptual skills.

403 Lithography I ‡ (3) UC:CSU

Prerequisite: None.

Lecture 1 hour; laboratory, 5 hours.
An introductory course in basic flat bed lithographic printmaking including both metal and stone processes.

404 Lithography II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.
A more advanced course in flat bed lithographic processes. Students will explore color processes in depth as well as cross-process work, while deepening their conceptual skills.

407 Relief Printmaking I ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

408 Relief Printmaking II ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

A more advanced course in relief printmaking processes. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

411 Printmaking Studio ‡ (1) UC:CSU RPT*Prerequisite: None.***Laboratory, 3 hours.**

A course providing serious beginning and more advanced printmaking students the opportunity to explore processes in greater depth with the full resources of the printmaking laboratory.

501 Beginning Two-Dimensional Design (3) UC:CSU*(CAN ART 14)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course presenting the elements and principles common to the visual arts, with special emphasis on application to the two-dimensional arts. Primary focus will be on compositional and color theory and practice.

502 Beginning Three-Dimensional Design ‡ (3) UC:CSU*(CAN ART 16)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course involving relationships of elements common to three-dimensional visual arts. Exercises will be given in geometric and biomorphic shapes. Various mediums and fabrication techniques will be explored, including the use of mat-board, wood, plaster and paint.

600 Lettering I (3) CSU*Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A study of letterforms with emphasis on their use in graphic communication. Focus is placed on style, spacing, proportion and their applied use in Graphic Design. Technical and conceptual skills in the use of typography are stressed.

604 Graphic Design I (3) CSU*Prerequisite: Art 501 and 600 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Introduction to Graphic Design: Beginning studies in graphic communication combining typography and art, applying principles of beginning 2-dimensional design. Communication problems are solved graphically using the computer as a tool for presentation and production.

605 Graphic Design II (3) CSU*Prerequisite: Art 604 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuing study of graphic communication with an introduction to the interaction between designer and client. Continued emphasis on the computer as a tool with focus on integration of QuarkXpress, Illustrator and PhotoShop.

606 Graphic Design III (3) CSU*Prerequisite: Art 605 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Advanced exploration of graphic communication. Assignments will focus on complex problems in Graphic Design. Students portfolio make-up begins with evaluation of past and current work. Advanced software techniques are presented.

609 Advertising Design Field Work I (2)*Prerequisite: None.***Conference, 2 hours.**

Beginning explorations of professional Graphic Design activities in a supervised study. Actual design projects from the community are brought to the classroom to be designed.

610 Advertising Design Field Work II (2)*Prerequisite: None.***Conference, 2 hours.**

Intermediate explorations of professional Graphic Design activities in supervised study. Actual design projects from the community are brought to the classroom to be designed.

618 Advertising Photo/Graphics I ‡ (4)*Prerequisite: None.***Lecture, 2 hours; laboratory, 4 hours.**

An introduction to photographic imaging for graphic design; an exploration of the technical, aesthetic and organizational aspects of photography for graphic communication.

619 Advertising Photo/Graphics II ‡ (4)*Prerequisite: None.***Lecture, 2 hours; laboratory, 4 hours.**

Advanced photographic imaging for graphic design; a detailed exploration of the technical, aesthetic and organizational aspects of photography for graphic communication focusing on the computer as an essential tool.

620 Illustration I ‡ (3) CSU*Prerequisite: Art 201 and 501 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

An introduction to the design, production and concept formulation of contemporary illustration. Through a series of projects, various mediums are explored, as well as the symbolic interpretation and translation of written material into visual form.

621 Illustration II ‡ (3)*Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A continuing study of contemporary illustration through a series of projects with a focus on nontraditional media. Additional emphasis is placed upon the individual needs and skills of each student. Preparing studies for client meetings is covered at the conclusion of the class.

626 Art Production Methods I (3) CSU*Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

Preparing art for reproduction in print media. A study of commercial printing processes, the paper industry, photo/art editing, color separation and layout preparation with emphasis on the needs of the graphic designer. The computer serves as a primary tool.

700 Introduction to Sculpture (3) UC:CSU*(CAN ART 12)**Prerequisite: None.***Lecture, 1 hour; laboratory, 5 hours.**

Students will create three-dimensional structures while refining their artistic expression, with sensitivity to materials and concepts. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies designed to introduce a range of sculptural expressions and media.

701 Sculpture I ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Students will explore more extensive sculptural techniques, including modeling, carving, moldmaking, fabrications, environmental and conceptual art. Students will infuse meaningful content into their works using the most appropriate materials to convey their sculptural expressions. The course focuses on a variety of traditional and non-traditional sculptural techniques and philosophies, in greater depth.

702 Sculpture II ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

The continued study of the evolution of contemporary sculpture with emphasis on site work. This course will focus on the changing definition of sculpture, from the finished single object placed on a pedestal to a wider range of formats including sculpture as Sites or Environments viewers walk into.

708 Introduction to Ceramics (3) UC:CSU

Prerequisite: None.

Recommended: Art 501 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Introductory course in ceramic art. Fabrication techniques: Hand-building, wheel throwing, Relationships of surface enrichment of form: technical understanding of the behavior of clay and glazes.

709 Ceramics I (3) UC:CSU

Prerequisite: Art 708 and 501 with grades of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Continuing course in ceramic processes with emphasis placed on ceramic design and glaze chemistry. Practice in forming processes and surface treatments, with emphasis on design. Study of physical and chemical characteristics of clay.

710 Ceramics II (3) UC:CSU

Prerequisite: Art 709 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Continuing practice in forming processes and surface treatments with emphasis on three-dimensional design.

711 Ceramics III (3) UC:CSU

Prerequisite: Art 710 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

A course offering advanced forming techniques, history of ceramics, advanced glazing techniques, and firing kilns.

806 Fine Art Photography (3)

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

This course explores creative approaches to photography and artistic uses of photographic materials. Emphasis is placed upon aesthetic and expressive approaches to photographs and the materials used to produce them. The course covers such topics as experimental techniques, standard and non-standard photographic materials – silver, non-silver and digital – creative expression, and historically significant examples of artistic photography.

185 Directed Study - Art (1) CSU RPT2**285 Directed Study - Art (2) CSU****385 Directed Study - Art (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Art (1-4) CSU

Art is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ASTRONOMY (ASTRON)**1 Elementary Astronomy (3) UC:CSU ☼**

Prerequisite: None.

Lecture, 3 hours.

A non-mathematical survey of astronomy, including some history of the subject. Topics include the sun, planets, their satellites and other members of the solar system; celestial motions and coordinates as shown by the planetarium projector; elementary optics and its application of the telescope and its accessories; star systems and the constitution of stars; the classification of stars; novae, nebulae, galaxies; black holes; quasars; and the evolution of our universe. Out of class activities may include telescopic observations at star parties (outdoor observation sessions), planetarium shows or lectures.

5 Fundamentals of Astronomy Laboratory (1) UC:CSU

Prerequisite: Astron 1 with a grade of C or better or concurrent enrollment.

Laboratory, 3 hours.

A presentation of the methods astronomers use in order to determine the nature of the universe. This course includes working with astronomical instruments and laboratory equipment. The planetarium is used to study constellations, and telescopes are used to observe celestial objects during class sessions. Out of class activities may include telescopic observations at star parties (outdoor observation sessions), planetarium shows or lectures.

12 Scientific Visualization (3) CSU

(Same as Earth Science 10)

Prerequisite: None.

Lecture, 3 hours.

A course in communicating science content through a combination of visual and audio techniques for flat screens, planetariums, kiosks and live presentations. Topics include writing for scientific presentations, choosing the appropriate technology for a presentation, and how to bring together visual and audio elements. Considerations for ADA compliance will be included. The student will have an opportunity to prepare a short program which will include visual and audio elements for presentation in the planetarium.

911-921-931-941 Cooperative Education - Astronomy (1-4) CSU

Astronomy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

BANKING

(See Finance)

BIOLOGY

3 Introduction to Biology

(4) UC:CSU ☼

(Not open for credit to students who have had Biology 6.)

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

The major principles of biology including the structure and function of cells, the reproductive process, the mechanisms of heredity, evolution, ecology and the organization of plants, animals and the human organism. Not designed to meet requirements for a major in biology at most universities. Field Trips included.

MAXIMUM UC CREDIT FOR COMBINATION OF BIOL 3 AND 25 IS ONE COURSE. NO UC CREDIT FOR BIO 3 OR 25 IF TAKEN AFTER BIO 6 OR 7.

6 General Biology I (5) UC:CSU ☼

(BIO 6 & 7=CAN BIO SEQ A)

(Biology 7 may be taken before Biology 6.)

Prerequisite: Chem 101, or 60, or 68 and Math 125 with grades of C or better.

Note: UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.

Lecture, 3 hours; laboratory, 6 hours.

This course is intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. It deals with selected topics illustrating the major concepts in biology, including molecular structure, cell structure and physiology, bioenergetics, Mendelian genetics, molecular genetics, development, and animal form and function. Laboratory experimentation in chemical analysis, microscopy, chromatography, cell structure and physiology, genetics, development, and DNA technology.

7 General Biology II (5) UC:CSU ☼

(BIO 6 & 7=CAN BIO SEQ A)

(Biology 7 may be taken before Biology 6.)

Prerequisite: Math 125 with a grade of C or better.

Note: UCLA and CSUN recommend the completion of both Biology 6 and Biology 7 as a core program.

Lecture, 3 hours; laboratory, 6 hours.

Intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. Deals with unifying biological concepts including evolution, biological diversity, adaptation and the biotic relations to the environment. Laboratory experimentation includes the study of plants, animals and microorganisms along with field trips to reinforce major topics.

10 Natural History I ‡ (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; laboratory and field study, 3 hours.

Introduces the basic concepts of natural history. Studies the interrelationships of land, climate, plants and man. Includes ecological problems associated with the physical and biological environment. Field trips to High Sierra, Mojave Desert, Gold Creek Field Station.

22 Marine Biology (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

The major principles of biology will be studied in relation to marine plants and animals. Intertidal, subtidal and offshore marine habitats will be investigated from an ecological perspective. Human impact on the marine environment will be studied. Field trips will be offered which may include: tide pools, Cabrillo Beach Aquarium or the Aquarium of the Pacific, Morro Bay or one of the Channel Islands. (credit not given if Oceanography 2 course has been taken).

25 Human Biology (3) UC:CSU

(Credit not allowed for Biology 25 to students who have previous credit for Biology 1, 3, 6, or 23, Botany 1.)

Prerequisite: None.

Lecture, 3 hours.

Major topics include cells; genetics; structure and function of the major human organ systems; principles of ecology; man's place in the natural world; population control; and some pathology and terminology of disease. Emphasis is on these topics as they are related to man.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF BIOL 1, 3, OR 25 IS ONE COURSE. NO UC CREDIT FOR BIO 1, 3, OR 25 IF TAKEN AFTER BIO 6 OR 7.

33 Medical Terminology (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Develops a comprehensive medical vocabulary applicable to all specialties of medicine, through the learning of Greek and Latin prefixes, suffixes, root words and combining forms. Training in the spelling, pronunciation and definitions of medical terms is provided. A brief overview of human anatomy is included.

40 The Science of Biotechnology (3) UC:CSU

Prerequisite: Biology 6 and Chem 101 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is a comprehensive introduction to the science of biotechnology. The course presents theory and offers hands-on laboratory experience. Representative techniques presented in this course include DNA purification, hybridization, sequencing and fingerprinting; construction of a genomic library; bacterial transformation; electrophoresis; polymerase chain reaction; protein purification; western blot and bioinformatics.

185 Directed Study - Biology (1) CSU RPT2

285 Directed Study - Biology (2) CSU

385 Directed Study - Biology (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Biology on a contact basis under direction and supervision of an instructor. Various formats are utilized to introduce students to methods used by scientists to study topics in biological sciences. Strategies emphasize development of problem solving and critical thinking skills.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Biology (1-4) CSU

Biology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

BIOLOGY, MARINE

(See Biology 22)

BROADCASTING (BRDCSTG)

1 Fundamentals of Radio and Television Broadcasting (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Basic phases of radio, television and other mass media broadcasting, focusing on history, theory, and legal aspects. Different forms of broadcasting will be highlighted from network to cable to first run syndication, concluding with an overview of developing technologies such as VOD and HiDef. Classes will include debate on the innovators and some of the issues that have arisen recently with the demise of financial interest in syndication rules, vertical integration, and the rise of broadband and its resultant changes in what constitutes a "broadcast."

3 Voice and Diction for Radio and Television (3) CSU

Prerequisite: None.

Required of all radio and television majors.

Open to others.

Lecture, 3 hours.

Training in the presentation of broadcast material. Fundamentals of good speech are combined with techniques for handling problems unique to broadcasting, such as microphone techniques, reading for the camera, interviewing techniques, preparing continuity and transitions for commercial copy, promotional and public service announcements, news copy, weather and sports announcing. An opportunity may be provided to create programming for the campus radio station (KVCM).

5 Radio and Television Acting (3) CSU RPT1

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The basic fundamentals of acting are explored. Demonstration, exercises, improvisations are used to practice techniques taught. Scenes are used for the student to put into full practice their techniques. Greater emphasis is placed on character analysis and development of the actor for television.

10 Radio Programming and Production (3) CSU RPT1

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Introduction to all aspects of radio station programming and production. Included are instruction and experience in the role of disc jockey, announcer, sportscaster, commercial announcer, sportscaster, and news broadcaster by means of working on campus radio station KVCM.

11 Digital Audio Editing and Production (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

The course examines digital audio editing and production for radio in support of commercial broadcast, cable, internet, and related telecommunications media. The class will focus on audio editing of basic commercials to more complex produced promotional announcements and recorded messages for the campus radio station. Students may have an opportunity for finished product to air on the campus radio station KVCM.

17 Industrial and Commercial Voice-Over Techniques ‡(3)

Prerequisite: None.

Lecture, 3 hours.

Development of the ability to narrate, dub and loop films, audio cassettes and videotaped materials for use in: industrial information units, the entertainment media, educational packages, and commercial advertising. Includes the development and use of some world dialects and an in-depth study of microphone techniques.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

21 Radio and Television Advertising and Sales (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The course examines radio & television advertising as an economic support for commercial broadcast, cable, internet, and related telecommunications media. The class will focus on audience surveys, rate structures, client, ad rep firms, and advertising agency relationships are discussed and explored. Students may have an opportunity to sell commercials on the campus radio station KVCM.

22 Radio/Television Activities (1) CSU RPT3

Prerequisite: Brdcstg 10 or 46, with a grade of C or better.

Field work, 3 hours.

Special problems in production, programming, research, and management in broadcast media. Practical assignments with Valley College broadcasting projects.

23 News, Sports, and Live Remote Broadcasting for Radio & Television (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The course examines news, sports, and live broadcasting for radio in support of commercial broadcast, cable, Internet, and related telecommunications media. The class will focus on live remote broadcasts from various weekly events on campus. Students will have an opportunity to broadcast radio shows in combination with news, sports, and entertainment events to air on the campus radio station KVCM. A hands-on participation class. Additional lab time may be required.

25 Radio/TV/Film Writing (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Analysis of the form and style of radio, television and film scripts and program formats. Preparation of scripts for radio, television and film.

26 TV-Film Aesthetics (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is a survey course that teaches proper terminology, and categories for analyzing television and films. Through lecture, visual presentations, and discussion, the student will learn how television programs and films are made, both technically and creatively. The student will also learn how television and film influence our social values and ethics.

28 Television Announcing I (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

Training in television announcing for newscasts, hosting, commercials, interviewing, sportscasts, and various program performance assignments with emphasis on the development of the student's individual style and personality. Emphasis on student 'on-camera' delivery style and script research and analysis.

31 Advanced Voice-Over ‡(3) CSU RPT2

Prerequisite: Brdcstg 17 with a grade of C or better.

Lecture, 3 hours.

Development of skills in narration, dubbing dialogue to film/video for education, industry, commercials, entertainment media.

Acquiring techniques: in audio acting for animated films, radio, and dubbing English to foreign motion pictures.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

45 Advanced Workshop for TV Acting and Directing (4) RPT1

Prerequisite: Brdcstg 5 with a grade of C or better.

Lecture, 4 hours.

The course is provided for the purpose of enlarging the background of student actors and directors through intensive concentration in advanced theories and methods that will increase the individual performance in direction sensitivity and flexibility. There is extensive use of videotape recording equipment.

46 Fundamentals of Television Production (4) CSU RPT1

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

All the basic television production essentials are covered. Training is given in the function and operation of all basic television facilities, including camera, microphones, switcher, video tape recorder- editors, and lighting equipment. The direction and production of basic types of programs are taught and practiced. Students learn various roles of a TV studio production team.

81 Field Work I - Broadcasting ‡(1) CSU

Prerequisite: Brdcstg 10 or 46 with a grade of C or better.

Field work, 2 hours.

Allows student to pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

82 Field Work II - Broadcasting ‡(2) CSU

Prerequisite: Brdcstg 10 or 46 with a grade of C or better.

Field work, 4 hours.

Allows student to pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

83 Field Work III - Broadcasting ‡(3) CSU

Prerequisite: Brdcstg 10 or 46 with a grade of C or better.

Field work, 6 hours.

Allows student to pursue Field Work in Media Arts on a contract basis under the direction of a supervising instructor.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

185 Directed Study - Broadcasting (1) CSU RPT2**285 Directed Study - Broadcasting (2) CSU****385 Directed Study - Broadcasting (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Broadcasting on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Broadcasting (1-4) CSU

Broadcasting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

BUSINESS (BUS)

(For Business, see also Accounting, Cooperative Education, Finance, Law, International Business, Management, Marketing, Real Estate, and Supervision.)

1 Introduction to Business (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The meaning and purpose of business in our society, the historical development of business, the general economic setting for business today, and a brief introduction to the following business areas: forms of business organization, manufacturing, marketing, human relations, financing, accounting, budgeting, reports, government-business relations, and the social responsibilities of businessmen.

5 Business Law I (3) UC:CSU

(CAN BUS 8)

(Business 6 may be taken before Business 5)

(Same as Law 1)

Prerequisite: None.

Lecture, 3 hours.

Essentials of the law of contracts in its application to everyday problems pertaining to business and to the individual.

Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

UC MAXIMUM CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

6 Business Law II (3) UC:CSU

(Business 6 may be taken before Business 5)

(Same as Law 2)

Prerequisite: None.

Lecture, 3 hours.

Essentials of the law of agency, partnerships, corporations, property, bailments and commercial paper. Case discussion and lecture method.

UC MAXIMUM CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

31 Business English (3) CSU

(Same as CAOT 31)

Prerequisite: None. Required for all incoming CAOT majors.

Lecture, 3 hours.

Thorough training in the mechanics of English; punctuation, sentence structure, paragraph writing, word usage. Effective development of the English communication skills.

32 Business Communications (3) CSU*(Same as CAOT 32)**Prerequisite: None.***Lecture, 3 hours.**

Designed to achieve effective written communication in English for the transaction of business. Development of letter writing principles and techniques; enrichment of general vocabulary; practical application of English in business speech. Practical experience is given in writing business reports, the employment letter and resume, as well as the basic types of letters used in business: pleasant, routine, unpleasant, and persuasive.

38 Business Computations (3) CSU*Prerequisite: None.*

This course is recommended before beginning any accounting program, or Retail Buying (Market 33)

Lecture, 3 hours.

Mathematics is applied to typical accounting, financial, and other business problems, including percentage, cash and trade discounts, merchandise turnover, depreciation, simple and compound interest, bank discounts, small loans and installment purchases, partial payments, banking practices, and pricing merchandise. Also included is the application of business graphs, insurance and investment calculations, annuities, weights and measures.

911-921-931-941 Cooperative Education - Business (1-4) CSU

Business is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

CHEMISTRY (CHEM)**51 Fundamentals of Chemistry I (5) UC:CSU***Prerequisite: None. Recommended: Math 115.***Lecture, 5 hours; laboratory, 2 hours.**

A descriptive course encompassing the basic concepts of inorganic, organic and biological chemistry. Each topic includes applications to health and environmental issues. The experimental laboratory involves the student in scientific observations, measurement, safety and proper laboratory techniques. Lecture, discussion and lab all include collaborative learning experiences. This course is appropriate for students who require a physical science course with laboratory including liberal arts, elementary education and allied health related majors. This course is not intended for students planning to enroll in Chemistry 101.

60 Introduction to General Chemistry ‡ (5) UC:CSU*Prerequisite: None. Recommended: Math 120.**Corequisite: Recommended: Concurrent enrollment in Math 125.***Lecture, 5 hours; laboratory, 2 hours.**

Elementary chemical principles and laws with applications to industrial, environmental and health issues. The laboratory will introduce safety, scientific observation, measurement, and use of chemicals. The course will emphasize chemical stoichiometry and gas law calculations. Students who have not studied introductory college level chemistry must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have never taken a college level chemistry course. No credit given for this course if student has already passed Chemistry 68.

MAXIMUM UC CREDIT FOR CHEM 60 AND 68 COMBINED IS ONE COURSE. NO UC CREDIT FOR 60 OR 68 IF TAKEN AFTER 101.

68 Preparation for General Chemistry (5) UC:CSU*Prerequisite: None. Recommended: Math 120.**Corequisite: Recommended: Concurrent enrollment in Math 125.***Lecture, 5 hours; laboratory, 4 hours.**

Elementary chemical principles and laws with applications to industrial, environmental and health issues. The laboratory will introduce safety, scientific observation, measurement, and use of chemicals. The course will emphasize chemical stoichiometry and gas law calculations. Students who have not studied introductory college level chemistry must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have never taken a college level chemistry course. No credit given for this course if student has already passed Chemistry 60.

MAXIMUM UC CREDIT FOR CHEM 60 AND 68 COMBINED IS ONE COURSE. NO UC CREDIT FOR 60 OR 68 IF TAKEN AFTER 101.

70 Introductory Organic and Biochemistry ‡ (4) UC:CSU*Prerequisite: Chem 51 or 60 or 68 or 101 with a grade of C or better.***Lecture, 3 hours; laboratory, 3 hours.**

A descriptive course designed primarily for transfer students seeking Baccalaureate degrees and/or majoring in Dietetics and Nutrition, Nursing, Dental Hygiene, Respiratory Therapy and the related Health Sciences. Emphasis is placed on the basic concepts of organic and biochemistry as they apply to the processes that occur in living tissues.

101 General Chemistry I (5) UC:CSU (CAN CHEM 2)

Prerequisite: Chem 60 or 68 and Math 120 and 125 with grades of C or better. Students without a passing grade for Chem 60 or Chem 68 or an equivalent college-level chemistry class on their official transcript must take the Chemistry 101 Readiness Exam.

Lecture, 5 hours; laboratory, 4 hours.

A study of chemical principles and laws with emphasis on chemical calculations. This course will cover chemical stoichiometry and concentration calculations, gas laws, thermochemistry, introductory quantum mechanics, bonding, molecular geometry, unit cell calculations, and colligative properties. Laboratory work includes gravimetric analysis, titration, and observation. This course is required of majors in agriculture, bacteriology, biology, botany, chemistry, dentistry, engineering, geology, medical technology, medicine, optometry, pharmacy and physics.

102 General Chemistry II (5) UC:CSU (CAN CHEM 4)*Prerequisite: Chem 101 with a grade of C or better.***Lecture, 5 hours; laboratory, 4 hours.**

A continuation of Chemistry 101. Lectures will cover kinetics, gas phase and ionic equilibria, thermodynamics, electrochemistry, nuclear chemistry, transition metals, industrial chemistry, and introductory organic nomenclature. Laboratory will include qualitative analysis of selected anions and cations, and experiments in kinetics, equilibria, electrochemistry and thermodynamics. Instrumentation will include spectrophotometry, and measurements of pH and emf.

211 Organic Chemistry for Science Majors I ‡ (5) UC:CSU*Prerequisite: Chem 102 with a grade of C or better.***Lecture, 5 hours; laboratory, 4 hours.**

Introduction to the topological, physical and chemical properties of carbon-containing compounds. Laboratory emphasis on the preparation, isolation, purification and analysis of organic compounds.

212 Organic Chemistry for Science Majors II ‡ (5) UC:CSU

Prerequisite: Chem 211 with a grade of C or better.

Lecture, 5 hours; laboratory, 4 hours.

A continuation of Chemistry 211 with emphasis on the structural, physical and chemical properties of organic compounds and molecules of biological importance. Laboratory emphasis on the preparation, isolation and purification of carbon-containing compounds.

221 Biochemistry for Science Majors ‡ (5) UC:CSU

Prerequisite: Chem 102 with a grade of C or better.

Lecture, 5 hours; laboratory, 4 hours.

Introduces the student to the chemistry and metabolism of biological substances. Topics include the structure and function of proteins, polynucleotides and membranes; the chemistry of amino acids, saccharides and nucleotides; and the primary anabolic and catabolic pathways of intermediary metabolism. Physiological aspects of sugar and nitrogen and the role of hormones in regulating these processes will be discussed. The chemistry of replication, transcription and translation will be discussed.

911-921-931-941 Cooperative Education - Chemistry (1-4) CSU

Chemistry is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

CHICANO STUDIES (CHICANO)

All classes are taught in English.

2 The Mexican-American in Contemporary Society ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course investigates the most relevant issues facing the Chicano community today. Special attention will be given to the growth and impact of political behavior and under-representation, public health concerns, educational inequities, and immigration policies affecting Mexicans, Chicanos, and other Latinos.

7 The Mexican-American in the History of the United States I (3) UC:CSU

UC:CSU

(Same as History 43)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of United States history as it relates to the development of the Chicano in the United States with special emphasis on the Mexican-Americans, contribution to the development of American civilization. This course covers Pre-Columbian and Spanish colonial eras, the Spanish northward advance and settlement of the present day U.S. Southwest. Topics also include the Independence Wars of Mexico and the U.S., the role and impact of the American Revolution, the U.S. Constitution, the Bill of Rights. Also, U.S. concepts: manifest destiny, American secular humanism, westward movements, the European Scientific Enlightenment period, U.S. Wars of Conquest, U.S. Treaties, American Expansionism. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

8 The Mexican-American in the History of the United States II (3) UC:CSU

UC:CSU

(Same as History 44)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course concentrates on the historical evolution of the Chicano in nineteenth and twentieth century America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid 19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era. This course fulfills the state graduation requirement in U.S. History and state and local government. This course also fulfills (US-1) of the CSU American Institutions Requirement.

37 Chicano Literature (3) UC:CSU

(Same as Spanish 46)

Prerequisite: None.

Lecture, 3 hours.

An analysis of the literary, social, and historical aspects of works written by Mexican-American authors. Course will be conducted in English but texts may be read in either English or Spanish.

42 Contemporary Mexican Literature (3) UC:CSU

(Same as Spanish 12)

Prerequisite: None.

Lecture, 3 hours.

An introduction to major historical events and literary movements in Mexico, with a focus on 20th-century Mexican literature read in translation. Lectures, readings and discussions in English.

44 Mexican Civilization ‡ (3) UC:CSU

(Same as Spanish 16)

Prerequisite: None.

Lecture, 3 hours.

Considers the significant elements of pre-Columbian Mexican Civilization, the impact of the Spanish domination upon the indigenous population and its influence upon mores, art, and industry. Studies in the history, literature, art, and music of Mexico as they evolved from Colonial times to the present. The impact of the Mexican revolution upon all the Americas is considered. Examines the present-day culture of the Mexican-American as influenced by his Mexican heritage and life in the United States.

CHILD DEVELOPMENT (CH DEV)

The State of California Dept. of Social Services has standardized all Child Development course numbers throughout the state. These are designated as DS in some courses.

1 Child Growth and Development (3) UC:CSU

Dept. of Social Services DS1.

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Recommended: Psych 1 or concurrent enrollment. Required for all Child Development majors. Required for Child Development Certificate.

Lecture, 3 hours.

The developmental theories from pre-natal through adolescence. Particular emphasis is placed on the processes through which the normal human being reaches physical, mental, social and emotional maturity. C.E. credit for nursing license renewal. G.E. credit for social science requirement.

2 Early Childhood: Principles and Practices (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Lecture, 3 hours.

A survey of preschool education and the current philosophies and practices. Nursery school programs are examined with regard to the needs of the preschool child. The role of the teacher is emphasized in relation to attitudes, philosophies, goals and values and the development of the child's personality. Participation in interaction activities and observations of preschools are required.

3 Creative Experiences for Children I (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

Examines basic principles in the planning, development and implementation of early childhood curriculum. Develops teaching skills in dramatic play, music, art, moldable materials, blocks and carpentry.

4 Creative Experiences for Children II (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Ch Dev 1 and 2.

Lecture, 3 hours.

Examines basic principles in the planning, development and implementation of curriculum. Covers environmental design of classroom and its impact on learning. Develops teaching skills in language arts, botany, math, science, and social studies. Lecture, films, demonstrations, class discussion are methods of instruction utilized.

10 Health, Safety and Nutrition (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1.

Lecture, 3 hours.

The health protection provided by the home, school, and community. Topics include nutrition, common childhood diseases, first aid, and special health problems which relate to the pre-school child. An analysis of community referral agencies.

11 Home, School and Community Relations (3) CSU

Dept. of Social Services DS2.

Prerequisite: None.

Recommended: English 28.

Required for all Child Development majors.

Lecture, 3 hours.

Surveys major educational issues, legislation, and trends affecting the family and the community. Examines the sociological, cultural, and economic influences on various patterns of family life. Identifies community resources for health, education and public welfare.

22 Practicum in Child Development I (4) CSU

Prerequisite: Ch Dev 1 and 11, and Ch Dev 3 or 4 with grades of C or better; current TB test. Practicum site may require fingerprinting, Child Abuse Index Check and Health Exam.

Lecture, 2 hours; laboratory, 6 hours.

A supervised practicum experience in an approved early childhood education setting. Students will implement child development theories and develop effective teaching strategies, approaches and tools that positively influence children's development and learning. Students are assigned to a Child Development program under the supervision of a college instructor.

23 Practicum in Child Development II (4) CSU

Prerequisite: Ch Dev 22 with grade of C or better, current TB test. Practicum field site may require fingerprinting, Child Abuse Index Check and Health Exam.

Lecture, 2 hours; laboratory, 6 hours.

This course provides an advanced practicum experience in an early childhood education setting. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. A resume and a professional portfolio are created. Students assigned to directed practicum teaching demonstrate professional and ethical behaviors. Students are assigned to a Child Development program under the supervision of a college instructor.

30 Infant and Toddler Studies I ‡ (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

A survey of infant and toddler growth and development, educational programs currently available, and principles of infant-toddler care giving. Direct observation of infants and toddlers is a requirement of this course.

31 Infant and Toddler Studies II ‡ (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

A survey of infant-toddler development and its relation to environmental and curricular design. Principles of infant-toddler care giving and quality assessment. Direct observations in infant-toddler programs are requirements of this course.

34 Observing and Recording Children's Behavior ‡ (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

Strategies and techniques for observing, recording and interpreting behavior of young children in early childhood programs. Application of this information for adapting curriculum and environment to meet the needs of children. Includes opportunity for observation in the field.

35 Fostering Literacy Development in Young Children (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

Development of instructional skills, curriculum, activities and environment for promoting language and literacy in young children, beginning at birth. Emphasis on building a foundation for reading, writing, listening and speaking using a developmentally appropriate approach.

36 Literature for Early Childhood (1) CSU

(Same as English 236)

Prerequisite: None.

Lecture, 1 hour.

A survey of literature suitable for children up to 8 years old with emphasis on techniques of selection and presentation. Story telling, acquaintance with literature particularly suited for young children, and the early development of desirable attitudes toward reading will be stressed. Recommended for early childhood and primary grade teachers and parents.

37 Literature for School-Age Children ‡ (2) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 2 hours.

Survey of literature suitable for children in schools settings, beginning with Pre-Kindergarten. Emphasis given to selection, evaluation and presentation of literature using developmental characteristics and needs of children. Includes development of appropriate curriculum materials for the classroom with a literature emphasis. Recommended for early childhood and primary school teachers and parents.

38 Administration and Supervision of Early Childhood Programs I (3) CSU

Dept. of Social Services DS6.

Prerequisite: Ch Dev 1 and 11, Ch Dev 3, or 4, and one course from Ch Dev 2, 10, 35, 42, 44, 45 or 48 or equivalent skill level with a grade of C or better.

Lecture, 3 hours.

Examines the principles and practices of nursery school organization and administration, includes the State and City regulations, administrative skills, purchasing budgets, staff selection, personnel policies and practices, record keeping, school layout, curriculum planning, menus, parent relations, community resources and enrollment building.

39 Administration and Supervision of Early Childhood Programs II ‡ (3) CSU

Prerequisite: Ch Dev 38 with a grade of C or better.

Lecture, 3 hours.

This course will include an in-depth study of a typical early childhood program, including budgeting, proposal writing, advocacy, staff relations, current research in the field, parent involvement, governing boards, professional involvement, current laws, and small business management.

42 The Child in a Diverse Society (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Understanding of various cultural backgrounds, the implication and application in teaching of young children. Includes curriculum planning. Field trips are required. G.E. credit for Social Science requirement.

44 Programs for Children with Special Needs I (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

An introduction to the study of exceptional children, including classification and special characteristics. Field trips will be arranged to private and public special education programs. Main focus of this course will be on the exceptional child.

45 Programs for Children with Special Needs II (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1.

Lecture, 3 hours.

An introduction to the study of exceptional children including classification and special characteristics. Includes general program planning as well as relevant program modification. Field trips will be arranged to private and public special education programs.

46 School Age Programs I ‡ (3) CSU

Dept. of Social Services DS4.

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course is designed for students interested in working in before/after or out-of-school programs for school-age children. Students are introduced to the philosophies of programs for school-children. This course includes designing appropriate curriculum and experiences, classroom management and creating environments.

47 School Age Programs II ‡ (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course is designed for students interested in working in before/after or out-of-school programs for school-age children. This course includes focus on developmental stages of school-age children, quality programs and program requirements, leadership, guidance strategies, communication between home and school, and community resources.

48 Positive Guidance in Early Childhood Setting ‡ (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

Exploration of developmentally appropriate management techniques for children in early childhood settings.

53 Parenting (3) CSU

Prerequisites: None.

Lecture, 3 hours.

This course will examine the role of the parent throughout the early stages of child development and provide strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive teacher-parent interactions.

65 Adult Supervision/Early Childhood Mentoring ‡ (2) CSU

Prerequisite: Ch Dev 1 and 11 and Ch Dev 3 or 4 with grades of C or better.

Lecture, 2 hours.

Principles and practices of supervision and evaluation of staff in Early Childhood Programs. Emphasis on the role of experienced teachers who mentor or supervise new teachers and student teachers. Meets supervision requirement for the Child Development Permit.

172 Introduction to Careers in Child Development (1)

Prerequisite: None.

Lecture, 1 hour.

This course introduces students to the variety of career options available to Child Development majors. Exploration of career opportunities, required qualifications, resources available, as well as academic and professional support systems. This class is offered on a pass/no pass basis only.

185 Directed Study - Child Development ‡ (1) CSU RPT2**285 Directed Study - Child Development ‡ (2) CSU****385 Directed Study - Child Development ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Child Development (1-4) CSU

Child Development is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

CINEMA

101 Beginning Film Production Workshop (3) UC:CSU

Prerequisite: Cinema 107 with a grade of C or better.

Co-Prerequisite: Cinema 107 on a contractual basis (completing it concurrently with a C or better).

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of basic film theory and its application via exams, exercises, and "hands-on" exercises culminating in a 1-minute 16 mm TV-commercial.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

104 History of Documentary Film (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A historical overview of the art and craft of documentary and non-fiction films, from the silent era to contemporary times, both American and foreign, with an emphasis on the "classics", propaganda, educational, docudrama, and avant-garde.

105 History of Motion Pictures (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

Introductory overview of the history of cinema both American and foreign, from the earliest silents to contemporary times with an emphasis on the first 75 years, via screenings, lectures, readings about the major artistic, social, economic, and technological trends.

106 The Art of Animation and Special Effects (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An analytical overview of traditional and experimental animation techniques, both American and foreign, past and present, as well as special effects, including optical, mechanical, mattes, miniatures, pyrotechnics, atmospheric, make-up, digital, and others.

107 Understanding Motion Pictures (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Analytical critical survey of motion pictures as an art form, entertainment industry, and communication medium via screenings, lectures, readings about classic and contemporary films, American and foreign, theatrical and non-theatrical.

110 Motion Picture Sound ‡(3) CSU

(Same as Media Arts 110)

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course dealing with all aspects of film sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

111 Developing Content for Movies ‡(3) CSU

Prerequisite: None.

Lecture, 3 hours.

This survey course presents an overview of the film industry. It introduces the student to the art of creating and selling for the entertainment industry. Students will learn how to acquire, develop, create and pitch material, as well as gain an understanding of the structure of the industry.

115 Cinematography ‡ (3) CSU

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course dealing with all aspects of cinematography from theory to application, centering on learning the basic parts and functions of 16mm cameras, lenses, lighting equipment, accessories as well as cinematography techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

120 Film Editing ‡ (3) CSU

(Same as Media Arts 120)

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course covering theory, techniques and aesthetics of film/digital video non-linear editing. A variety of industry-oriented digital applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

123 Motion Picture Production Workshop I ‡ (3) CSU

Prerequisite: Cinema 107, 110, 115, and 120 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in motion picture production. Each student will be required to produce, write, direct and shoot a 16mm, film, as well as to crew for other assigned films.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

124 Motion Picture Production Workshop II ‡ (3) CSU

Prerequisite: Cinema 123 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in film post-production. Each student will be required to edit, sound record and mix, cut negative and time answer print in order to complete the 16mm, film shot in Cinema 123.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

125 Film Production Workshop I ‡ (3) CSU RPT1

Prerequisite: Cinema 107, 110, 115, 120 with grades of C or better; only Cinema 107 may be taken concurrently on a contractual basis.

Lecture, 2 hours; laboratory, 2 hours.

Advanced course in practical filmmaking, with each student required to produce/write/direct and tech a professional 16mm PSA commercial with sound, as well as crew for other assigned films. When the course is repeated, the project may be a 16mm sync-sound production. (Cinema 123 and 124 together equal Cinema 125).

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

185 Directed Study - Cinema (1) CSU RPT2

285 Directed Study - Cinema (2) CSU

385 Directed Study - Cinema (3) CSU

Prerequisite: Approval of project.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Cinema on a contract basis under the direction of supervising faculty.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Cinema Arts (1-4) CSU

Cinema is approved for Cooperative Work Experience Education credit. (Workplace experience in Cinema integrating classroom Cinema studies; requires approval of Dept. Chair as well as Work Experience Director). See Cooperative Education, page 75, for prerequisite, course description and credit limits.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES (CAOT)

1 Computer Keyboarding I (3) CSU

Prerequisite: None.

Lecture 2 hours, and laboratory, 3 hours.

This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy and produce basic business documents such as business letters, reports, and tables using word processing software. Also offered in 3 1-unit modules.

2 Computer Keyboarding II (3) CSU

Prerequisite: None.

Recommended: CAOT 1 with a grade of C or better, or the equivalent.

Lecture, 2 hours; laboratory, 3 hours.

The course provides a thorough training in keyboarding skills and emphasizes formatting various kinds of business correspondence including business letters, envelopes, reports, business forms, and tables of increasing complexity. Continued emphasis is placed on keyboarding techniques, improving speed/accuracy on timed writings, and developing proofreading skills.

9 Computer Keyboarding Improvement (1) CSU RPT1

Prerequisite: None.

Laboratory, 3 hours.

This course emphasizes speed and accuracy building on the keyboard using corrective drills, exercises, timed writings and diagnostic computer keyboarding software.

31 Business English (3) CSU

(Same as Business 31)

Prerequisite: None.

Required for all incoming CAOT majors.

Recommended for Business majors.

Lecture, 3 hours.

Students will develop competency in the fundamentals and mechanics of correct English usage, including grammar, punctuation, capitalization, number style, sentence structure, and written expression. The course emphasizes appropriate methods of expression through sentence construction, paragraph development, and functional composition.

32 Business Communications (3) CSU

(Same as Business 32)

Prerequisite: None.

Lecture, 3 hours.

This course provides students with the opportunity to develop the ability to write effective business memorandums, letters, e-mail messages, employment documents, and short reports. The problem-solving approach to creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of effective writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. The course also includes instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included.

33 Records Management and Filing (2)

Prerequisite: None.

Lecture, 3 hours.

This course presents basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Emphasis is also placed on sustainable environmental policies regarding records storage and management. Students will develop speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject.

35 Concepts in Information Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides students with the basis for understanding concepts necessary for success in the Information Age. It provides an introduction to the basic concepts of an information system with emphasis on the components of the microcomputer, including the system unit and input, output, storage, and communication devices; application software; systems software; the Internet and the World Wide Web; and privacy and security issues.

37 Secretarial Accounting (3)

Prerequisite: None.

Lecture, 3 hours.

This course is designed to acquaint students with the principles and practices of bookkeeping. Including the fundamentals of double entry bookkeeping, worksheets, and preparation of financial statements.

43 Office Procedures (3) RPT2

Prerequisite: CAOT 2 with a grade of C or better.

Lecture, 3 hours.

This course covers the concepts and procedures used in the automated/electronic office. Human relations skills, job interviewing techniques and strategies, attitude, personality, communication skills, reinforcement of keyboarding, business English, records management skills, and professional ethics needed for success in the automated/electronic office environment will be included. An emphasis is also placed on sustainable environment policies that may be initiated in the office/company workplace.

47 Applied Office Practice (2) CSU RPT3

Prerequisite: None.

Performance, 5 hours.

The student gains practical experience in many areas of office work by working six hours a week on campus. Special attention is given to developing the personal qualities desirable in business, the ability to follow both written and oral instructions, and confidence in handling routine office duties such as phone calls, office visitors, records management, and computer software programs.

78 Microcomputer Accounting Applications for the Electronic Office (3) CSU

Prerequisite: CAOT 37, Acctg 1, or Acctg 21 with a grade of C or better.

Lecture, 2 hours; laboratory, 3 hours.

This course acquaints students with the use of the microcomputer for bookkeeping and accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks. The course will cover sales and receivables, payables and purchases, general and end-of-period procedures, and payroll for service and merchandising businesses.

82 Microcomputer Software Survey in the Office (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

This course is a survey of major office applications used in Business. Word processing, graphics, spreadsheet, presentation, and database applications will be included. An integrated suite such as Microsoft Office Professional will be used. The course provides hands-on instruction to the Windows operating system and exploration of the Internet.

84 Microcomputer Office Applications: Word Processing ‡ (3) CSU RPT2

Prerequisite: None.

Lecture, 2 hour; laboratory, 3 hours.

This course provides information and hands-on training using word processing software programs such as Microsoft Word. Students will learn beginning and advanced functions and apply their skills and knowledge to a wide variety of simple and complex documents, such as letters and memoranda, columnar tables, text tables, manuscripts, mail merges, graphics, and mailing list documents.

85 Microcomputer Office Applications: Spreadsheet (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

This course provides a detailed study of business applications using Microsoft Excel or a similar software. Topics include the commands, formats, and functions of the software with emphasis on its use as a problem solving and financial analysis tool. Students will learn to create macros, customize toolbars and menus, and integrate Excel with other applications. Covers the creation, editing, formatting and printing of worksheets. Emphasizes preparing computerized worksheets, using formulas and functions to analyze data, prepare graphs, and simplify office accounting procedures. Fulfills CAOT AA degree and Certificate requirements.

86 Microcomputer Office Applications: Database (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 4 hours.

This course covers database office applications using Microsoft Access or a similar database software. It provides an in-depth coverage of database and records design, file creation and maintenance, file search by various criteria, formatting and printing on-screen data representations, production of reports, and discussion of internet-based database operations.

92 Computer Windows Application (2) CSU

Prerequisite: None.

Lecture, 1 hour, laboratory, 2 hours.

This course prepares students to work efficiently within the Microsoft Windows operating system. Topics include windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel.

97 Introduction to the Internet for CAOT (3) RPT1

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Provides an overview of the use of the Internet for the office professional. Students learn to use electronic mail, browsers, and search engines for the Internet to locate resources. The creation and use of web pages will be covered.

108 Presentation Design for the Office (2) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

This course provides an overview of presentation design software such as Microsoft PowerPoint. Students learn to use templates, outlines, clip art, and documents to create presentations, electronic slide shows and websites.

123 Web Applications for the Office Professional (3) RPT2

Prerequisite: None. *Recommended:* CAOT 97.

Lecture, 2 hours; laboratory, 2 hours.

This course is designed to provide students who are familiar with creating Web pages with ability to add dimensions of time, sound, motion, and interactivity to Web pages via a variety of authoring tools. Through lectures and demonstrations, students learn the basics of how to create multimedia presentations on workstations and for the Internet.

124 Introduction to Image Creation for the Office Professional (3) RPT1

Prerequisite: None. *Recommended:* CAOT 97.

Lecture, 2 hours; laboratory 2 hours.

This course will cover importing, correcting, and manipulating images using Adobe Photoshop or a similar software. The course includes scanning, planning, and modifying images that can be used for a variety of business applications.

185 Directed Study – Computer Applications Office Technology (1) RPT1

285 Directed Study – Computer Applications Office Technology (2)

385 Directed Study – Computer Applications Office Technology (3)

Prerequisite: Computer Applications & Office Technologies major and approved project.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Computer Applications & Office Technologies on a contract basis under the direction of a supervising instructor. *Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.*

911-921-931-941 Cooperative Education – Computer Applications Office Technology (1-4)

Computer Applications & Office Technologies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

COMPUTER SCIENCE- INFORMATION TECHNOLOGY (CO SCI)

The departments curricula are designed for the following career paths: A.S. degree candidate, transfer core to four-year colleges and universities, programming and micro-computer certificates emphasizing software in the information processing environments, and a joint microcomputer systems certificate with Electronics for microcomputer systems technicians.

800 Practical PC (1) CSU

Prerequisite: None.

Lecture, 1 hour; Laboratory 1 hour.

This course will familiarize the student with Windows-based PCs. Basic Microsoft Windows, installing software, naming and saving files, compressing and decompressing files, downloading files, organizing files in folders, as well as protecting files will be introduced. The class will also cover how to connect to and search the internet, and how to send e-mail with attachments. The use of application software, graphics, sound and video are introduced. Buying and expanding your PC will be taught.

801 Introduction to Computers and Their Uses (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An overview of computers and information processing. The fundamental concepts of a computer's hardware and software are presented. Popular computer programs are introduced including Word processing, Spreadsheets, Database, and Presentation Programs. The Internet, Utility Programs, Computer Ethics and Data Representation are discussed. The societal impact of computers is critiqued.

802 Introduction to Computer Science ‡ (5) UC:CSU

Prerequisite: None.

Lecture, 4 hours; laboratory, 2 hours.

Introduction to the design, analysis, development, and implementation of computer programs using a high-level, object-oriented programming language. The focus is on analytic programming skills, problem-solving, the design and analysis of algorithms, and the software construction process.

808 Programming in Visual Basic ‡ (3) UC:CSU

(CAN CSIT 6)

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Fundamental principles of event-driven programming for Windows applications using Visual Basic. Proficiency in event-driven programming in Visual Basic for Windows applications using graphical user interfaces. Topics include controls and their properties, methods and events; basic data types and variables; subroutines and functions; scope; control structures; building graphical user interfaces; and interfacing with the Windows operating system. Object linking and embedding (OLE) and multimedia also are introduced.

816 Introduction to Computer Architecture and Organization ‡ (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

The fundamentals of information representation and storage organization in computer systems. Topics include computer hardware components, typical computer architectures, instruction formats, addressing modes, stacks, the instruction execution cycle, assembly language instruction formats, compiler translation, optimizing compilers, disassemblers, loaders and simulators, system interrupts, virtual memory, boolean algebra and logic gates, combinational logic and sequential devices.

819 Information Technology and Applications in Business (4) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

The students will learn the fundamental concepts for information technology and its applications in business, utilizing micro-computers. Computer hardware and software, windows, internet, spreadsheets, and an introduction to Visual Basic for Application programming will be taught. Stress will be on the spreadsheets using a program such as Excel. (Meets Microsoft certificate requirements and the Microcomputer Applications Management Specialist Certification.)

830 Microcomputer Application Software (3) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory 4 hours.

Students will learn about computer components how they interact with software, and how to interpret data representation in memory. The course includes a survey of major office applications, including word processing, spreadsheets, database management, and presentation software, using an integrated suite, such as Microsoft Office. Topics include: use of templates and document automation, designing spreadsheet, charting data, creation of electronic presentations, principles of database design, object linking and embedding (OLE), creating web pages. (Required for majors and the Microcomputer Applications Management Specialist Certificate. Meets Microsoft Certificate requirements.)

832 Advanced Data Structures and Introduction to Databases ‡ (3) UC:CSU

Prerequisite: Co Sci 836 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced topics in the study of data structures; the role of abstract data types (including priority queues, heaps, graphs, sets, sorting, searching, and hashing) and their specification, implementation and application in program design; recursion; use of complexity analysis in evaluating algorithms.

834 Operating Systems (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 3 hours.

The purpose of this course is to develop sufficient expertise, knowledge, skills and confidence to enable the student to pursue self development in order to be able to take Linux certification exams. Subjects covered: Multi boot installation, Linux commands (almost all same or very similar to UNIX commands), system management and maintenance, kernel configuration and recompilation, scripting, diagnosis and troubleshooting, setting up a simple network and use of network commands. Updating and upgrading software, installation of new software and applications. Operating systems theory, design or construction are not covered. However, key characteristics of a superior operating system are explored.

836 Introduction to Data Structures (3) UC:CSU

Prerequisite: Co Sci 839 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

Introduction to the study of data structures formed from primitive data types; the role of abstract data types (including stacks, queues, lists, trees, and graphs) and their definitions, implementation and application in program design and algorithms that use them; recursion; use of complexity analysis in evaluating algorithms.

839 Intermediate Programming Using C/C++ (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Principal elements of the "C++" programming language, including functions and function prototypes, pointers, arrays, strings, structures, unions, enumerated types, intraprogram and interprogram communication, and dynamic memory allocation.

840 Object-Oriented Programming in C++ (3) UC:CSU

Prerequisite: Co Sci 839 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Principles of object-oriented design and programming using C++. Topics include the role of objects as abstract data types; data abstraction, inheritance, and polymorphism; constructors and destructors; overloading member functions; static members; operator overloading; friend functions; overriding base class member functions; private, public, and protected access; virtual member functions, pure virtual functions and abstract base classes; composition v. inheritance; exception handling; I/O streams.

861 Advanced Computer Programming (3) UC:CSU

Prerequisite: Co Sci 840 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

Principles of object-oriented and event-driven design and programming for Windows. An object-oriented and event-driven language such as Visual C++ will be used to provide an understanding of designing, developing, and implementing Windows applications. The course will include coverage of standard Windows interface mechanisms, Single-Document Interface (SDI) applications, serialization, Multi-Document Interface (MDI) applications, and multimedia applications.

863 Introduction to Computer Networking ‡ (4)

Prerequisite: Co Sci 801 with a grade of C or better.

Lecture, 3 hours; laboratory, 2 hours.

This course presents the theory and practice of computer networking. It covers the principles and techniques used in designing data networks. Topics include networking theory, network design and implementation, network management, data communication fundamentals, noise effects, network communications and protocols, topologies, transmission methods, as well as architecture, the presentation, modeling and performance analysis of various type of networks including (LANs, WANs, and WiFi), maintenance and troubleshooting, and network security. This course has a comprehensive coverage of fundamental networking technologies, with a focus on major operating systems.

870 Windows and Web Database Programming (3) UC:CSU

Prerequisite: Co Sci 808 or Co Sci 895 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

An introduction to programming applications that use a graphical user interface (GUI) in a Web based environment such as ASP.Net to access and modify data in Relational Database Management Systems (RDBMS) using object-oriented programming (OOP) principles and Structured Query Language (SQL). Topics include: Server side technologies, event driven programming, relational database design, website security and data validation. The class will be taught using one or more of the OOP programming languages currently used in the business world, such as Visual Basic.NET or C#.

884 Navigating the Internet (2) CSU

Prerequisite: None.

Lecture, 1 hour; laboratory 2 hours.

Survey of Internet services, including the World Wide Web (WWW), E-mail, File Transfer Protocol (FTP), and Microsoft Internet Explorer Web browser. Emphasis will be on using and configuring the browser to navigate and search the Web with an introduction to Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML) as well as creating Web pages using a simple text editor.

890 Object-Oriented Programming in Java (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

Principles of object-oriented design and programming using Java. Additional topics include writing applets, working with exceptions, file input/output, networking, building event driven GUIs, and developing multithreaded programs using concurrency, and Unified Modeling Language.

895 Programming in C# (3) UC:CSU

Prerequisite: Co Sci 802 with a grade of C or better.

Lecture, 2 hours; laboratory 2 hours.

Principles of event-driven programming and object-oriented design in Windows applications using the C# programming language. Emphasis on event-driven programming using GUI classes, instantiating objects, working with properties, methods, and events, and creating event-handlers. Topics include the Visual Studio IDE, variable scope and lifetime, various .NET Framework control classes, constructors, arrays and collections, strings, data validation and exception handling, multi-form projects, access modifiers, creating user-defined classes, and introduction to the OOP concepts of data encapsulation, inheritance, and polymorphism.

185 Directed Study - Computer Science - Information Technology (1) CSU RPT2

285 Directed Study - Computer Science - Information Technology (2) CSU

385 Directed Study - Computer Science - Information Technology (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue directed study in Computer Science on a contract basis under the direction of a supervising instructor.

911-921-931-941 Cooperative Education - Computer Science Information Technology (1-4) CSU

Computer Science Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

COOPERATIVE EDUCATION (COOP ED)

195-295-395 Work Experience, General I (1-3) CSU RPT1

Prerequisite: None.

General Cooperative Education is designed to teach students how to learn from their actual employment or career situations in an optimum way. Students also develop job skills transferable to any job.

DANCE SPECIALITIES (DNCESPC)

The following course meets the requirement for Physical Education activity, but may not be offered each semester.

490 Special Topics in Dance (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

This course introduces students to the historical and cultural origins and basic dance techniques of folk, ethnic, recreational, or other specialized dance genres. Basic steps and combinations of steps from the particular genre will be utilized to create an understanding of musical phrasing and rhythms utilized in that particular dance form. These combinations eventually will span a full range of motion, and touch upon basic movements that every individual studying dance should know and understand.

DANCE STUDIES (DANCEST)

452 Introduction to Choreography (1) UC:CSU RPT3

(Formerly: Physical Education 452, Dance 452).

Prerequisite: None.

Activity, 2 hours.

Introduction to basic principles of dance composition and choreography. Includes theory and practice using improvisation, critical analysis and implementation of the elements of space, time, and energy in student projects.

801 Modern Dance I (3) UC:CSU RPT1

Prerequisite: None.

Lecture, 2 hours; activity, 4 hours.

Offers in depth instruction and practice in the fundamentals of modern dance technique. Course includes theory, historical context, improvisation, and instruction in the elements of space, time, and energy.

814 Dance Production I ‡ (2) UC:CSU RPT3

(Formerly: Physical Education 814, Dance 814).

Prerequisite: Audition required.

Lecture, 1 hour; activity, 2 hours.

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including publicity, lighting, costuming, audition and performance skills, and dance critique and assessment.

819 Choreography ‡ (4) UC:CSU RPT1

(Formerly: Dance 819)

Prerequisite: Audition required.

Lecture, 2 hours; activity, 4 hours.

Study and practice of basic principles of dance composition and choreography. Includes theory and application of choreographic principles, including improvisation and critical analysis, culminating in a presentation of choreographic projects.

820 Dance Production II (4) UC:CSU

(Formerly: Physical Education 820, Dance 820).

Prerequisite: Audition required.

Lecture, 2 hours; activity, 4 hours.

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management and scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, and dance critique and assessment.

822 Dance Rehearsals and Performances (1) UC:CSU RPT3

Prerequisite: Audition required.

Activity, 3 hours.

This course is structured rehearsal time culminating in a performance. Students participate as performers in the student dance concert.

860 Dance and Creative Movement for Educators (3) CSU

Prerequisite: None.

Lecture, 2 hours; activity, 2 hours.

Course is designed for educators and parents interested in utilizing creative movement and dance as a tool for teaching. Learn to develop your students' artistic perception, create movement experiences that enhance early childhood and academic lessons, and facilitate kinesthetic learning, awareness, and expression.

185 Directed Study - Dance (1) CSU RPT2

285 Directed Study - Dance (2) CSU

385 Directed Study - Dance (3) CSU

Prerequisite: None.

Lecture, 1 hour per unit.

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

DANCE TECHNIQUES (DANCETQ)

The following courses all meet the requirement for Physical Education activity, but all may not be offered each semester.

225 Yoga Skills (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

Provides instruction and practice in yoga skills that facilitate body conditioning, endurance, flexibility, balance, and alignment, to supplement and enhance dance technique or other fitness activities.

290 Dance for Film and Stage (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

Introduces dancers to renowned choreographers and dancers, and provides an opportunity to experience and perform selected choreography in the genre of stage and film.

437 Jazz Dance (1) CSU RPT3

Prerequisite: None.

Activity, 2 hours.

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

440 Social Dance (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

This course is an introduction to the basic forms of social dance, with emphasis on Salsa and Latin forms. The history, music, basic rhythms, and cultural influence of the dances are covered.

446 Tap Dance (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

Course introduces students to tap dance with an emphasis on basic steps, rhythms, combinations, terminology, musical applications, and appreciation of dance as a performing art.

460 Ballet Techniques (1) UC:USC RPT3

Prerequisite: None.

Activity, 3 hours.

This course teaches traditional ballet techniques and principles. The course will emphasize not only the correct placement and execution of a wide variety of ballet movements, but will also teach the terminology and history of the movements.

462 Modern Dance (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

This course teaches techniques, principles, terminology and the practice of modern dance. The course will emphasize not only the correct placement and execution of a wide variety of modern dance movements, but will also teach the history of the movements, and focus on the elements of space, time, and energy. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

463 Modern Jazz (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

469 Conditioning for Dance (1) CSU RPT3

Prerequisite: None.

Activity, 2 hours.

This course uses a variety of exercise techniques and philosophies to help students establish a workout program they can use to improve fitness as it applies to dance technique. Exercises are geared specifically for dance training, and are drawn from a number of different sources including yoga, Pilates, and other dance conditioning practices.

487 Hip Hop Techniques (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

This course offers instruction in the fundamentals of Hip Hop dance technique.

696 Yoga (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

Provides instruction and practice in yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

DEVELOPMENTAL COMMUNICATIONS (DEV COM)**22A-E Communications Laboratory (5) NDA RPT2**

Prerequisite: None.

This course is offered on a Pass/No Pass basis only. Open entry/open exit.

Lecture, 1 hour per unit.

Developmental Communications 22 is a modular, multi-media program teaching phonics, spelling, vocabulary, reading and study skills. Students may enroll sequentially in up to three units per semester. In each program, students work at their own time and pace.

- A. Phonics and Spelling
- B. General Vocabulary
- C. College Vocabulary
- D. Study Skills
- E. Reading Improvement

23 Techniques of Learning (3) NDA RPT1

Prerequisite: None.

Recommended for students who score at the intermediate or advanced levels of the Reading Assessment Test.

Lecture, 3 hours.

Teaches efficient study methods and effective learning techniques. Course stresses outlining, note taking techniques, exam strategies and time management.

35 Reading I - Fundamentals (3) NDA RPT2

Prerequisite: None.

Recommended for students who score in the appropriate range on the Reading Assessment Test.

Offered on a Pass/No Pass basis.

Lecture, 3 hours.

A basic reading class designed to diagnose reading problems; improve word-attack skills; increase sight and speaking vocabularies; develop dictionary skills; and help students begin to acquire the ability to identify main ideas.

36 Reading II - Comprehension and Related Skills (6) NDA RPT1

Prerequisite: None. Recommended for students who score in the appropriate range on the Reading Assessment Test.

Lecture, 6 hours. (Course is offered as two 3 unit, 3 hour modules.)

An intermediate reading course which brings comprehension and speed up to the level required for successful and efficient mastery of college texts.

EARTH SCIENCE (EARTH)**4 Introduction to Planetary Science (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

A multi-disciplinary introduction to planetary science employing basic concepts of the earth sciences including the processes responsible for the formation and modification of terrestrial planets. Topics covered include remote sensing, impact craters, surface erosion, atmospheric phenomena, tectonics, volcanism and recent discoveries from unmanned and human exploration of our solar system.

10 Scientific Visualization (3) CSU*(Same as Astronomy 12)**Prerequisite: None.***Lecture, 3 hours.**

A course in communicating science content through a combination of visual and audio techniques for flat screens, planetariums, kiosks and live presentations. Topics include writing for scientific presentations, choosing the appropriate technology for a presentation, and how to bring together visual and audio elements. Considerations for ADA compliance will be included. The student will have an opportunity to prepare a short program which will include visual and audio elements for presentation in the planetarium.

ECONOMICS (ECON)**1 Principles of Economics I (3)****UC:CSU ☼***(CAN ECON 4)**Prerequisite: None.***Lecture, 3 hours.**

An introductory microeconomics course designed to provide the student with an understanding of basic economic principles and forces which govern the production, distribution, exchange and consumption of goods and services. Topics considered include: economic decision-making; given scarcity of resources; resource allocation; value and price theory in a free-enterprise economy; income distribution; poverty and its causes and solutions, social costs and benefits; the roles of governments in the economic system; forms of business enterprise; labor management relations. Contemporary economic developments are considered throughout the course. Meets the Social Science requirement for certification.

2 Principles of Economics II (3)**UC:CSU ☼***(CAN ECON 2)**Prerequisite: Econ 1 with a grade of C or better.***Lecture, 3 hours.**

A macroeconomics course which is a continuation of the introductory principles of economics. Topics considered include: national income and employment; economic fluctuations; business cycles; money, credit and banking; public financing and taxation; monetary, fiscal, and economic stabilization policies; international trade, tariffs, payments and policies; comparative economic systems; economic growth and development. Contemporary economic developments are considered throughout the course. Meets the Social Science requirement for certification.

4 Economics for the Consumer ‡ (3)*Prerequisite: None.***Lecture, 3 hours.**

An understanding of the factors and problems present in consumption, advertising, credit and installment buying, and determination of price, which can improve consumer economic decision-making and can assist in maximizing satisfaction in consumer spending. Designed to assist students in understanding the consumers role in the economic system, including the development of knowledge and skills in earning incomes, and in personal and household management, budgeting and investment. Recommended for economics, social science, business, and home economics majors.

5 Economics for the Citizen ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

An introductory course to provide the pre-Business or non-Business student with a single cohesive exposure to the general principles of both microeconomics and macroeconomics. Designed for students who desire to get a general perspective of the economy without the intensive and comprehensive theoretical analyses and policy applications of Economics 1 and 2. Meets the Social Science requirement for certification. A student may receive credit for Economics 5, 1, and 2 ONLY if Economics 5 is completed before Economics 1 and 2.

10 Economic History of the United States ‡ (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

A survey of the economic development of the United States emphasizing a topical approach rather than strict chronology. Consideration is given to European backgrounds and the rise of capitalism, the evolving and technological nature of the economy as applied to agriculture, industry, commerce, the labor movement, business cycles, principles of national and California state constitutional and local government structures, functioning and economic legislation, and other essential economic relationships. Recommended for economics, social science, humanities, general education, and business majors. Meets both the Social Science and American Institutions requirements for certification. This course is not acceptable as a substitute for Economics 1 or 2. This course fulfills the state requirement in U.S. History and the U.S. Constitution.

30 Comparative Economic Systems ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

Examination of how economic systems function. Differences between market and planned command economies in theory and practice, and problems of transforming a socialist economy into a market economy. Course studies cases such as former USSR, China, Mexico, England, Sweden, Poland, The Middle East.

40 History of Economic Thought (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course studies the history and evolution of economic ideas starting with early beginners, Adam Smith, Ricardo and continues with Marx to modern times. Course covers competing paradigms in economics, including neoclassicism, monetarism, American Institutional school, Keynesian school and others and establishes a link between evolution of economic ideas and the economic history of Europe and the United States. A special attention is paid to methodology of economics.

50 Principles of Financial Economics (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

Examination of financial problems of economics, including history and evolution of money, commercial banking systems, the Federal Reserve System, theories of money and monetary policies, the capital markets, mortgage markets, stock and bond markets and the international and foreign exchange markets.

185 Directed Study - Economics ‡ (1) CSU RPT2**285 Directed Study - Economics ‡ (2) CSU****385 Directed Study - Economics ‡ (3) CSU****Economics ‡ (3) CSU***Prerequisite: None.***Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Economics (1-4) CSU

Economics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

EDUCATION (EDUC)

2 Introduction to Education I (1) CSU

Prerequisite: None.

Recommended for those planning to enter elementary or secondary teaching.

Lecture, 1 hour.

General introduction to the various fields of educational thought and practice. General vocational orientation. Observation of the teacher at work.

203 Education in American Society (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is designed to provide future teachers with the fundamental knowledge essential for understanding the American educational enterprise, especially issues in urban multicultural schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to analyze the current conditions of American schools and to evaluate selected proposals/models for reform. A minimum of 30 hours of observation of and participation in a multicultural setting is required.

911-921-931-941 Cooperative Education - Education (1-4) CSU

Education is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

EDUCATIONAL TECHNOLOGIES (EDU TEK)

200 Classroom Management System Instructor Certification (2) CSU

Prerequisite: None.

Lecture, 2 hours.

This course provides an overview of the core tools and basic functionality of a classroom management system. This class will introduce students to a complete set of tools to develop, deliver, supplement, and manage courses via the internet. This course prepares students to teach online. As a hands-on learning experience, a step-by-step path towards implementing the system's tools which support online teaching and learning is emphasized. This course meets the certification required for LAVC faculty.

210 Online Instruction Design (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course examines a variety of strategies used in developing an online, hybrid or web enhanced course by focusing on principles of online course design, strategies of effective online teaching, and best practices of using various established and emerging technologies to achieve student learning outcomes. During the term of this class we will explore a variety of teaching and designing best practices in order to give the instructor the skills needed to create a course that gives the online learner a quality educational experience.

220 Teaching Your Online Course (3)

Prerequisite: None.

Lecture, 3 hours.

This course focuses on "how to teach an online or hybrid course." Regardless of which learning management system you use, this course addresses how to deliver classes that lead to student success. Best practices for both online/hybrid students and instructors are covered, along with discussions of relevant online learning theories and associated activities. The various delivery methods of computer-mediated instruction, such as fully online courses, hybrid courses, and web-enhanced courses are compared and contrasted. This class examines the day-to-day operation of a class including topics such as time management skills, effectively responding to students, and how to manage the many problems that may occur in a course with online components.

ELECTRONICS (ELECTRN)

2 Introduction to Electronics (3) CSU

Prerequisite: None.

Corequisite: Electronics Technology majors enroll in Electronics 10 concurrently.

Lecture, 3 hours.

An introductory electronics course for majors and non-majors, with emphasis on hands-on activities. In addition to exploring career opportunities in the world's largest industry, electronics, students will learn to solder, read schematic drawings, identify electronics components, and construct numerous electronic circuits and projects. A great introduction to the field of electronics.

4 Fundamentals of Electronics I (4) CSU

Prerequisite: Math 115 with a grade of C or better.

This course may be offered as a lecture section (Electronics 4A) and a laboratory section (Electronics 4B). Day Students: Must take Electronics 4B with 4A.

Lecture, 3 hours; laboratory, 3 hours.

The lecture provides detailed study of direct and alternating current theory and applications. Topics include, Ohms Law, energy sources, magnetism, capacitance, inductance, and transient circuits. Complex circuits are solved using Kirshhiffs Laws and Thevenins and Norton Theorems. The laboratory provides experience in applying electrical laws and test equipment to direct current circuits. Practices include component identification, breadboarding circuits, resistor and capacitor color codes and circuit measurements using the digital multimeter and the VOM.

6 Fundamentals of Electronics II (4) CSU

Prerequisite: Electrn 4A & B (or Electrn 4) and Electrn 10 with grades of C or better.

This course may be offered as a lecture section (Electronics 6A) and as a laboratory section (Electronics 6B).

Lecture, 3 hours; laboratory, 3 hours.

The lecture includes the theory and practice of alternating current principles. Topics include series and parallel resonance, transformers, single and polyphase voltages, filters and an introduction to pulse wave forms. The laboratory includes experimental study discussed in lecture. Data are gathered from series-parallel tuned and untuned circuits and transformers. Extensive use is made of signal generators, digital multimeters and bridges.

10 Mathematics of Electronics I (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Mathematics applied to Electronics, Engineering, Computer Science, Automation, Electromechanics. Designed for those studying modern technology. Topics cover number notation, units of measurement, fundamentals of algebra, graphical analysis, computer number systems, fractions, and graphs applied to electrical circuits.

20 Electronic Circuits I (4) CSU

Prerequisite: *Electrn 4 or Electrn 4A & B with grades of C or better.*

This course may be offered as a lecture section (Electronics 20A) and a laboratory section (Electronics 20B).

Lecture, 3 hours; laboratory, 3 hours.

The class reviews basic electronics and then covers theory and application of basic active semiconductor components such as diodes, transistors, FETs, and integrated circuits. The laboratory portion includes construction and measurements related to circuits studied.

22 Electronic Circuits II ‡ (4) CSU

Prerequisite: None.

This course may be offered as a lecture section (Electronics 22A) and a laboratory section (Electronics 22B).

Lecture, 3 hours; laboratory, 3 hours.

The student will continue to learn operational amplifier theory with integrated circuit theory and laboratory experiments. Students will study comparator voltage regulator theory and build and use test equipment provided in the lab.

24 Electronic Circuits III ‡ (4) CSU

Prerequisite: *Electrn 20 or Electrn 20A & B with grades of C or better.*

This course may be offered as a lecture section (Electronics 24A) and a laboratory section (Electronics 24B).

Lecture, 3 hours; laboratory, 3 hours.

This course emphasizes the theory and design of circuits for the control and sensing of DC and AC electric motors.

34 Introduction to Biomedical Electronics ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of biomedical instrumentation and equipment used in the health care field, emphasizing critical care applications. The source of bioelectric potentials and their appearance in EKG and EEG equipment: stress testing, blood pressure and flow and heart sounds. Operating principles of transducers, amplifiers, patient monitors, or equipment defibrillators and pacers. The theory of shock hazards and methods of providing for patient and staff safety are emphasized.

36 Biophysical Measurements I ‡ (3) CSU

Prerequisite: *Electrn 34 and Electrn 20A & B (or Electrn 20) with grades of C or better.*

Corequisite: *Electrn 37.*

Lecture, 3 hours.

Theory, operation, test and calibration of medical equipment including patient monitors, defibrillators, electrosurgical units and pacers. Principal physiological measurements. Patient safety and hospital electrical testing procedures; establishing preventative maintenance programs.

37 Biophysical Measurements I Lab ‡ (1) CSU

Prerequisite: *Electrn 34 and Electrn 20A & B (or Electrn 20) with grades of C or better.*

Corequisite: *Electrn 36.*

Laboratory, 3 hours.

Provides practice in testing, trouble-shooting and calibrating electronic medical equipment. Patient monitor systems, pacers, defibrillators and surgical units are included. Safety evaluation procedures according to hospital standards. Use of specialized medical equipment analyzers and an exposure to the hospital environment.

38 Biophysical Measurements II ‡ (3) CSU

Prerequisite: *Electrn 20A & B (or Electrn 20) and Electrn 34 with grades of C or better.*

Corequisite: *Electrn 39.*

Lecture, 3 hours.

Theory, operation, test and calibration of medical laboratory and clinical equipment including the blood-gas analyzer, spectrophotometer, and blood pressure and ultrasound devices. Safety testing methods and establishing preventative maintenance programs.

39 Biophysical Measurements II Lab ‡ (1) CSU

Prerequisite: *Electrn 20A & B (or Electrn 20) and Electrn 34 with grades of C or better.*

Corequisite: *Electrn 38.*

Laboratory, 3 hours.

This course is an overview of the field of biomedical instrumentation and measurements in the operating room environment. It is a laboratory support class for Electronics 38. Students study maintaining, calibrating and repairing equipment in the operating room. Topics include fundamentals of lasers, anesthesia and imaging systems.

54 Computer Logic ‡ (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

A lecture/lab course on digital electronics covering topics such as: number systems and codes, logic gates, combinational logic, encoders and decoders, multiplexers and demultiplexers, multivibrators, shift registers and counters, D/A and A/D converters, semiconductor memories, and an introduction to microprocessors. Students will construct various digital circuits and use test instruments to analyze operation.

58 Introduction to Microprocessor ‡ (4) CSU

Prerequisite: *Electrn 54 with a grade of C or better.*

Lecture, 3 hours; laboratory, 3 hours.

Lecture includes microprocessor hardware, architecture, and software including diagnostic routines. Use of keyboard/display to execute programs and CPU functions. Memory, hardware, logic, and bit manipulation. Lab includes input/output timing, data format, and troubleshooting. Use of the signature analyzer. Plus network environment.

64 Technical Computer Applications (4)

Prerequisite: *Electrn 2 and 54 with a grade of C or better.*

Lecture, 3 hours; laboratory, 3 hours.

Application of computers in electronic circuit analysis. Provides students with skills necessary to employ computer systems such as Circuit Maker and LabView.

109 Computer Hardware (4) CSU

Prerequisite: None

Lecture, 3 hours; laboratory 3 hours.

This course is designed for those who want to study and understand what is happening inside microcomputers. This theory course covers installation and troubleshooting of hardware and software components. In addition, this course prepares you for the A+ Core Hardware Exam and A+ Operating System Technologies Exam for A+ Certification. No experience in electronics is assumed.

113 Computer Networking (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course is designed for students who want to gain a solid understanding of a broad range of networking technologies, especially for those who wish to pursue certifications in a variety of computer networking fields, including Network+, CCNA, MCSE, Linux+. Covers networking hardware and software components. Student should have a background in basic computer concepts. No experience in electronics is assumed.

201 Introduction to Nanotechnology (3)

Prerequisite: None.

Lecture, 3 hours.

Class focuses on nanoelectronics, with an emphasis on scanning probe microscopy, carbon nanotubes, nanowires, and molecular electronics. Other topics covered are nanofabrication techniques, lithography, self assembly, fabricating integrated circuits with molecular devices and Micro Electro Mechanical Systems (MEMS).

210 Introduction to Solar Electric Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides the student with an introduction to the rapidly growing field of Solar Photovoltaic Systems, including theory, design, installation, and maintenance basics of these systems for residential and industrial installations. The basic elements of these systems will be covered. The course will begin with a review of basic electric circuits. NABCEP exam preparation is included.

240 Industrial Electronics I (4)

Prerequisite: Electrn 54 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

This course covers PLC hardware components and troubleshooting, programming PLC instructions, and PLC lab demonstrations.

185 Directed Study - Electronics (1) RPT 2**285 Directed Study - Electronics (2)****385 Directed Study - Electronics (3)**

Prerequisite: Electrn 20A & B (or Electrn 20) and Electrn 54 with grades of C or better.

Conference, 3 hours.

Allows study of electronics on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Electronics (1-4) CSU

Electronics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

243 Statics and Strength of Materials ‡ (4) CSU

Prerequisite: Math 266 and Physics 37 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Examines force systems and equilibrium conditions with emphasis on engineering problems involving structures, machines, distributed forces and friction. Vector and scalar methods are used. Studies the relationships between external loads and the stresses they induce in elementary structural elements for the purpose of developing design formulae. Methods of determining deflections in beams and some elementary statically indeterminate problems are also studied.

911-921-931-941 Cooperative Education - Engineering, General (1-4) CSU

General Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ENGINEERING, GENERAL TECHNOLOGY (EGT)**100 Introduction to Sustainable Construction Management (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

An introductory course in sustainable construction management, with an emphasis on blue print reading, managing budgets, construction industry software usage, safety regulations, environmentally sound materials and methods of construction, and local, state, and federal government agencies that have jurisdiction over construction projects.

103 Code and Zoning Regulations (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An in depth review of California Building Codes, Disabled Access (ADA), as well as governing energy efficiency and sustainability regulations, known as Title 24, and State sponsored LEED program and certification. These regulations are the very basic foundation of every "Smart" design and construction project that is energy efficient and provides a sustainable, safe and friendly environment for its occupants.

ENGINEERING, GENERAL (ENG GEN)**101 Introduction to Science, Engineering and Technology (2) UC:CSU**

Prerequisite: None.

Lecture, 2 hours.

The course will introduce students to the many activities and rewards offered in the engineering and technical professions through the presentation of pertinent information and practical problems.

151 Materials of Engineering ‡ (3) UC:CSU

Prerequisite: Chem 101 with a grade of C or better.

Lecture, 3 hours.

An introductory course on the properties of materials; applications to engineering systems; dependency of properties on internal structure; structures and properties of metals and alloys and their response to thermal and mechanical treatments; structures and properties of non-metallic materials. Required of all Engineering majors.

104 Cost Analysis and Estimation (3) CSU

Prerequisite: None.

Lecture, 3 hours.

In depth discussion of the Cost Estimation process for buildings in the construction industry with emphasis on obtaining skills to accurately measure areas, volumes and related cost including labor for various materials, interpreting construction documents and specifications, determining labor and material costs based on project location and types of contracts, applying unit cost analysis during bidding process, implementing general conditions of the contract for site mobilization and determining percentages of overhead and profit in a project.

166 Shop Practice (2)

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

Provides experience for students in the use of tools and power machines so he/she may become familiar with the processes and qualities of workmanship used in industry. The course includes the use of hand tools, accurate measuring devices and the operation of production machines.

211 Elementary Engineering Graphics (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

This course provides an introduction to the basic fundamentals of 2D Mechanical Drafting utilizing Autocad Computer Aided Design (CAD) software tools. The course includes a study of industry standards used for drafting mechanical engineering drawings.

212 Applied Engineering Computer Graphics I (3)

Prerequisite: EGT 211 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

This course provides intermediate training in 2D mechanical detail drafting utilizing Autocad Computer Aided Drafting (CAD) software tools with emphasis on developing skills and proficiency. This course includes the practical application of industry drafting standards for drawing orthographic view projections and Geometric Dimensioning and Tolerancing techniques.

213 Introduction to Autocad (3)

Prerequisite: EGT 212 with a grade of C or better.

Lecture, 2 hours; laboratory, 4 hours.

This course provides advanced training in 3D mechanical parametric modeling utilizing Siemens Unigraphics Solutions (UGS) SolidEdge (CAD) software tools with emphasis on developing skills and proficiency. This course includes the practical application of a feature based parametric 3D master model concept for mechanical engineering design.

214 Advanced Autocad (3)

Prerequisite: EGT 213 with a grade of C or better.

Lecture, 2 hours; laboratory, 4 hours.

This course provides fast track advanced training in 3D mechanical parametric modeling utilizing Parametric Technology Pro-E, SolidEdge and Solidworks (CAD) software tools with emphasis on developing skills and proficiency. This course includes the practical application of a feature based parametric 3D master model concept for mechanical engineering design.

911-921-931-941 Cooperative Education - Engineering Technology, General (1-4) CSU

Engineering Technology, General is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ENGLISH**21 English Fundamentals (3) NDA**

Prerequisite: English 33 with a C grade or higher or the appropriate skill level demonstrated through the placement process.

This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course teaches the fundamentals of English grammar, reading, and effective sentence skills. Students will compose paragraphs and short essays.

28 Intermediate Reading and Composition (3)

Prerequisite: English 21 with a grade of C or better or appropriate skill level demonstrated through the English placement process. Cannot be taken for P/NP.

Lecture, 3 hours.

Designed to prepare students for English 101, English 28 brings literacy abilities up to the college level. This course includes introduction to critical reading of non-fiction prose and practice writing short essays. Students who do not score sufficiently high on the placement test in English are required to take this course before attending English 101.

30 Reading for Pleasure (3) NDA

Prerequisite: None.

Lecture, 3 hours

This course stresses the improvement of reading skills and reading for enjoyment. Highly recommended for students who need practice reading and writing before taking English 28.

33 Basic Vocabulary (3) NDA

Prerequisite: None. This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course enlarges and enriches a student's vocabulary through reading and the study of word meanings within the context of the overall meaning and purpose of a text. It develops a student's basic English literacy, including the ability to spell, read aloud, paraphrase, summarize, respond to readings, recognize the organization of texts and the structure of words, and use context clues, as well as dictionaries and other tools for vocabulary building.

67 Writing Laboratory (0.5) NDA RPT3

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 1 hour.

Students will improve their writing skills through one-to-one tutoring conferences, writing workshops, and computer instruction with assistance from an instructor and tutors. Students will develop their understanding of purpose, audience, invention, drafting, revision, and editing. Students will also focus on improving punctuation, mechanics, and grammar. This class may be taken by students at any level of English.

68 Reading Laboratory (0.5) NDA RPT3

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 1 hour.

Students will improve their reading comprehension and develop critical reading skills through individual help from instructor, one-to-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences and summarizing a chosen text. This course can complement any other class that has assigned readings, or it can be taken independently.

69 Writing and Revising on the Computer (1) RPT3

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 2 hours.

Individual help by instructor and tutors with using computers to write. Students practice editing, formatting, drafting, researching on the Internet, and developing resumes. Students will learn basic word processing skills as well as general guidelines for navigating the Internet. Complements any class with a writing component or can be taken independently.

75 Methods for Tutoring Writing (1)

Prerequisite: None.

Lecture, 1 hour.

Students preparing to work in a Writing Center will examine pedagogical approaches to peer tutoring in Writing Centers and engage in active sharing of their own writing process. Students will learn how to apply different tutoring styles and strategies for teaching the writing process, organization, grammar and mechanics. Students will also examine writing across the disciplines in various genres and engage in self-reflexive and meta-cognitive thinking about the practice of peer tutoring for writing.

80 Introduction to English as a Second Language: Reading Skills (3) NDA

Prerequisite: None.

Lecture, 3 hours.

This course is intended for students with English as a Second Language. It stresses the development of skills leading to college level reading capacity at a beginning/high-beginning level.

82 Introduction to College English as a Second Language (5) NDA

Prerequisite: None.

Lecture, 5 hours.

This course introduces students to English pronunciation patterns, sentence patterns, basic reading, and communication skills at a high-beginning/low-intermediate level.

83 College Conversational English as a Second Language (3) NDA RPT 1

Prerequisite: None. *Recommended:* Speech 61 and 64.

Lecture, 3 hours.

This course is designed for students at an elementary level in listening, speaking, reading, and writing English at a low-intermediate/intermediate level.

101 College Reading and Composition I (3) UC:CSU ☼

(CAN ENGL 2)

Prerequisite: English 28 or English 363 with a grade of C or better or appropriate skill level demonstrated through the English placement process.

Cannot be taken for P/NP.

Lecture, 3 hours.

This course teaches students to write college-level essays in response to reading and analyzing college-level texts. The course focuses equally on writing and critical reading, and students will write a substantial research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view to fulfill the 8,700 word writing requirement.

102 College Reading and Composition II (3) UC:CSU ☼

(CAN ENGL 4)

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Students learn to analyze short stories, novels, poetry, and plays and to write critical essays about them. Students will write 6000-8000 words including a substantial research paper using literary criticism from a variety of perspectives.

103 Critical Thinking and English Composition (3) UC:CSU ☼

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course is designed to help students develop critical thinking, writing and research skills beyond the level achieved in English 101. Students will read and critically evaluate (for meaning, purpose, strategy, and style) expository and argumentative essays from a variety of classical sources and multi-cultural perspectives and then use these essays as rhetorical models for their own writing assignments.

105 Introduction to Language and Linguistics (3) UC:CSU

(Same as Linguistics 1)

Prerequisite: None.

Lecture, 3 hours.

Summary of what is known about human language: an introduction to the scientific study of language, its history and structure; language in its social and cultural setting; language, the learning tool.

124 Short Story Writing I ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Students will develop skills in writing the traditional short story. Emphasis is on discussion of students' writing with some discussion of works of major writers. The course deals with marketing and preparing manuscripts for submission to publishers. Students may submit manuscripts to the college literary magazine.

125 Short Story Writing II ‡ (3) UC:CSU RPT2

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

A continuation of English 124 with the opportunity to write longer, more complex works of experimental fiction suitable for publication.

127 Creative Writing (3) UC:CSU RPT3

Prerequisite: English 101 and 102 with grades of C or better.

Lecture, 3 hours.

A writing workshop for students interested in writing fiction and poetry. Students will present their work to the class for criticism. The course includes lectures, demonstrations, and individual conferences with instructor.

NOTE: UC allows a maximum of 6 transferable units for this course.

ENG 127 REPEATABLE, BUT MAXIMUM UC CREDIT IS 6 UNITS.

203 World Literature I ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Surveys world literature in translation: representative selections from Asian literature, the Bible, Greek and Latin literature, and European masterpieces of the Middle Ages and Renaissance.

204 World Literature II ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Surveys world literature in translation from the Renaissance to the present: selections from representative masterpieces of continental literature - French, German, Scandinavian, Russian, and Spanish.

205 English Literature I ‡

(3) UC:CSU ☉

(ENG 205 & 206 = CAN ENG SEQ B)

Prerequisite: English 101 and English 102 with grades of C or better.

Lecture, 3 hours.

Surveys British literature from the eighth through the eighteenth centuries, emphasizing major figures and works.

206 English Literature II ‡

(3) UC:CSU ☉

(ENG 205 & 206 = CAN ENG SEQ B)

Prerequisite: English 101 and English 102 with grades of C or better.

Lecture, 3 hours.

Surveys British literature from the late eighteenth century to the present, emphasizing major writers and works.

207 American Literature I ‡

(3) UC:CSU ☉

Prerequisite: English 101 and English 102 with grades of C or better.

Lecture, 3 hours.

Surveys American literature from 1608 until the Civil War, emphasizing major writers and works.

208 American Literature II ‡

(3) UC:CSU ☉

Prerequisite: English 101 and English 102 with grades of C or better.

Lecture, 3 hours.

Surveys American literature from the Civil War to the present, emphasizing major writers and works.

212 Poetry ‡ (3) UC:CSU RPT1

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Studies of selected American, British, and Continental poems, and their historical development. Emphasis is on critical reading and writing.

213 Dramatic Literature ‡ (3) UC:CSU

(Same as Theater 125)

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Critical reading of and writing about plays from classical Greek times to modern drama.

215 Shakespeare I ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Recommended: English 102 and 205.

Lecture, 3 hours.

Studies selected poems and representative plays. Consideration of Elizabethan and Jacobean life and letters in relation to Shakespeare's work.

218 Children's Literature (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Selections of classic and contemporary literature suitable for children of many age levels, pre-school through high school (and beyond), new readers and English language learners. Emphasis will be placed on storytelling, acquaintance with authors, and the development in children of desirable attitudes toward literature. Recommended for prospective nursery, kindergarten, elementary, and secondary teachers, parents of developing readers, literacy providers, literature consultants, librarians, and anyone who wants a foundation in what's great about English language literature or who wants to know how to select wonderful books for readers of all ages.

234 African-American Literature I

(3) UC:CSU ☉

(Same as African American Studies 20)

Prerequisite: None.

Lecture, 3 hours.

Analyzes the literary, social and historical aspects of essay, novel, drama, short story and poetry written by African-Americans, revealing the progression of culture in America as interpreted by African-American writers who seek to define themselves and other Americans.

236 Children's Literature for the Preschool Child (1) CSU

(Same as Child Development 36)

Prerequisite: None.

Lecture, 1 hour.

Surveys literature suitable for children ages 2-8, emphasizing techniques of selection and presentation of such literature.

Storytelling (with visual aids where feasible), acquaintance with literature particularly suited to the preschool child, and the early development of desirable attitudes toward reading will be stressed.

Recommended for prospective nursery school, kindergarten, and primary grade teachers and parents.

252 The English Bible as Literature ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

A study of the Old and New Testaments as literature with the King James version as the basic text.

253 Opera as Literature (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Participants will analyze recognized masterpieces by Puccini, Bizet, Verdi, et al through study of each opera's literary source(s) and the way in which literary elements reappear in the musical-dramatic context in performance.

361 ESL for Academic Purposes I (6) NDA

Prerequisite: English 83 with a grade of C or better appropriate skills level demonstrated through the English placement process.

Lecture, 5 hours; Lab 2 hours.

This course is for students who are pursuing an academic or professional degree program. Students will read and discuss literature, news and academic texts, and learn how to gather information, give complete responses, and express themselves in complete sentences at an intermediate/high-intermediate level.

362 ESL for Academic Purposes II (6) NDA

Prerequisite: English 361 with a grade of C or better or appropriate skills level demonstrated through of the English placement process

Lecture, 5 hours; Lab, 2 hours.

This course is for students who are pursuing an academic or professional degree program. Students will read novels and academic texts, conduct research, write essays and be introduced to sources of information at a high-intermediate/low-advanced level.

English Course Sequence

Writing

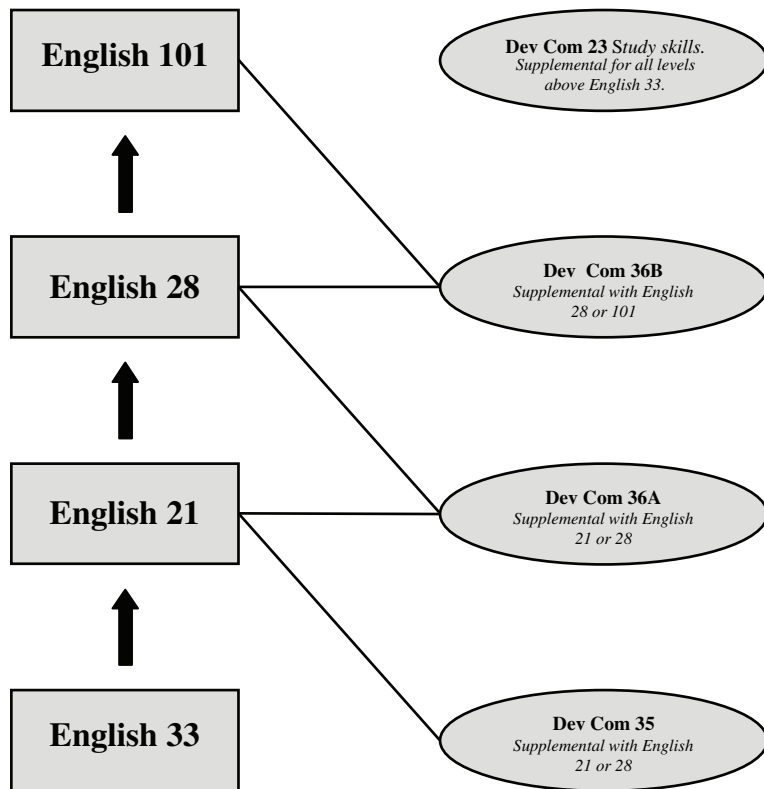
Outcome Levels defined

Transfer level: Write unified, well-developed essays, each with an arguable thesis and persuasive support. Use a variety of rhetorical strategies, such as argument and comparison/contrast.

One level below transfer: Write essays that integrate course readings and are clearly focused, fully developed, and logically organized.

Two levels below transfer: Write coherent essays and paragraphs with a central idea and supporting details. Apply sentence variety and appropriate word choice.

Three levels below transfer: Write short topic-based papers with a main idea. State a topic and use details to support a central idea. Build vocabulary.



Course Sequence

Supplemental Courses

Assessment is recommended. See course descriptions for placement and prerequisite information.

Foundational Skills ESL Course Sequence

Outcome Writing Skills Levels defined

Transfer level: Write a unified, well-developed essay, with an arguable thesis and persuasive support.

One level below transfer: Write an essay, which references outside sources, in MLA or APA format.

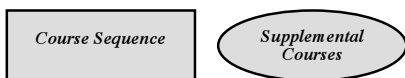
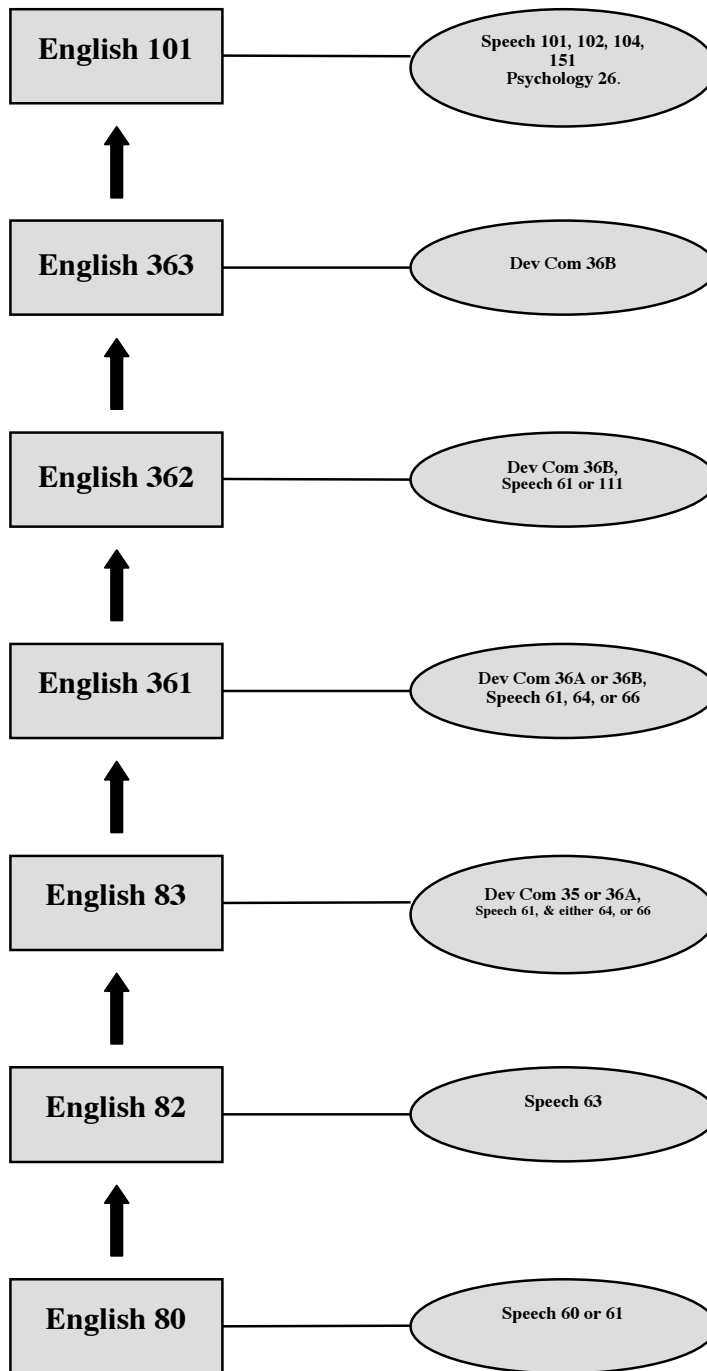
Two levels below transfer: Write essays with clear thesis statements using various rhetorical modes.

Three levels below transfer: Write one or more paragraphs with a clear topic sentence.

Four levels below transfer: Write one paragraph on a familiar topic.

Five levels below transfer: Write brief text in paragraph form on one topic.

Six levels below transfer: Write several simple sentences, primarily biographical, with guidance.



Assessment is recommended. See course descriptions for placement and prerequisite information.

363 ESL for Academic Purposes III (6) CSU

Prerequisite: English 362 with a grade of C or better or appropriate skills level demonstrated through the English placement process. English 363 now meets the competency requirement
Lecture, 5 hours; Lab, 2 hours.

This course is for students who are pursuing an academic or professional degree program. Students will read novels and academic texts, conduct research, write essays, and be introduced to sources of information.

185 Directed Study - English (1) CSU RPT2

285 Directed Study - English (2) CSU 385 Directed Study - English (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in English on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - English (1-4) CSU

English is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

ENVIRONMENTAL SCIENCE (ENV SCI)

1 The Human Environment: Physical Processes (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

An introduction to scientific analysis of real-world challenges and issues related to physical processes in the environment. The course environmental systems and cycles, uneven consumption and degradation of global resources, sustainability, climate change, conventional and alternative energy sources, waste treatment, recycling, and the future of food. Practical solutions employing an interdisciplinary approach and field trips are emphasized. This course satisfies in part the natural science requirement for general education.

2 The Human Environment: Biological Processes Lecture (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The course examines humans' effect on the quality of air, water, food and personal health by surveying current environmental problems and their impact on biological life support systems. The course also explores solutions to these problems. This course fulfills the Natural Science requirement for non-majors, when it is taken with Environmental Science 19 biological Processes Lab.

7 Introduction to Environmental Geology (3) UC:CSU

(Same as Geology 10)

Prerequisite: None.

Lecture, 3 hours.

This course examines how geologic processes and hazards influence human activities and the environment. The topics covered include geologic hazards such as earthquakes, volcanic eruptions, and tsunamis; mineral resources, groundwater, pollution, and current environmental and regulatory public policy planning. A field trip is offered for the course.

19 The Human Environment: Biological Processes Lab (1) UC:CSU

Prerequisite: Env Sci 2 with a grade of C or better or concurrent enrollment.

Laboratory, 3 hours.

The lab portion is a 'hands on' approach to the study of environmental problems, its impact on biological systems and the exploration of solutions. This course fulfills the Natural Science requirement for non-majors, when it is taken with Environmental Science 2, the lecture component.

22 The Human Environment: Physical Processes Lab (2) UC:CSU

Prerequisite: None.

Corequisite: Environmental Science 1.

Lecture, 1 hour, laboratory 2 hours.

An introduction to processes in the physical environment through laboratory exercises and field observation using the scientific method. Topics include water, soils, vegetation, landforms, atmospheric phenomena, climate change, energy, food, resources, pollution, waste treatment and remediation. The use of monitoring equipment and computer data analysis is emphasized.

ENVIRONMENTAL STUDIES (ENVSTDS)

101 Introduction to Environmental Studies (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course provides an interdisciplinary overview from a social science perspective of the local and global impacts of humans on the natural environment over human history. Topics include the growth and geographic expansion of human population, the transformation of earth's ecosystems by humans, exploitation of natural resources, and sustainable practices and policies. The course focuses on the critical analysis of current environmental problems and the evaluation of alternatives and solutions that contribute to a sustainable world. This course satisfies the Social and Behavioral Sciences requirement for General Education.

FAMILY AND CONSUMER STUDIES (FAM & CS)

31 Marriage and Family Life (3) UC:CSU ‡

(CAN H EC 12)

(Same as Sociology 12)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course deals with the family as a social institution, its structure and functions, including historical changes, emerging patterns, and the influence of contemporary society and social forces that shape the family such as race, class, gender and sexuality.

921 Cooperative Education - Family and Consumer Studies (2) CSU

Family and Consumer Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

FINANCE

2 Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market.

8 Personal Finance and Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of lectures, discussions, and practice with regard to ones personal financial activities. Particular attention is given to consumer credit; life and property insurance; savings plans; taxes; retirement plans; estate transfer; securities and miscellaneous investments.

911-921-931-941 Cooperative Education - Finance (1-4) CSU

Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

FIRE TECHNOLOGY (FIRETEK)

27 Wildland Firefighter (4) CSU RPT3

Prerequisite: None.

Lecture, 4 hours; Laboratory, 0.5 hours.

This course prepares the student for entry level jobs in Wildland Firefighting. It combines classroom instruction with hands-on training. A certificate of completion is awarded.

30 Fire Marshal Certification: Instructor 1A (2.25) CSU

Prerequisite: None.

Lecture, 2.25 hours.

This course introduces fire service training methods to firefighters. Emphasis is placed on using occupational analysis, identifying training needs, and training others to perform manipulative skills. This is the first course in a series that leads to becoming a State Fire Marshal, Fire Instructor certification.

31 Fire Marshal Certification: Instructor 1B (2.25) CSU

Prerequisite: Firetek 30 with a grade of C or better.

Lecture, 2.25 hours.

This course introduces advanced fire service training methods to firefighters. Emphasis is placed on using occupational analysis, identifying training needs, and training others to perform manipulative skills. This course is the second in a series that leads to State Fire Marshal Instructor certification. This course enables students to obtain State Fire Marshal Fire Instructor status.

40 Fire Marshal Certification: Fire Prevention 1A (2.25) CSU

Prerequisite: None.

Lecture, 2.25 hours.

This course provides the student with knowledge on how to conduct basic fire prevention inspections. This is a first course in a series that leads to State Fire Marshal certification as Fire Prevention Officer.

41 Fire Marshal Certification: Fire Prevention 1B (2.25) CSU

Prerequisite: Firetek 40 with a grade of C or better.

Lecture, 2.25 hours.

This course provides the student with information on extinguishment systems, responsibility and authority for inspections, handling and storage of materials, and life safety considerations. This is the second course in a series that leads to State Fire Marshal certification as a Fire Prevention Officer.

60 State Fire Marshal: Command 1A (2.25) CSU

Prerequisite: None.

Lecture, 2.25 hours.

This course provides the student with an introduction to organizational structure and basic communication and leadership skills for fire personnel. This is the first course in a series that leads to the certified fire officer designation by the California State Fire Marshal.

61 Fire Marshal Certification: Command 1B (2.25) CSU

Prerequisite: Firetek 60 with a grade of C or better.

Lecture, 2.25 hours.

This course provides the student with information and direction for initial operations of multi-casualty, hazardous materials, and wildland fire incidents. This course is in a series that leads to the certified fire officer designation by the California State Fire Marshal.

96 Emergency Medical Technician I (8) CSU

Prerequisite: Students must present to the instructor either a BLS for the Healthcare Provider from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross prior to the beginning of the class or no later than the first examination.

Lecture, 6 hours; Laboratory, 4 hours.

This course is designed to provide a basis for gaining EMT-Basic certification. Through adherence to the D.O.T. (Department of Transportation) Basic Life Support Curriculum, the student will be given the opportunity to develop the necessary knowledge, skills and abilities required to successfully pass the National Registry EMT-Basic certification examination. Upon successful completion of said certification examination, an EMT-Basic may gain employment and/or progress to paramedic training. With few exceptions, Fire Tech 96 is conducted at the basic life support level.

97 Emergency Medical Technician I- Refresher (2)

Prerequisite: Firetek 96 with a grade of C or better.

Lecture, 1.5 hours; laboratory 1.5 hours.

This is a refresher course for Emergency Medical Technician [EMT]- Basic. Refresher course includes adult, child, and infant CPR and obstructed airway maneuvers. Basic EMT skills will be reviewed and tested for competency. Recertification is mandated by the state every two years [24 hours].

201 Fire Protection Organization ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to the fire service and fire protection; careers in fire departments and related fields. History of fire protection, fire loss causes, public and private protection services. Fire department organization, fire fighting tactics, fire prevention, tools, equipment, apparatus, alarm systems and water systems. This course includes field trips.

202 Fire Prevention Technology (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Making effective, complete and legal inspections by knowing fire prevention concepts. These concepts include history, organization, laws, fire causes, procedures, techniques, enforcement and records. Hazards by occupancy, fire protection equipment, fire investigation, public education and special problems will be studied.

203 Fire Protection Equipment and Systems ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of portable fire extinguishing equipment and permanent systems such as sprinklers, CO₂, dry chemical and halon. Detection and alarm systems, explosion prevention, computer protection and special hazards will be covered. The installation, testing, maintenance and fire department use of these systems will be emphasized.

204 Building Construction for Fire Protection ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Fundamentals of building construction as they relate to fire prevention and suppression. Classification of buildings by type of construction and use. Emphasis on fire protection features, fire resistive materials, interior finish and flame spread. The latest information on elevators, stairways, alarm systems and fire command control in high rise buildings will be studied.

205 Fire Behavior and Combustion (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Theory and fundamentals of how and why fires start, spread, and are controlled; and in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

206 Hazardous Materials ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Advanced fire chemistry and physics. A more detailed and broad study of dangerous chemicals. The company and incident commanders role in providing life safety for the public and the firefighter, and preventing or limiting property damage.

208 Fire Hydraulics ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

A foundation of theoretical knowledge to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

209 Fire Fighting Tactics and Strategy I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The use of manpower, equipment and apparatus on the fire ground. Methods of pre-fire plan, rescue, fire attack, control, extinguishment, salvage and overhaul. The application of these methods to structural, watershed, waterfront, oil, aircraft, and other types of fires. This course will include command functions. Field exercises will be held when possible.

210 Fire Company Organization and Procedure ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The role of the fire company in municipal fire departments. Governing laws and regulations and officer qualifications; supervision, morale, discipline, and personnel rating. Company organization for training, fire prevention, public relations, station and equipment maintenance, and records. Preparing for emergency incidents; pre-fire planning, attitude, tactics and strategy.

213 Fire Investigation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Methods of determining point of origin, path of fire travel and fire causes. Recognizing and preserving evidence, interviewing witnesses, understanding arson laws and types of arson fires; court testimony and reports and records.

217 Fire Apparatus ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The principles of care, maintenance and operation of fire apparatus. The theory of internal combustion engines, power development and transmission, torque and horsepower, electrical, fuel and brake systems. Basic tune-up, trouble shooting, maintenance and lubrication. General discussion of pumps, aerial ladders and aerial platforms.

185 Directed Study - Fire Technology ‡ (1) CSU RPT2**285 Directed Study - Fire Technology ‡ (2) CSU****385 Directed Study - Fire Technology ‡ (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Fire Technology on a contract basis under the direction of a supervising instructor. *Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.*

911-921-931-941 Cooperative Education - Fire Technology (1-4) CSU

Fire Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

FRENCH**1 Elementary French I (5) UC:CSU**

(FR 1&2 = CAN FREN SEQ A)

Prerequisite: None.

Lecture, 5 hours.

Emphasizes the fundamentals of French pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions; stresses the ability to understand read, write, and speak simple French; introduces cultural insights into French and Francophone worlds. Use of the language laboratory may be required. Basic computer knowledge required for interactive activities.

2 Elementary French II (5) UC:CSU

(FR 1&2 = CAN FREN SEQ A)

Prerequisite: French 1 or French 22 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Completes the study of elementary grammar. Includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple French. Further study of French and Francophone cultures. Use of the language laboratory may be required. Basic computer skills required for accessing online activities.

3 Intermediate French I (5) UC:CSU ☉
(CAN FREN 8)

Prerequisite: French 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

A more intensive study of the language, including idiomatic expressions and irregular structures. Stress on fluency in oral expression and facility in writing. Extensive review of grammar and study of advanced grammatical concepts. Reading and discussion in French of literary and cultural short texts. Basic computer skills required for accessing online activities.

4 Intermediate French II ‡
(5) UC:CSU ☉
(CAN FREN 10)

Prerequisite: French 3 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Further development of writing and communication skills through the study of representative French and Francophone literary works; focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures, stylistics and use of idiomatic expressions. Basic computer skills required for accessing online activities.

5 Advanced French I ‡ (5) UC:CSU ☉

Prerequisite: French 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the study of representative literary and cultural texts of different genres with emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of French and Francophone literature and civilization. Basic computer skills required for accessing and performing online activities.

6 Advanced French II ‡ (5) UC:CSU

Prerequisite: French 5 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the study of French and Francophone literature, with readings from representative authors of different genres. Emphasis on improving oral expression, comprehension, reading and writing. Advanced composition, stylistics, and grammar. Oral and written reports within the context of literary and cultural analysis. Basic computer skills required for accessing and performing online activities.

8 Conversational French ‡
(2) RPT3 UC:CSU

Prerequisite: French 2 with a grade of C or better or equivalent skill level.

Lecture, 2 hours.

Practical conversational and improvement of conversational fluidity based on everyday experiences, current events, cinema, cultural topics and readings. Emphasis on use of idiomatic expressions and current usages. Training in pronunciation, enunciation, and vocabulary-building. Basic computers required for accessing online information. Not open to native speakers of French.

FRENCH 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

10 French Civilization ‡ (3) UC:CSU

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

A study of the origins, growth, and development of French civilization in its many forms with special emphasis on modern France and Francophone and its literary movements, ideas, sciences and the arts. Designed as a humanities course for all college students. Recommended for French majors. Lectures and readings in English. Basic computer skills required for accessing online information.

21 Fundamentals of French I ‡
(3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is for absolute beginners. Covers the first half of French 1. Introduction to the fundamentals of French pronunciation, grammar, vocabulary, sentence structure, and use of idiomatic expressions. Stresses the ability to understand, read, write, and speak simple French. Introduces cultural insights into French and Francophone worlds. Use of the language laboratory may be required. Basic computer knowledge required for interactive activities. French 21 + 22 are equivalent to French 1.

BOTH FRENCH 21 AND 22 MUST BE TAKEN FOR ANY UC CREDIT. MAXIMUM CREDIT FOR BOTH IS 5 UNITS.

22 Fundamentals of French II ‡
(3) UC:CSU

Prerequisite: French 21 with a grade of C or better.

Lecture, 3 hours.

Continuation of French 21. Covers the second half of French 1. Introduction to the fundamentals of French pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions. Stresses the ability to understand, read, write, and speak simple French. Introduces cultural insights into French and Francophone worlds. Use of the language lab may be required. Basic computer use required for online assignments. French 21 + 22 are equivalent to French 1. Recommended for those wishing to review before taking French 2.

BOTH FRENCH 21 AND 22 MUST BE TAKEN FOR ANY UC CREDIT. MAXIMUM CREDIT FOR BOTH IS 5 UNITS.

185 Directed Study -**French (1) CSU RPT2****285 Directed Study - French (2) CSU****385 Directed Study - French (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative**Education - French (1-4) CSU**

French is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

GEOGRAPHY (GEOG)**1 Physical Geography (3) UC:CSU ☉**

(CAN GEOG 2)

Prerequisite: None.

Lecture, 3 hours.

An introduction to the physical geography of the global environment and the interactions between atmosphere, oceans, land and life using the scientific method. Topics include earth-sun relations, weather and climate, soils, biogeography, landforms, plate tectonics, weathering, mass wasting and the transformation of the earth by human activities. The basics of maps, Geographic Information Systems, and other tools of geographic analysis are introduced. Optional field trips are offered.

2 Cultural Elements of Geography (3) UC:CSU ☉

(CAN GEOG 4)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introduction to the physical geography of the global environment and the interactions between atmosphere, oceans, land and life using the scientific method. Topics include earth-sun relations, weather and climate, soils, biogeography, landforms, plate tectonics, weathering, mass wasting and the transformation of the earth by human activities. The basics of maps, Geographic Information Systems, and other tools of geographic analysis are introduced. Optional field trips are offered.

3 Introduction to Weather and Climate (3) UC:CSU

(Same as Meteorology 3)

Prerequisite: None.

Lecture, 3 hours.

An introduction to weather, climate and environment employing scientific method and observation. The course examines Earth's atmosphere, processes and phenomena and their impacts on humans and the global environment. Course topics include composition of the atmosphere, weather elements and controls, atmospheric processes, global circulation, storms, air pollution, global climate patterns and climate change, and techniques and tools for weather forecasting.

9 People and the Earth's Ecosystem (3) CSU

Prerequisites: None.

Lecture, 3 hours.

An overview of the global environment and an examination of the diversity of life and environments that make up our world. The course examines the role of humans in environmental transformation at local, regional and global levels including habitat destruction, introduced species, extinctions and climate change. Geographical case studies are explored that examine real world environmental challenges and solutions.

14 Geography of California ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course surveys the physical and cultural landscapes of California with emphasis on human-environment interaction and the natural, socio-political, economic and demographic forces that have shaped the state. The course deals with the history of the state, settlement and land-use patterns, economic activities, resource use, transportation and trade, as well as California's role in the new global economy. The political, economic, environmental and demographic challenges facing the state are also discussed. Optional field trips will be offered.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geog 1 with a grade of C or better or concurrent enrollment.

Not open to students who have completed Geography 17.

Lecture, 1 hour; laboratory, 2 hours.

This laboratory course serves as an introduction to the scientific study of the physical environment including the tools of geography (maps, GIS/GPS, remote sensing and air photos). Topics include Earth-Sun relationships, elements of weather and climate, topographic map reading and imagery interpretation, biogeography, soils, and landform evolution by tectonic, erosional and depositional forces. Field trip options are provided.

30 Managing Natural Resources ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course focuses on natural resources and the critical analysis of the conflicting demands to use, conserve or preserve them. The course includes an exploration of where resources are located, the impacts of their extraction, as well as issues of supply and demand. The course examines sustainable resource management policies and practices, and the role of diverse stakeholders, including public, private and non-profit agencies in determining how resources are used and who has access. Topics include human impacts on natural processes and environments, public policy, environmental justice, urban sprawl, habitat destruction and sustainable development. Strong critical thinking and writing skills are recommended.

31 Introduction to Geographic Information Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to fundamentals of Geographic Information Systems (GIS) with hands-on computer practicum. Students are introduced to the basics of spatial analysis and cartographic principles (scales, coordinate systems, projections, cartographic design) through online exercises. Topics include best practices for mapping, acquisition and evaluation of data, spatial analysis techniques and applications of GIS/GPS technology in science, community, government, environment and business.

32 GIS Applications: ArcView (3) CSU

Prerequisite: None.

Recommended: Geog 31.

Lecture, 2 hours; laboratory, 2 hours.

A brief survey of GIS fundamentals, emphasizing hands-on experience using computer hardware and GIS software. Emphasis on vector-based data using and an introduction to hands-on work with raster-based data using Spatial Analysis modules. (Currently using ESRI's ArcGIS software: versions upgraded to maintain currency with industry software usage.)

36 Cartography and Base Map Development (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A hands-on, comprehensive look at GIS cartographic principles and practices, data acquisition methods, base map development (scanning, digitizing and coordinate geometry) and map production using ArcGIS software. The focus is on technologies and applications such as remote sensing data, GPS, satellite and aerial imagery. Field trips and lab work are included.

37 Introduction to Global Positioning Systems (GPS) (1) CSU

Prerequisite: None.

Lecture, 1 hour.

An introduction to Global Positioning Systems technology, terminology, equipment, and techniques. The course provides hands-on experience with a GPS unit in determining location, completing a traverse using a GPS unit and map, as well as collecting data to be used in production of a GIS-generated map.

40 GIS Internship (1) CSU

Prerequisite: None.

Laboratory, 2 hours.

A field study/internship in which students apply classroom instruction to real-world GIS projects in the community in a business, government or non-profit agency under the supervision of a faculty advisor. The short-term internship will include periodic meetings with the advisor, the completion of interim reports, and the presentation of a final report at the completion of the internship.

45 Food and Culture (3) CSU

(Same as Anthropology 110)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A geographical overview of the role of food in culture and the development of civilization from a cultural perspective. The ecological, economic, social and political aspects of food production are discussed. The formation of regional cuisine is considered as well as food security, globalization of food production, over-fishing, food safety and other current issues. Optional field trips are included.

185 Directed Study - Geography (1) CSU RPT2**285 Directed Study - Geography (2) CSU****385 Directed Study - Geography (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Geography (1-4) CSU

Geography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

GEOLOGY**1 Physical Geology (3) UC:CSU**

(GEOL 1&6 = CAN GEOL 2)

Prerequisite: None.

Lecture, 3 hours.

Physical Geology is the study of the internal and external processes which shape the earth. Topics covered include plate tectonics, volcanism, earthquakes, mountain building, geologic structures, origin of rocks and minerals, and water and energy resources. A field trip is offered for this course.

6 Physical Geology Laboratory (2) UC:CSU

(GEOL 1&6 = CAN GEOL 2)

Corequisite: Geology 1.

Lecture, 1 hour; laboratory, 2 hours.

The Physical Geology Laboratory provides practical experience in identifying common rocks, minerals, landforms, geologic structures, and reading and interpreting geologic and topographic maps. Field trips to local areas of geologic interest are offered.

10 Introduction to Environmental Geology (3) UC:CSU

(Same as Environmental Science 7)

Prerequisite: None.

Lecture, 3 hours.

This course examines how geologic processes and hazards influence human activities and the environment. The topics covered include geologic hazards such as earthquakes, volcanic eruptions, and tsunamis; mineral resources, groundwater, pollution, and current environmental and regulatory public policy planning. A field trip is offered for the course.

185 Directed Study - Geology (1) CSU RPT2**285 Directed Study - Geology (2) CSU****385 Directed Study - Geology (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Studies in various areas of geology.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Geology (1-4) CSU

Geology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

GERMAN**1 Elementary German I (5) UC:CSU**

(GER 1&2 = CAN GERM SEQ A)

Prerequisite: None.

Lecture, 5 hours.

The aim of this course is to develop the ability to understand, read, write, and speak simple German. Includes basic facts on the geography, customs, and cultures of German-speaking countries, German poems, songs, and simple, modern prose. Emphasis is on the spoken language. Use of the language lab is required.

2 Elementary German II (5) UC:CSU ☼

(GER 1&2 = CAN GERM SEQ A)

Prerequisite: German 1 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Completes the study of elementary grammar. Readings consist of selections dealing with German, Swiss and Austrian contributions in the arts, sciences and literature, further study of German civilization, and modern developments in Germany. Use of the language lab is required.

3 Intermediate German I ‡ (5) UC:CSU ☼

Prerequisite: German 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

An introduction to short stories, plays and poetry in German. Grammar, review, vocabulary building, and use of idiomatic expressions. Emphasis on discussions in German of various topics of interest.

4 Intermediate German II ‡ (5) UC:CSU ☼

Prerequisite: German 3 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Reading in German, Swiss and Austrian literature. Special emphasis is given to oral discussions based on the readings. Further study in grammar, vocabulary building, and use of current idiomatic expressions.

5 Advanced German I ‡ (5) UC:CSU ☉

Prerequisite: German 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Introduces the student to some of the important movements in German literature. Includes readings in prose and poetry from representative authors of German-speaking countries. Continues the development of linguistic skills through oral and written reports in German.

8 Conversational German ‡ (2) UC:CSU RPT3

Prerequisite: German 2 with a grade of C or better, or equivalent skill level.

Lecture, 2 hours.

Provides opportunities for practical conversation and improvement of conversational fluidity based on everyday experiences, current events, and cultural topics. Training in pronunciation, enunciation, and vocabulary-building.

GERMAN 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

185 Directed Study - German (1) CSU RPT2**285 Directed Study - German (2) CSU**
385 Directed Study - German (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in German on a contract basis under the direction of a supervising instructor.
Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - German (1-4) CSU

German is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

HEALTH**3 Cardiopulmonary Resuscitation (1) CSU**

Prerequisite: None

Lecture and directed practice, 1 hours, 5 weeks.

This course will teach students the steps to follow in a life-threatening emergency situation (i.e. no pulse, not breathing) using the American Red Cross Community CPR skills for the adult, child and infant.

11 Principles of Healthful Living (3) UC:CSU

(Credit given for only one of Health 9, 10 or 11.)

Prerequisite: None.

Recommended for Physical Education and Elementary Education majors.

Lecture, 3 hours.

This course offers concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the individual's well-being in personal, community, vocational and leadership roles. Health topics cover the emotional and mental health, cardiovascular fitness, nutrition, chronic and communicable diseases, environmental health issues, and the life cycle.

12 Safety Education and First Aid (3) UC:CSU

Prerequisite: None

Lecture and directed practice, 3 hours.

This course will cover the American Red Cross First Aid Responding to Emergencies course. An American Red Cross certificate will be issued upon successful completion of all skills and the written exam.

185 Directed Study - Health (1) CSU RPT2**285 Directed Study - Health (2) CSU**
385 Directed Study - Health (3) CSU

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Health on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Health (1-4) CSU

Health is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

HEBREW**1 Elementary Hebrew I ‡ (5) UC:CSU**

(Same as Jewish Studies 11)

Prerequisite: None.

Lecture, 5 hours.

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple Hebrew. Emphasis is on the spoken language. Use of the language laboratory is required.

2 Elementary Hebrew II ‡ (5) UC:CSU

(Same as Jewish Studies 12)

Prerequisite: Hebrew 1.

Lecture, 5 hours.

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

9 Hebrew Civilization I ‡ (3) UC:CSU

(Same as Jewish Studies 9)

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

A study of the development of the Jewish self-understanding in relation to the intellectual climate of the environment, as expressed in the Biblical Age (ca. 2000 B.C.E. to ca. 300 B.C.E.).

10 Hebrew Civilization II ‡ (3) UC:CSU

(Same as Jewish Studies 10)

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

Studies in specific problems and trends in the Jewish Heritage during the European and Modern Periods, Mysticism, Hasidism, Haskalah, Emancipation, Religious Movements, Zionism; the Holocaust and the state of Israel; educational, moral, and theological issues; Diaspora Jewry and non-Jewish relations; Ashkenazim and Sepharadim; the thought and manners of the time in an historical context.

185 Directed Study - Hebrew (1) CSU RPT2**285 Directed Study - Hebrew (2) CSU**
385 Directed Study - Hebrew (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allow students to pursue Directed Study in Hebrew on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Hebrew (1-4) CSU

Hebrew is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

HISTORY

(For History, see also African-American Studies 4, 5; Chicano Studies 7, 8, 44.)
NOTE: State law imposes on all California State Universities certain graduation requirements in the areas of U.S. History, U.S. Constitution and state and local government. Courses meeting these requirements for the state universities are listed in the TRANSFER REQUIREMENTS sections of the college catalog.

If you took a U.S. History course outside of California, see a counselor to make certain you meet the California state and local government graduation requirements.

1 Introduction to Western Civilization I (3) UC:CSU ☉

(CAN HIST 2)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A panoramic survey which traces the development of a distinctive European culture from its roots in the hunting societies of prehistoric human through the increasingly elaborate worlds of the Sumerians, the Egyptian pharaohs, and the Biblical peoples of the Middle East; the philosophers, artists, and warriors of classical Greece and Rome; and ends in 14th-century Europe - the world of saints and heretics, knights and peasants, philosophers and kings. Emphasizes the significance of this historical background to contemporary American culture.

2 Introduction to Western Civilization II (3) UC:CSU ☉

(CAN HIST 4)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A continuation of History 1 from 1400 to the present. Traces the growth of Modern Europe, its 500-year domination of world history and the decline of its world supremacy in the 20th century. Includes the life and times of da Vinci and Luther; of Elizabeth I of England and Peter the Great of Russia; of the philosophers and revolutionaries of the 18th century; of the socialists and scientists of the 19th century; and of the dictators and reformers of the 20th century. Emphasizes its influence of Western Civilization on American culture.

3 History of England and Great Britain I ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of British culture, emphasizing social, constitutional, and economic themes from earliest times to 1500.

4 History of England and Great Britain II ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of British culture, emphasizing social, political and economic themes from 1500 to the present.

5 History of the Americas I (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

History of the Americas from the European intrusion on the native cultures through the development of colonial life patterns to the achievement of independence of Latin America and the United States. Emphasis is placed on development and structure of the United States Constitution. This course fulfills the state graduation requirements in U.S. History and the U.S. Constitution.

6 History of the Americas II (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

History of the Americas from the Latin American wars of independence to the present, stressing Latin American development, inter-American relations, and constitutional patterns. Emphasis is placed on California constitutional and political processes in relating to the U.S. Constitution. This course fulfills the graduation requirement in California state and local government.

7 The World's Great Religions (3) UC:CSU ☉

(Same as Philosophy 33)

Prerequisite: None.

Lecture, 3 hours.

The historical development of the world's great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religion and religion as a discipline of study.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, OR 48, IS TWO COURSES.

11 Political and Social History of the United States I (3) UC:CSU

(CAN HIST 8)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the development of the United States from its discovery, placing emphasis upon the Colonial Experience, the American Revolution, the Constitution and the new government, the Civil War and Reconstruction. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 11, 17, OR 32 COMBINED IS ONE COURSE.

12 Political and Social History of the United States II (3) UC:CSU ☉

(CAN HIST 10)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the development of the United States from the Reconstruction period to the present, placing emphasis upon the emergence of modern urban industrial America and upon the relationship between the nation and the world. This course fulfills the state graduation requirement in U.S. History.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 12, 13, OR 18 COMBINED IS ONE COURSE.

13 The United States in the Twentieth Century (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A historical survey of the major political, economic, intellectual, and cultural movements and events of the twentieth century. This course fulfills the state graduation requirement in U.S. History.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 12, 13, OR 18 COMBINED IS ONE COURSE.

17 American Civilization I (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the cultural development of American society from the beginning to 1865 with particular emphasis on social, intellectual and artistic trends. This course fulfills the state graduation requirement in U.S. History.

18 American Civilization II (3)**UC:CSU** ☉*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

A survey of the cultural development of American society from 1865 to the present with particular emphasis on social, intellectual and artistic trends. This course fulfills the state graduation requirement in U.S. History.

20 History of California and the Pacific Coast (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

History of California and the Pacific Coast from 1542 to the present with emphasis on Native, Spanish, and American cultures; political, economic, and social developments; and California's constitution, history and role in the American system. This course fulfills the state graduation requirement in California state and local government.

29 Asian Civilization:**The Middle East ‡ (3) UC:CSU** ☉*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and social development. The course deals with the life and teachings of Muhammad, development of the Islamic faith, complexities within Islamic society, and relationships of the Islamic world with the West.

38 Introduction to Chinese Civilization (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

The study of the transformation of China in the 20th Century with major emphasis on the revolutionary changes which have occurred in people's lives since the Revolution of 1911.

47 History of Religions I ‡ (3) UC:CSU*Prerequisite:* None.**Lecture, 3 hours.**

Explores the historical origins and development of the religions of India, China, and Japan.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47 OR 48, IS TWO COURSES.

49 Religion in America ‡**(3) UC:CSU** ☉*Prerequisite:* None.**Lecture, 3 hours.**

Surveys the variety of religious expression since the colonial period, from Native American to New Age.

82 A History of Working People in the United States II (3) CSU*Prerequisite:* None.*Recommended:* English 28 or English 363 or placement into English 101.**Lecture, 3 hours.**

This course studies the history of American labor from the colonial era through Reconstruction. Colonial development, revolution, the early republic, the ante-bellum period, the Civil War and Reconstruction are viewed through the eyes of America's multicultural working people. Emphasis is also placed upon the defining role of the the American Constitution and its impact upon labor.

86 Introduction to World Civilization I (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

Traces the development and relationships of major world civilizations, their traditions and contributions, from earliest times to the era of European expansion in the sixteenth century.

88 Sex in History (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

Explores how various western societies throughout history have dealt with sexual roles and the sex drive in their social, political, economic and cultural life.

911-921-931-941 Cooperative Education - History (1-4) CSU

History is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

HUMANITIES (HUMAN)

Courses in the Humanities are those which study the cultural activities and artistic expressions of human beings. For inclusion in the general education requirement in the Humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and of different cultures have responded to themselves and the world around them in artistic and cultural creativity, and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy and religion.

1 Cultural Patterns of Western Civilization (3) UC:CSU ☉*Prerequisite:* None.**Lecture, 3 hours.**

An introduction to the general concepts of the Humanities. Mythology, music, history, philosophy, painting, drama, sculpture and architecture are studied and compared in relation to their background, medium, organization and style. The course surveys in depth the classical heritage of Greece and Rome. Emphasis is placed upon the awareness of the cultural heritage, values and perspectives as revealed in the arts.

2 Studies in Selected Cultures ‡ (3) UC:CSU RPT1*Prerequisite:* None.**Lecture, 3 hours.**

A study in some depth of a particular period or tradition, such as Imperial China, the Middle Ages, Renaissance, Victorian England, the Age of Reason and others. Historical background, key personalities, contribution and significance within the various arts and sciences.

3 The Arts of Contemporary Society ‡ (3) UC:CSU*Prerequisite:* None.**Lecture, 3 hours.**

A cultural survey which includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 18th, 19th and early 20th centuries in western Europe and North America, in terms of the ideas and basic needs which stimulated the artists and thinkers and the contributions of their work toward the development of contemporary society.

6 Great People, Great Ages ‡ (3) UC:CSU RPT1

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A cultural survey of the lives and contributions of selected individuals such as Martin Luther, Louis XIV and others whose impact helped shape the eras in which they lived. The course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 6 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

8 Great Women, Great Eras ‡ (3) UC:CSU RPT1

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A cultural survey of the lives and contributions of selected individuals such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf and others whose impact helped to shape the eras in which they lived. This course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

30 The Beginnings of Civilization (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

A survey of man's cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria and Egypt. Emphasis will be placed on the arts, literature, religion, cultural traditions and contributions made by these civilizations to man's historical and cultural heritage.

31 People in Contemporary Society ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study in some depth of cultural history from the Industrial Revolution to the present. The approach is interdisciplinary, involving art, music, literature, drama, philosophy and history. The emphasis is upon the evolutionary development which has influenced and shaped modern culture.

90 The Hero and Heroine Through Film Over the Ages (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A cultural survey of heroes and heroines through the use of film. A collection of movies depicting the Ancient World, the Middle Ages, the Renaissance, and the Modern Era will be shown and critiqued through the semester. Themes of the movies will reflect real or imaginary people who have made an impact on history. The course will give an appreciation through films of various eras and how film and subject matter have changed culture over time.

INSURANCE

(See Finance)

INTERNATIONAL BUSINESS (INTBUS)

1 International Trade (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course surveys the operation of an import and export business, including organization, marking, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

ITALIAN

1 Elementary Italian I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

Emphasizes the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases and sentence structure; stresses the ability to understand, read, write, and speak simple Italian. Introduces basic facts on the geography, customs, and culture of the Italian and Italian-speaking world. Focus is on the spoken language.

2 Elementary Italian II (5) UC:CSU

Prerequisite: Italian 1 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

Completes the elementary grammar. It includes the reading of simplified texts and further study of Italian civilization. Emphasis is on the spoken language and oral expression. Use of the language laboratory is required.

3 Intermediate Italian I ‡ (5) UC:CSU ☼

Prerequisite: Italian 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

A review of Italian grammar with special emphasis on idiomatic construction and expressions. Oral discussions and conversation are based on selected readings from contemporary Italian writing.

4 Intermediate Italian II ‡ (5) UC:CSU ☼

Prerequisite: Italian 3 with grade of C or better or equivalent skill level.

Lecture, 5 hours.

Stresses the reading and oral discussion of modern Italian short stories. Special emphasis is given to oral discussions based on the readings. Further study in grammar with the use of current idiomatic expressions.

5 Advanced Italian I ‡ (5) UC:CSU ☼

Prerequisite: Italian 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Introduces the student to some of the important movements of Italian literature. Includes readings in prose and poetry from representative authors of Italian literature. Continues the study of grammar, writing, and oral expression through oral and written reports in Italian.

8 Conversational Italian ‡ (2) UC:CSU RPT3

Prerequisite: Italian 2 with a grade of C or better or equivalent skill level.

Lecture, 2 hours.

Provides opportunities for conversation on current events, cultural materials and everyday topics. Emphasis is placed on idiomatic expressions. Training in pronunciation, enunciation and vocabulary building.

ITALIAN 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

185 Directed Study - Italian (1) CSU RPT2**285 Directed Study - Italian (2) CSU**
385 Directed Study - Italian (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Italian on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Italian (1-4) CSU

Italian is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

JEWISH STUDIES
(JEWISH)

(For Jewish Studies see also Hebrew)

1 The Jew in America ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An historical analysis of the Jews in the United States which discusses the essentially social and psychological problems of Jewish group identity. Much of the course concerns itself with the contemporary scene – the Jewish religious minority in America and its revival, the reasons for it, and the extent to which it expresses religious and spiritual impulses as well as social needs. The contribution of the successive waves of Jewish immigration to this country and western civilization in general is evaluated.

2 The Jewish Religious Heritage ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Comprises an exploration of the major teachings of Judaism. A brief historical background dealing with the development of Judaism is related to an exposition of its central affirmations. The goal is to familiarize the student with what the Jewish religious tradition regards to be its essential genius and also to provide an opportunity for an appreciation of the similarities and differences between Judaism and the other major religious groups of American culture. Among the topics to be discussed are the following: (A) The shape of faith: God, man, rites of passage, Jewish festivals, community; (B) The dynamics of faith: religious commitment and social problems, contemporary values, the present state of Jewish belief.

4 Israel: The Theory and Practice of Zionism ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of a general survey of the historical development of the area with an emphasis upon the social and political development of the state of Israel. The social and political institutions of the state of Israel will be analyzed along with a general study of the geographic, economic, ethnic and religious composition of the land of Israel. A general study will be made of the ideological and historical background of the Zionist movement as well as a general survey of the origins of the Palestinian national movement.

6 American-Jewish Literature ‡ (3) UC:CSU

(Same as English 233)

Prerequisite: None.

Lecture, 3 hours.

A good deal of the best current American writing is being done by the sons and grandsons of immigrant Jews (e.g., Bellow, Wiesel, Malamud, Roth, Potok, Wouk, Ozick, etc.). Some earlier American-Jewish writing is currently being rediscovered (e.g. Cahan, Fuchs, Henry Roth). The course will study a score of such writers, after first grappling with a definition for American-Jewish literature. The books selected will be read and discussed first as literature, and second as a reflection of the Jewish experience in America.

9 Hebrew Civilization I ‡ (3) UC:CSU

(Same as Hebrew 9)

Prerequisite: None.

Lecture, 3 hours.

A study of the development of the Jewish self-understanding in relation to the intellectual climate of the environment, as expressed in the Biblical Age (ca. 3000 B.C.E. to ca. 300 B.C.E.).

10 Hebrew Civilization II ‡ (3) UC:CSU

(Same as Hebrew 10)

Prerequisite: None.

Lecture, 3 hours.

Studies in specific problems and trends in the Jewish Heritage during the European and Modern Periods, Mysticism, Hasidism, Haskalah, Emancipation, Religious Movements, Zionism; the Holocaust and the state of Israel; educational, moral, and theological issues; Diaspora Jewry and non-Jewish relations; Ashkenazim and Sepharadim; the thought and manners of the time in an historical context.

11 Elementary Hebrew I ‡ (5) UC:CSU

(Same as Hebrew 1)

Prerequisite: None.

Lecture, 5 hours.

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple Hebrew. Emphasis is on the spoken language.

12 Elementary Hebrew II ‡ (5) UC:CSU

(Same as Hebrew 2)

Prerequisite: Jewish 11 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

25 The History of the Jewish People ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Traces the development of the Jews from their origins in Mesopotamia to the present day. It follows and describes the experiences of the Jewish people in all parts of the world and in all important countries. It analyzes their outlook and philosophy, their habits and customs, their values and ideals.

27 Holocaust: A Prototype of Genocide ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The course describes pre-World War II Europe, emphasizes the nature of Hitler's Nazi-movement in Germany, reviews the war years and program of genocide against the Jewish people of Nazi-occupied Europe, and considers reasons for the Holocaust, roles of the perpetrators and victims, and results.

35 Judaism, Christianity, and Islam ‡ (3) UC:CSU

(Same as Philosophy 35.)

Prerequisite: None.

Lecture, 3 hours.

A scholarly study of religion that explains the basic structure of religious belief and practice. It examines the cultural history and social aspects which influenced and shaped the growth and development of the western religions in order to encourage a desire to understand as a means of overcoming the destructive exchanges that frequently accompany religious discussion.

911-921-931-941 Cooperative Education - Jewish Studies (1-4) CSU

Jewish Studies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

JOURNALISM (JOURNAL)**101 Collecting and Writing News (3) CSU**

Prerequisite: None.

Recommended: Concurrent enrollment in *Journalism 106*.

Required of all newspaper and photo-journalism majors. Journalism 101 or 106 required of all magazine journalism majors.

Lecture, 3 hours.

This introductory course stresses instruction in the gathering of information and in its presentation. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information, and in the recognition of propaganda appeals and libel. Newspaper, radio, and television news are surveyed. Adherence to writing style and standards of the profession are emphasized.

105 Mass Communications (3) UC:CSU

(CAN JOUR 4)

Prerequisite: None.

Recommended: *English 28, English 363, or placement into English 101.*

Lecture, 3 hours.

This introductory survey course examines the major aspects of the electronic and print media. Students will survey newspapers, magazines, film, radio and television. New media such as the world wide web will also be discussed. A historical perspective is taken, showing the chronological development of each of these media. Their sociological and psychological impact on society at different periods of time from their origin to the present also is analyzed.

106 Mechanics of Expression (3) CSU

Prerequisite: None.

Required of all newspaper journalism majors.

Journalism 101 or 106 required of all magazine journalism majors.

Lecture, 3 hours.

Provides thorough instruction in grammar, punctuation, capitalization and word usage. Concentrates on critical analysis and application of the interaction and relationship of words, phrases, and clauses in the correct and effective expression and transference of thoughts in written English. Emphasizes journalistic style and copy editing techniques.

108 Article Writing (3) CSU

Prerequisite: None.

Required of all magazine journalism majors.

Lecture, 3 hours.

A course for journalism majors, freelance writers and anyone who wants to learn to write materials for magazines. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

202 Advanced Newswriting (3) CSU

Prerequisite: *Journalism 101 with grade of C or better.*

Required of all newspaper journalism majors.

Lecture, 3 hours.

Provides the student with principles and practice in writing specialized types of newspaper stories and increases the mastery of fundamental reporting techniques. Interpretative writing skills, editorial writing, and feature writing are included.

218 Practical Editing (3) CSU RPT3

Prerequisite: *Journal 202 with grade of C or better.*

Required of all newspaper journalism majors.

Lecture, 1 hour; laboratory, 6 hours.

Practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

220 Magazine Editing ‡ (3) CSU RPT3

Prerequisite: *Journal 101 or 108 with a grade of C or better.*

Required of all magazine journalism majors.

Lecture, 2 hours; laboratory, 3 hours.

Practical instruction and practice for writing and producing the campus magazine. Magazine design and layout creativity are stressed. Writing and editing of copy, page design, preparing photographs, illustrations and other materials for publishing are practiced.

185 Directed Study - Journalism (1) CSU RPT2**285 Directed Study - Journalism (2) CSU****385 Directed Study - Journalism (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Journalism (1-4) CSU

Journalism is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

LAW

(For Law, see also Business and Real Estate)

1 Business Law I (3) UC:CSU

(CAN BUS 8)

(Same as Business 5)

Prerequisite: None.

Lecture, 3 hours.

Essentials of the law of contracts in its application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts. Case discussion and lecture method.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF BUS 5, LAW 1, OR LAW 2 IS ONE COURSE.

2 Business Law II (3) UC:CSU*(Law 2 may be taken before Law 1)**(Same as Business 6)**Prerequisite: None.***Lecture, 3 hours.**

Essentials of the law of agency, partnerships, corporations, property, bailments, and commercial paper. Case discussion and lecture method.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF BUS 5, 6, LAW 1, OR LAW 2 IS ONE COURSE.

3 Civil Rights and the Law (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

An introduction to Constitutional Law, involving the comparative and analytical study of the law and related problems concerning Civil Rights. Due process of law, freedom of expression, freedom of religion, racial equality and democratic processes are the topics under consideration, with emphasis on recent court decisions.

911-921-931-941 Cooperative Education - Law (1-4) CSU

Law is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

LEARNING SKILLS (LRNSKIL)**1ABC Reading (3) NDA RPT3***Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Laboratory, 9 hours.**

Students receive group and individualized instruction in reading comprehension including searching for main ideas, minor ideas and central themes. Basic dictionary skills and word retention are covered. Root words and context clues, synonyms, homonyms, and homophones are learned. Students evaluate forms of language such as figurative, fiction and poetry. This course is offered in three 1-unit modules.

2ABC English Fundamentals (3) NDA RPT3*Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Laboratory, 9 hours.**

Students receive group and individualized English instruction with emphasis on grammar, punctuation, sentences, paragraphs, and essays. Areas to be covered include, word order, verb tense, and paragraph and essay structure. This course is offered in three 1-unit modules.

4 The Mechanics of Spelling (1) NDA RPT3*Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Laboratory, 3 hours.**

Students will receive individualized and group spelling instruction in areas including root words, suffixes, prefixes, vowel and consonant order, spelling of past tense verbs and irregular verbs, irregular double vowels, final -y, and final/silent -e.

10ABC Mathematics Fundamentals (3) NDA RPT3*Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Lecture, 1 hour; Laboratory, 4 hours.**

Students receive specialized instruction in math fundamentals including, addition, subtraction, multiplication, division of whole numbers; addition, subtraction, multiplication, and division of fractions, decimals, and percents; conversion of measurements in both English and Metric systems; area, perimeter, and volume; word problems, and a preview of Algebra and Geometry. This course is offered in three-1 unit modules.

13 Learning Skills in English as a Second Language (1)*Prerequisite: None.***Laboratory, 3 hours.**

Based on diagnostic assessment the ESL student will receive individualized instruction in English with an emphasis on reading, vocabulary, grammar, punctuation, listening and speaking skills.

26 Math Tutoring Strategies (0.5)*Prerequisite: None.***Lecture, 0.5 hour.**

This course teaches our students how to tutor in the Math Lab. Primarily it covers tutoring pedagogies in the context of tutoring Math. Secondarily it covers tutoring in a culturally diverse world, sexual harassment issues, and log-in procedures in the Math Lab.

28 General Tutoring Strategies (0.5)*Prerequisite: None.***Lecture, 0.5 hour.**

This course trains new tutors in theory and practice in tutoring techniques, group dynamics, interpersonal skills, study skills, learning styles, compliance issues and record keeping. Tutors will be trained to work with subject specific textbooks, self-instructional materials and will tutor students enrolled in Supervised Learning Assistance.

40 Introduction to Learning Disabilities (1) NDA RPT3*Prerequisite: None.**Students should obtain add cards from the Disabled Student Programs and Services Office. Pass/No Pass only.***Laboratory, 2 hours.**

Individualized diagnostic assessment processes are administered. Students with learning disabilities identify strengths and weaknesses in achievement and learning skills. Individual educational plans are developed outlining goals, objectives, strategies, and recommendations.

41 Study Strategies for the Learning Disabled (3) NDA RPT2*Prerequisite: None.**Class is designed for students with disabilities.***Lecture, 3 hours.**

Students with identified learning disabilities are taught skills and compensatory strategies for successful completion of educational goals. This course will help students with identified learning disabilities to develop strategies to cope with the demands of the classroom environment. Such strategies include time management, note taking, listening and reading comprehension skills.

43 Adaptive Word Processing Operations(1) NDA RPT2*Prerequisite: None.**Class is designed for students with disabilities.**Students should obtain add cards from the Disabled Student Programs and Services Office. Pass/No Pass only.***Laboratory, 3 hours.**

Designed for eligible students with verified disabilities, this class provides individual assessment and training in the use of word computers with adaptive hardware and software for students with disability-related educational limitations that warrant this accommodation. The type of equipment and/or programs and the extent of the training will depend on the student's disability, academic and vocational goals, and individual disability-related educational limitations.

44 Adaptive Computer Operations (1) NDA RPT3

Prerequisite: None.

Class is designed for students with disabilities. Students should obtain add cards from the Disabled Student Programs and Services Office. Pass/No Pass only.

Laboratory, 2 hours.

Designed for eligible students with verified disabilities; this class provides individual assessment of adaptive computer needs of student based upon disability-related educational limitations. The type of equipment and/or programs and the extent of training will depend on the student's disability, professional assessment, and academic and vocational goals.

185 Directed Study – Learning Skills (1) NDA RPT2

Prerequisite: None. Pass/No Pass only.

Conference, 1 hour.

This course is designed for students with disabilities and consists of Directed Study in Learning Skills on a contract basis under the supervision of instructor.

LIBRARY SCIENCE (LIB SCI)

101 Library Research Methods (1) UC:CSU

Prerequisite: None.

Lecture, 1 hour.

An introduction to research methods and library organization. Instructs students in the use of reference materials, book classification systems, the online catalog and specialized print and electronic resources. Focus is placed upon learning techniques of preparing a research paper.

LINGUISTICS (LING)

1 Introduction to Language and Linguistics ‡ (3) UC:CSU

(Same as English 105)

Prerequisite: None.

Lecture, 3 hours.

Summary of what is known about human language: an introduction to the scientific study of language, its history and structure; language in its social and cultural setting; language, the learning tool.

MACHINE SHOP-CNC (MSCNC)

114 Print Interpretation and Sketching (Blueprint I) (3)

Prerequisite: None.

Lecture, 3 hours.

A course in understanding the fundamental principles and practices of blueprint reading which includes a study of standard symbols and their applications with emphasis on interpreting a variety of mechanical drawings in the major technical fields.

124 Print Interpretation and Inspection (Blueprint II) (3)

Prerequisite: None.

Lecture, 3 hours.

Multi-view, assembly and detail prints are studied in this course. Advanced terminology including geometric dimensioning and tolerancing and true position is stressed. Basic Inspection processes are covered.

MANAGEMENT (MGMT)

1 Principles of Management (3) CSU

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Prerequisite: None.

Recommended: Business 1.

Lecture, 3 hours.

Introductory course in principles of management. Detailed analysis of management functions: planning - including objectives, policies, methods, and procedures; organizing - including authority, responsibility; organizational charts; controlling - including standards, budgeting, production and cost.

NO UC CREDIT FOR MGT 1 AFTER SUMMER 1995.

6 Public Relations ‡ (3) CSU RPT 1

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Prerequisite: None.

Lecture, 3 hours.

Introductory course in principles of management. Detailed analysis of management function: planning-including objectives, policies, methods, and procedures; organizing-including authority, responsibility, and organization charts; controlling-including standards, budgeting, production and cost.

13 Small Business Entrepreneurship (3) CSU

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Prerequisite: None.

Lecture, 3 hours.

Teaches the student the organization and operation of small business. The major areas of study include: the analysis of one's own personal qualifications for starting and managing small business, determining the market opportunity, legal procedures, location factors, capital and credit requirements, protective functions to provide for risk, and personnel management.

31 Human Relations for Employees (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The practical applications of psychological and sociological principles to the study of human relations in business and industry.

33 Personnel Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to the various aspects of modern manpower management in industry and government; relation of personnel to the organization, determination of requirements, job analysis and specifications, wage and salary determination, recruitment, selection, interviewing, testing, performance evaluation, training, labor and employee relations, elementary statistics, personnel research and evaluation, and personnel as a profession.

48 Management Systems and Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to systems and procedures aspects of modern management, particularly to more efficient paperwork; relation to organization and management; barriers to procedure improvement, systems and procedure analysis, charting, work simplification, forms design and control, work measurement, P.E.R.T. and computer systems, selling and installing a system.

911-921-931-941 Cooperative Education - Management (1-4) CSU

Management is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

MARKETING (MARKET)

1 Principles of Selling ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Examine the fundamental principles of selling with emphasis on techniques; such as securing prospects, the approach, the demonstration, the handling of objections, and the close. An analysis is made of the opportunities in selling, product knowledge, and the salesperson's personality.

11 Fundamentals of Advertising ‡ (3) CSU

Prerequisite: None.

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Lecture, 3 hours.

This course provides a business approach to the principles and practices of advertising including studies of its history, economic impact, selection of media, campaign management, the mechanics of advertising such as layout, copy, appeals and the production of electronic media commercials.

21 Principles of Marketing ‡ (3) CSU

Prerequisite: None.

(It is recommended that the student have attained sophomore status or have business experience before enrolling in this class.)

Lecture, 3 hours.

Teaches the student the major marketing methods, institutions, and practices. The course utilizes a systems approach to the marketing concept with major emphasis upon fundamentals for marketing decision-making. The major areas of study include: the consumer and industrial markets, customer motivation, research techniques, product decisions, distribution channels and institutions, the integration of promotional techniques and pricing, and evaluation of the marketing effort.

31 Retail Merchandising ‡ (3) CSU

Prerequisite: None.

(Because of the more advanced specialization of this course, it is suggested that the student have completed Marketing 21 or its equivalent or have some field experience before enrolling in this course.)

Lecture, 3 hours.

Provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

32 Retail Merchandising (3) CSU

Prerequisite: None.

(Because of the more advanced specialization of this course, it is suggested that the student have completed Marketing 21 or its equivalent or have some field experience before enrolling in this course.)

Lecture, 3 hours.

A broad background and comprehensive analysis of the fashion and related industries and explores their history, development, organization and operations. It helps develop a merchandising vocabulary and prepares the student for employment in the retail and fashion field.

33 Retail Buying ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Deals with all aspects of the buying function for all types of retail outlets. The material stresses the management responsibilities of the buyer in determining customer demand planning, merchandise assortments, selection of resources, timing of purchases and shipments, and the development of programs to stimulate the sale of fashion goods.

185 Directed Study - Marketing (1) CSU RPT2

285 Directed Study - Marketing (2) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Directed Study allows selected students to pursue specific projects (departmentally approved) under the direction of a supervising instructor. The student will be examining topics related specifically to that individuals training, education and interest. *Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.*

911-921-931-941 Cooperative Education - Marketing (1-4) CSU

Marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

MATHEMATICS (MATH)

MATHEMATICS PLACEMENT TEST:

Every student planning to enroll in a mathematics course for the first time at Valley College is expected to take the Mathematics Assessment. Upon completing the assessment students are advised of their recommended placement and are then allowed to enroll in that course.

Contact the Assessment Center for hours (818) 947-2587.

NOTE: Students are advised to consult counselors or the mathematics faculty if in doubt about prerequisites.

105 Arithmetic (3) NDA

Prerequisite: None.

Lecture, 3 hours.

The course covers the fundamentals of arithmetic that are essential to continuing in any field. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions.

112 Prealgebra (3) NDA

Prerequisite: None.

Recommended: A grade of C or better in Math 105, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

A review of the fundamentals of arithmetic. The course covers the beginning algebra skills that are essential for Elementary Algebra. Topics covered include Integers, Simple Algebraic Expressions and Equations, Basic Geometry, Fractions, Decimals, Order of Operations, Ratio, Proportion, and Percent. Basic word problems that embody these concepts are included throughout the course. Negative numbers are used throughout the course.

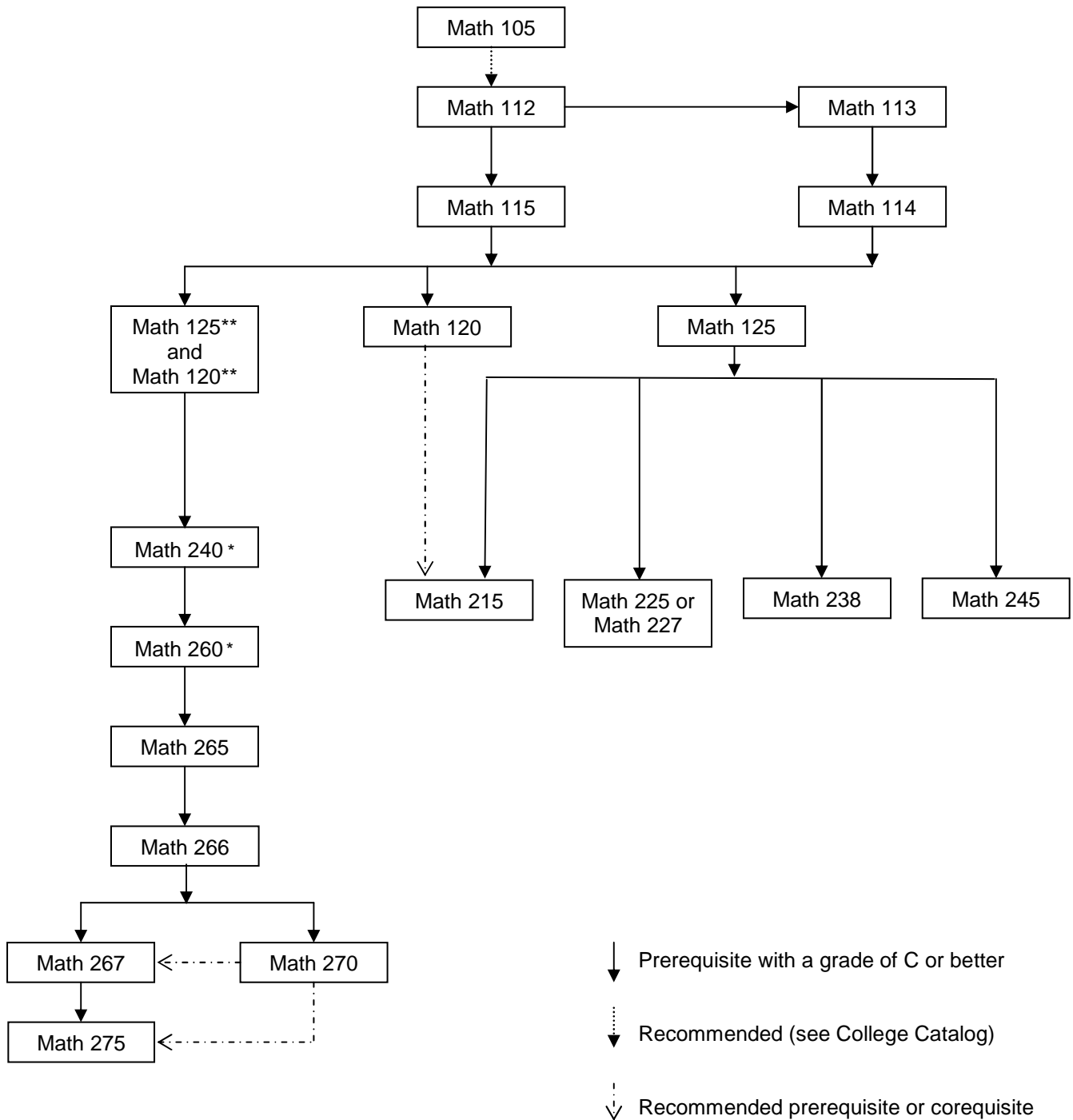
113 Elementary Algebra A (3)

Prerequisite: Math 112 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

The first half of Math 115. The course covers integer exponents, polynomials, solving linear equations and inequalities, and factoring. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment in Math 113 and 114 is not permitted.

Math Course Sequence



* Math 240 may be taken concurrently with Math 260

** Math 120 and Math 125 do not need to be taken in the same semester

114 Elementary Algebra B (3)

Prerequisite: Math 113 with a grade of C or better.

Lecture, 3 hours.

The second half of Math 115. The course reviews factoring, and covers rational expressions, introduction to graphing linear equations in two variables, solving systems of linear equations, roots and index 2 radicals, and methods of solving quadratic equations. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment is Math 113 and 114 is not permitted.

115 Elementary Algebra (5)

Prerequisite: Math 112 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

The course covers the real numbers and their properties; evaluating and simplifying algebraic expressions; rules of positive integer exponents; fundamental operations on polynomial, rational, and radical (index 2) expressions; polynomial factoring; solving linear, quadratic, and special polynomial equations; solving rational and radical equations; graphing a linear equation in two variables; solving a system of two linear equations in two variables; setting up and solving a variety of word problems.

120 Plane Geometry (5)

Prerequisite: Math 113 and Math 114 with grades of C or better, or Math 115 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

The course covers properties of points, lines, angles, triangles, quadrilaterals, circles, and other polygons. Emphasizes is placed on logical reasoning and methods of proof, especially deductive reasoning.

125 Intermediate Algebra (5)

Prerequisite: Math 113 and Math 114 with grades of C or better, or Math 115 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

This course reviews concepts learned in Math 115 and applies them to more complicated problems; also covers inequalities, absolute values, relations and functions, conic sections, exponential and logarithmic functions.

215 Principles of Mathematics I (3) UC:CSU

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Recommended: Math 120.

Lecture, 3 hours.

A course designed primarily for students who plan to teach in elementary schools. The course covers the language of sets; elementary logic; systems of numeration; nature of numbers; fundamental operations, relations and functions; integers; rational and real numbers; and various algorithms used in calculations.

UC CREDIT FOR MATH 215 EFFECTIVE FALL 1994.

225 Introductory Statistics (3) UC:CSU (CAN STAT 2)

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Topics include measures of central tendency, measures of dispersion, graphical techniques, measures of relative position, probability, hypothesis testing, sampling, estimation, correlation, prediction, linear regression, collection and analysis of data and how inferences about a population are made from samples. Identifying, understanding strengths and weaknesses of different experiment designs, knowing the important characteristics of a controlled experiment.

MATH 225 AND STAT 1 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

227 Statistics (4) UC:CSU

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 4 hours.

This course uses technology to analyze data. Topics include measures of central tendency, measures of dispersion, graphical techniques, measures of relative position, probability, hypothesis testing, sampling, estimation, correlation, prediction, linear regression, collection and analysis of data and how inferences about a population are made from samples. Identifying, understanding strengths and weaknesses of different experiment designs, knowing the important characteristics of a controlled experiment.

238 Calculus for Business and Social Science I (5) UC:CSU

Prerequisite: Math 125 with a grade of C or better or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

Covers the following topics and their applications: algebra review; functions; polynomial, rational, exponential, and logarithmic functions; differentiation and integration; the definite integral.

240 Trigonometry (3) CSU

(CAN MATH 8)

Prerequisite: Math 120 and Math 125 with grades of C, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

Covers trigonometric and inverse trigonometric functions: solving triangles, proving trigonometric identities, solving trigonometric equations, complex numbers including De Moivre's theorem, polar coordinates and graphing polar equations.

245 College Algebra (3) UC:CSU

(CAN MATH 10)

Prerequisite: Math 125 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

The course covers: simplification of calculus-type expressions; graphs of polynomial and rational functions; root finding; types and graphs of basic functions including piecewise defined functions; graphing techniques involving translations, reflections, shrinking/stretching; analysis and graphs of conic sections; modeling of calculus-type word problems; exponential and logarithmic functions; sequences and series; and the Binomial Theorem.

MATH 245 COMBINED WITH MATH 260, MAXIMUM UC CREDIT IS 4 UNITS.

260 Precalculus (5) UC:CSU ☼

(CAN MATH 16)

Prerequisite: Math 240 with a grade of C or better, or concurrent enrollment; or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

A precalculus course in college algebra, analytic geometry, functions, theory of equations, induction, sequences and series, binomial theorem, inequalities, matrices, polar coordinates, exponential, logarithmic, and trigonometric functions, and graphing polynomial, rational, and transcendental functions and conic sections.

NOTE: UC allows a maximum of 4 transferable units for this course.

MATH 245 COMBINED WITH MATH 260, MAXIMUM UC CREDIT IS 4 UNITS.

265 Calculus with Analytic Geometry I (5) UC:CSU ☉

(CAN MATH 18)

Prerequisite: Math 240 and Math 260 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

Begins a three semester unified treatment of analytic geometry and calculus; it includes both theory and applications of functions and their graphs, limits, continuity, derivatives, rates of change, maxima and minima, mean value theorem, approximations, anti-derivatives, and definite integrals.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

266 Calculus with Analytic Geometry II (5) UC:CSU

(CAN MATH 20)

Prerequisite: Math 265 with a grade of C or better.

Lecture, 5 hours.

The second semester in a three semester unified treatment of analytic geometry and calculus; topics included are derivatives and integrals of inverse trigonometric, logarithmic, exponential, and hyperbolic functions, methods of integration; improper integrals; numerical methods; conic sections, polar coordinates, Taylor formulas, indeterminate forms, infinite series, and power series.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

267 Calculus with Analytic Geometry III (5) UC:CSU

(CAN MATH 22)

Prerequisite: Math 266 with a grade of C or better.

Recommended: Math 270 or concurrent enrollment.

Lecture, 5 hours.

The final course in a three-semester unified treatment of calculus and analytic geometry. Includes quadric surfaces, vector and parametric equations in two and three space, curvature, cylindrical and spherical coordinates, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integration, surface integrals, line integrals, Green's Theorem, Divergence Theorem, and Stoke's Theorem.

270 Linear Algebra (3) UC:CSU

(CAN MATH 26)

Prerequisite: Math 266 with a grade of C or better.

Lecture, 3 hours.

Matrix and determinant theory and application to linear systems; vector and inner product spaces; linear transformations; eigenvalue-eigenvector theory; and diagonalization.

275 Ordinary Differential Equations (3) UC:CSU

(CAN MATH 24)

Prerequisite: Math 267 with a grade of C or better.

Recommended: Math 270.**Lecture, 3 hours.**

A study of first order and linear differential equations. Special methods for the solutions of these equations developed and applied. Laplace transforms and inverse Laplace transforms are developed and applied. Power series solutions and linear systems of differential equations are included.

185 Directed Study - Mathematics ‡ (1) CSU RPT**285 Directed Study - Mathematics ‡ (2) CSU****385 Directed Study - Mathematics ‡ (3) CSU**

Prerequisite: Math 265 with a grade of C or better.

Conference, 1 hour per unit.

Direct study allows students to pursue selected topics in mathematics beyond the normal curriculum under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Mathematics (1-4) CSU

Mathematics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

MEDIA ARTS (MEDIART)**100 Introduction to Media Arts (3) CSU***Prerequisite:* None.**Lecture, 3 hours.**

Introductory, interdisciplinary survey of the entertainment industry; showcasing the creative process from start to finish: from development and pre-production (idea to script through budgeting and preparation) to production (casting, story-boarding, shooting), post production (editing, visual effects, sound/music) and distribution (marketing and exhibition). Changes in the media owing to new technology and various other forms of production, including but not limited to, video games and Internet direct projects will be covered.

101 Introduction to Digital Film/Video Production (3) CSU

Prerequisite: Mediart 100 or Cinema 107 with a grade of C or better or concurrent enrollment in either course.

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its applications via exams, demonstrations, and hands-on digital media exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

102 Digital Media Tools for Filmmaking ‡ (3)*Prerequisite:* None.**Lecture, 2 hours; laboratory, 2 hours.**

A survey of the computer hardware and software currently used in media arts and multi-media. Different operating systems will be presented along with applications used for pixel-based images, vector-based images, 3-D imaging, digital video, animation, sound production, scriptwriting and production management.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

103 Digital Imaging and Motion Graphics for Film and Television ‡ (3) UC:CSU

Prerequisite: Mediart 102, or Mediart 120, or Mediart 104 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate level course dealing with motion graphics for film and television using digital imaging and animation software, with an emphasis on Photoshop and After Effects, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

104 Photoshop for Motion Pictures and Television (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

Beginning level course dealing with graphics for Motion Pictures and Television using digital imaging software, with an emphasis on Adobe Photoshop, including layers, masks, filters, text, blend modes, editing tools, animation techniques and output to video applications, via demonstrations, practicums, and exercises.

110 Digital Film/Video Audio ‡ (3) CSU

(Same as Cinema 110)

Prerequisite: Mediart 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course dealing with all aspects of film/video sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

113 Low Budget Filmmaking ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Overview of the administrative and creative aspects of producing low-cost motion pictures from budgeting, financing pre-production to completion, distribution and marketing. Students will prepare an actual film proposal, budget and schedule.

115 Digital Film/Video Cinematography ‡ (3) CSU

Prerequisite: Mediart 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate level course dealing with theory, techniques, and aesthetics of digital film / video cinematography and lighting, via demonstrations, exams, practicums, and shooting exercises utilizing a variety of industry-oriented digital appliances, cameras, and accessories.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

118 Directing ‡ (3) CSU

Prerequisite: Mediart 100 or Cinema 107 with a grade of C or better.

Lecture, 3 hours.

Introduction to the art and craft of film directing, with emphasis on the role of the director as a storyteller, the visualization of the script, directing the actors, and the creative interaction with above and below the line personnel. Visual presentations, discussions and exercises will illustrate the director's process during pre-production, production and post-production as well as the beginning steps toward a directing career.

120 Digital Film/Video Editing ‡ (3) CSU

(Same as Cinema 120)

Prerequisite: Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Intermediate course covering theory, techniques and aesthetics of film/digital video non-linear editing. A variety of industry-oriented digital applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

121 Advanced Digital Film/Video Editing ‡ (3) CSU

Prerequisite: Mediart 120 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced level course dealing with theory, techniques, and aesthetics of digital film/video editing, with emphasis on advanced features of Final Cut Pro including titling/graphics, audio filtering/mixing, and advanced compositing techniques, via demonstrations, practicums, and editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

125 Producing for Film, Television and New Media ‡ (3) CSU

Prerequisite: Mediart 100 with a grade of C or better.

Lecture, 3 hours.

Introduction to the creative art and business of film/television producing, with emphasis on the job functions and skills required for the producer to actualize his/her ideas, and vision. The course will cover all the functions of the producer from development, preproduction, production, post production and distribution.

Additionally it will cover the creative interaction of the producer with above/below the line talent; and explore the relationship of producer with the writer, director, actors, studio executives, and all other crew positions.

129 Mythology, Spirituality, and the Art of Story ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Analytical and critical overview of storytelling, examining the historical and modern role of mythology spirituality, legends and parables, and how they have shaped and formed stories found in today's motion picture and television writings.

130 Advanced Screenwriting ‡ (3) CSU RPT1

Prerequisite: Brdcstg 25 with a grade of C or better.

Lecture, 3 hours.

An advanced screenwriting workshop emphasizing the skill and understanding of structure, character and story. Students write an original screenplay or teleplay in a workshop setting, developing an effective and marketable sample of work.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional time required.

132 Business of Entertainment ‡ (3) CSU

Prerequisite: Mediart 100 with a grade of C or better.

Lecture, 3 hours.

Introduction to the business of film and television, with emphasis on deal analysis in all media. The course will cover the process of creating a deal memo, negotiating the deal, the elements in a contract, and a detailed analysis of the contract. The course will cover the roles of the business affairs executives, attorneys, agent, and managers. This will include lectures on their various functions within the entertainment industry.

**185 Directed Study -
Media Arts (1) CSU**
**285 Directed Study -
Media Arts (2) CSU**
**385 Directed Study -
Media Arts (3) CSU**

Prerequisite: Approval of project.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Media Arts on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

**911-921-931-941 Cooperative
Education – Media Arts (1-4) CSU**

Media Arts is approved for Cooperative Work Experience Education credit.

See Cooperative Education, page 75, for prerequisite, course description and credit limits.

MEDICAL TERMINOLOGY

(See Biology 33)

MERCHANDISING

(See Marketing)

METEOROLOGY (METEOR)

**3 Introduction to Weather and
Climate (3) UC:CSU**

(Same as Geography 3)

Prerequisite: None.

Lecture, 3 hours.

An introduction to weather, climate and environment employing scientific method and observation. The course examines Earth's atmosphere, processes and phenomena and their impacts on humans and the global environment. Course topics include composition of the atmosphere, weather elements and controls, atmospheric processes, global circulation, storms, air pollution, global climate patterns and climate change, and techniques and tools for weather forecasting.

MICROBIOLOGY (MICRO)

20 General Microbiology (4) UC:CSU

Prerequisite: Chem 51 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

An introduction to principles of microbiology, with emphasis on clinical microbiology for the allied health sciences, including the chemistry, biology, taxonomy, and genetics of pathogenic microorganisms. Principles of pathology and interactions of pathogenic microorganisms with the host are presented by examining infectious diseases of major organ systems. Laboratory exercises develop skills and strategies employed in the clinical microbiology laboratory.

MICRO 1 COMBINED WITH MICRO 20, MAXIMUM UC CREDIT IS ONE COURSE.

MEXICAN-AMERICAN STUDIES

(See Chicano Studies)

MOTION PICTURES

(See Cinema)

MUSIC

A list of required and recommended classes for the Music Major is available in either the Counseling office or the Music Department.

Additional repeatability for the Music classes listed is permitted for matriculated Music major students; see department chair or course instructor: Music 190, 250, 261, 321, 322, 323, 324, 414, 453, 501, 531, 563, 604, 614, 624, 654, 701, 711, 721, 731, 751, 771, 775, and 781.

**101 Fundamentals of Music
(3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

Introductory course in reading and writing music. Covers notation, keys, scales, intervals, chords. Includes experience in rhythmic drills, sight singing and ear training.

**111 Music Appreciation I
(3) UC:CSU ☼**

Prerequisite: None.

Lecture, 3 hours.

An introductory survey course designed to develop an understanding of the literature of Western art music from the Middle Ages through the present day. Emphasis is given to music heard in concert, motion pictures, radio and television and to techniques of perceptive listening.

**121 Music History and Literature I ‡
(3) UC:CSU**

Prerequisite: Music 201 with a grade of C or better.

Lecture, 3 hours.

Designed for Music Majors, but open to the general student. Traces the evolution of musical thought and practice in the Western world from ancient Greece through the Medieval, Renaissance and Baroque periods, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

**122 Music History and Literature II ‡
(3) UC:CSU**

Prerequisite: Music 201 with a grade of C or better.

Lecture, 3 hours.

Designed for music majors, but open to the general student. Traces the evolution of musical thought and practice in the Western world from the Classic period through the present day, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

**136 Music in American Culture ‡
(3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

A comparative and integrative study of the multi-cultural music styles of the United States. Emphasis is given to the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of these various musical traditions from their historical roots to their influence on contemporary American music.

137 Music as a Business (3)

Prerequisite: None.

Lecture, 3 hours.

A study of the business aspects of music. The course addresses the skills and knowledge necessary for success in the music business and related careers.

LOS ANGELES VALLEY COLLEGE
MUSIC DEPARTMENT

COMMERCIAL MUSIC MAJOR

Semester Plan for the A.A. Degree

<p style="text-align: center;">First Semester</p> <p>Music 137 - Music As A Business Music 161 - Introduction to Electronic Music Music 165 - Introduction to Recording Arts Music 200 - Introduction to Music Theory Music 321 - Elementary Piano I Performing Ensemble*</p>	<p style="text-align: center;">Second Semester</p> <p>Music 205 - Commercial Harmony I Music 211 - Musicianship I Music 265 - Recording Arts Workshop Music 322 - Elementary Piano I Performing Ensemble*</p>
<p style="text-align: center;">Third Semester</p> <p>Music 206 - Commercial Harmony II Music 212 - Musicianship II Music 295 - Computer Music Sequencing Performing Ensemble*</p> <p style="text-align: center;"><i>Recommended</i></p> <p>Music 265 - Recording Arts Workshop (repeated second semester)</p>	<p style="text-align: center;">Fourth Semester</p> <p>Music 281 - Commercial Music Techniques I Performing Ensemble*</p> <p>General Education Requirements – 9 Units</p>
<p style="text-align: center;">Fifth Semester</p> <p>Music 282 - Commercial Music Techniques II General Education Requirements – 3 Units</p> <p style="text-align: center;"><i>Recommended</i></p> <p>Music 265 – Recording Arts Workshop (repeated second semester)</p>	

* Performing Ensembles chosen from any of the following: Music 501-College Choir, Music 531-Philharmonic Choir, Music 563-Chamber Singers, Music 721-Orchestra, Music 751-Wind Ensemble, Music 771-Guitar Ensemble, Music 775-Jazz Ensemble.

The courses listed are *major* requirements only. For general education requirements for the A. A. Degree in Commercial Music, see the information on Plan B majors in this catalog.

LOS ANGELES VALLEY COLLEGE
MUSIC DEPARTMENT

MUSIC MAJOR

Semester Plan for the A.A. Degree

<p style="text-align: center;">First Semester</p> <p>Music 152 - Current Musical Events Music 180 - Applied Music Lab Music 181 - Applied Music I Music 200 - Introduction to Music Theory Music 241 - Music Notation and Copying I Music 321 - Elementary Piano I Performing Ensemble*</p> <p><i>Recommended:</i> Music 111 - Music Appreciation or other elective in Music - 3 Units</p> <p>General Education Requirements - 6 Units</p>	<p style="text-align: center;">Second Semester</p> <p>Music 152 - Current Musical Events Music 180 - Applied Music Lab Music 182 - Applied Music II Music 201 - Harmony I Music 211 - Musicianship I Music 322 - Elementary Piano II Performing Ensemble* General Education Requirements - 6 Units</p>
<p style="text-align: center;">Third Semester</p> <p>Music 121 - Music History & Literature I Music 180 - Applied Music Lab Music 183 - Applied Music III Music 202 - Harmony II Music 212 - Musicianship II Music 250 - Music Performance Workshop Music 323 - Elementary Piano III Performing Ensemble* General Education Requirements - 3 Units</p>	<p style="text-align: center;">Fourth Semester</p> <p>Music 122 - History & Literature II Music 180 - Applied Music Lab Music 184 - Applied Music IV Music 203 - Harmony III Music 213 - Musicianship III Music 250 - Music Performance Workshop Music 324 - Elementary Piano IV Performing Ensemble* General Education Requirements - 3 Units</p>

* Performing Ensembles chosen from any of the following: Music 501-College Choir, Music 531-Philharmonic Choir, Music 563-Chamber Singers, Music 721-Orchestra, Music 751-Wind Ensemble, Music 771-Guitar Ensemble, Music 775-Jazz Ensemble.

The courses listed are *major* requirements only. For General Education requirements for the A. A. Degree in Music, see the information on Plan B majors in this catalog.

141 Jazz Appreciation (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the elements of jazz as well as tracing the development and evolution of styles and structure. Listening skills will be developed to recognize the many differences in individual solo as well as jazz ensemble interpretations. A discussion of composing and arranging music in a jazz style will be incorporated.

152 Current Musical Events (1) CSU RPT3

Prerequisite: None.

Lab/performance, 2 hours.

This course enriches the student's musical experiences through the presentation of live performances in a variety of concerts and recitals throughout Los Angeles. The events offered include concerts by the various departmental musical organizations, student soloists, faculty recitals and guest artists.

161 Introduction to Electronic Music (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This introductory course explores the history and use of electronic equipment, synthesizers, computers and recording equipment in the making of music. Topics include computer hardware and software, modern sequencing techniques, MIDI, and basic digital audio, using the Macintosh platform. It is assumed that the student have some proficiency at the keyboard, as well as the ability to read music.

165 Introduction to Recording Arts (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principles and usage; recording styles; recording studio equipment; multi-track recording procedures.

180 Applied Music Lab (1.5) CSU RPT3

Prerequisite: None. Pass/No Pass only.

Corequisite: Music 181 or 182 or 183 or 184, and 250.

Laboratory, 5 hours.

This course allows students to improve their technical skills on their own instrument or voice as assigned by Applied Music-Individual Study instructors. Basic repertoire and historical performance practice are emphasized.

181 Applied Music I ‡ (0.5) UC:CSU

Prerequisite: Audition.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instrument or voice through private lessons.

182 Applied Music II ‡ (0.5) UC:CSU

Prerequisite: Music 181 with a grade of C or better.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instrument or voice through private lessons.

183 Applied Music III ‡ (0.5) UC:CSU

Prerequisite: Music 182 with a grade of C or better.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instrument or voice through private lessons.

184 Applied Music IV ‡ (0.5) UC:CSU

Prerequisite: Music 183 with a grade of C or better.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

Required for the AA degree in Music. Parallels the offering for and requirements of UC and CSU music majors. Designed to develop study, practice, and performance skills on a student's principal instrument or voice through private lessons.

190 Music Laboratory for Practicing (0.5) RPT3

Prerequisite: None. Pass/No Pass only.

Laboratory, 1.5 hours.

This course allows students to improve their technical skills on their own instrument or voice and work on the performance assignments from their theory, instrumental, vocal and musicianship instruction courses.

191 Music Listening Lab (.5) RPT3

Prerequisite: None. Pass/No Pass only

Laboratory, 1.5 hours.

This course allows students to develop listening skills and complete listening assignments from music classes through the use of listening library equipment and audio media.

192 Music Software Lab(.5) RPT3

Prerequisite: None. Pass/No Pass only.

Laboratory, 1.5 hours.

Students gain rudimentary skills in using the computer software associated with music. Students work at their own pace on projects in computer music notation, sequencing, musicianship and part writing.

200 Introduction to Music Theory (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; lab/performance, 2 hours.

A course for Music Majors. An exploration of the elements of music and discovery of how musicians use these elements to create compositions. Includes musical notation, basic rhythms, scales, keys, sight singing, ear training, and an understanding of the keyboard.

201 Harmony I (3) UC:CSU

Prerequisite: Music 200 with a grade of C or better.

Corequisite: Music 211.

Lecture, 3 hours.

A course in beginning diatonic harmony. Topics include: primary and secondary triads; dominant seventh chords; non-chord tones; harmonic analysis; figured bass realization; harmonization of given and original melodies.

202 Harmony II (3) UC:CSU

Prerequisite: Music 201 with a grade of C or better.

Corequisite: Music 212.

Lecture, 3 hours.

A course in diatonic and beginning chromatic harmony. Topics include: secondary functions; modulations; harmonic and melodic sequences; binary and ternary forms; intermediate harmonic analysis and part writing.

203 Harmony III ‡ (3) UC:CSU

Prerequisite: Music 202 with a grade of C or better.

Corequisite: Music 213.

Lecture, 3 hours.

A course in chromatic harmony and introduction to contemporary techniques. Topics Include: Neapolitan chord; augmented sixth chords; modulation to distantly related keys; dodecaphonic music; survey of contemporary techniques.

205 Commercial Harmony I ‡ (3) CSU

Prerequisite: Music 101 or Music 200 with a grade of C or better.

Lecture, 3 hours.

This course makes the transition from traditional harmony to commercial harmony. Terminology, notation, chord structure and usage are covered with an emphasis on part writing using open and closed 4ths, major 6th & 7th chords, minor 7th chords, major, minor, pentatonic and blue scales, modes, blues and commercial chord progressions.

206 Commercial Harmony II ‡ (3) CSU

Prerequisite: Music 205 with a grade of C or better.

Lecture, 3 hours.

Emphasis on harmonizing melodies in popular songs, both in written form and at the keyboard. Topics include establishing and identifying tonal centers, harmonic rhythm, root movement by fifth and step, characteristic chord progressions, voicing patterns and strategies, and use of altered and extended harmonies.

211 Musicianship I (2) UC:CSU

Prerequisite: Music 200 with a grade of C or better.

Corequisite: Music 201.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 201. An advanced beginning course in ear training, the course includes sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony, and a review of fundamentals of music theory.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 with a grade of C or better.

Corequisite: Music 202.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 202. An intermediate course in ear training; sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony. Review of fundamentals of music theory.

213 Musicianship III ‡ (2) UC:CSU

Prerequisite: Music 212 with a grade of C or better.

Corequisite: Music 203.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 203. An advanced intermediate course in ear training; sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony. Review of fundamentals of music theory.

241 Music Notation and Copying I (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Instruction and practical experience in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

242 Music Notation and Copying II (1) CSU

Prerequisite: Music 241 with a grade of C or better.

Lecture, 1 hour.

Continued studies in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

250 Music Performance Workshop (1) CSU RPT3

Prerequisite: Music 322, or 412, or 602, or 612, or 622, or 652 with a grade of C or better.

Required of all students in A.A. transfer program and open to others.

Lab/performance, 3 hours.

Students work in a master class environment, rehearsing classical music appropriate to their instrument/voice and skill level. A final public performance is given. Concert attendance is required.

251 Jazz Improvisation Workshop (1) UC:CSU PT 3

Prerequisite: Music 206 with a grade of C or better. *Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.*

Lab/performance 3 hours.

Instruction in creation of original musical lines in jazz, rock, Latin and popular American music. Includes harmonic and rhythmic analysis of classic jazz solos, score study and live performance in a group setting.

265 Recording Arts Workshop (3) CSU RPT2

Prerequisite: Music 165 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This course presents the basic techniques of recording and mixing. Emphasis is placed on multi-track recording. The student will have the opportunity to prepare for and participate in recording sessions.

271 Songwriters Workshop I (3) UC:CSU RPT 1

Prerequisite: None.

Lecture, 3 hours.

The craft of songwriting, using rhythm section, electronics and vocals in a variety of commercial styles.

281 Commercial Music Techniques I (3) CSU

Prerequisite: Music 206 with a grade of C or better.

Lecture, 2 hours; lab/performance, 2 hours.

Emphasis on writing for rhythm section, jazz combo and big band. Projects include lead sheet, rhythm charts, three horn and big band arrangements. Projects are performed and recorded. Students conduct their projects and their recording sessions.

282 Commercial Music Techniques II (3) CSU

Prerequisite: Music 206 and 281 with a grade of C or better.

Lecture, 2 hours; lab/performance, 2 hours.

A continuation of Music 281, focusing on development of writing techniques for live and studio orchestra, as well as project studio. Emphasis is on larger forms, incorporating vocal arranging, synthesizer sweetening, and multi-track recording overdubs, in a variety of contemporary styles. Introduction to scoring cues for film, television and video in a project studio setting.

299 Music Honors (1) CSU RPT3

Prerequisite: Designed for the advanced music student with project approval.

Laboratory, 3 hours.

Provides for the advanced student in music an opportunity for concentrated independent study in selected areas under the direct supervision of an instructor. Projects are designed to increase the students knowledge of music most pertinent to their individual interests and talents.

UC CREDIT FOR MUSIC 299 IS NOT AUTOMATIC; AS AN INDEPENDENT STUDY COURSE, UC CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION.

321 Elementary Piano I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning repertoire, technique and music reading in five-finger positions; selected scales; melody harmonization.

322 Elementary Piano II (2) UC:CSU

Prerequisite: Music 321 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 321 topics with extended hand positions; transposition; selected exercises.

323 Elementary Piano III (2) UC:CSU

Prerequisite: Music 322 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 322 topics; repertoire on level of Beethoven Sonatina in G; Bach Minuet in G.

324 Elementary Piano IV (2) UC:CSU

Prerequisite: Music 323 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 323 topics; repertoire on level of Chopin Prelude in E minor; Bach Prelude 1.

411 Elementary Voice I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Basic techniques of vocal production are introduced. The student is directed toward proper stance and breathing techniques, increased vocal freedom, and improvement of articulation and tone. The course introduces standard solo literature and offers performing experience.

412 Elementary Voice II (2) UC:CSU

Prerequisite: Music 411 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of basic vocal technique, further practice and performance experience. Basic Italian repertoire is introduced.

413 Elementary Voice III (2) UC:CSU

Prerequisite: Music 412 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continued voice building, looking toward the possibilities of increasing range, richness, and expressiveness. A song repertoire of moderate difficulty, including art songs in English, Italian, and German, or French is memorized and performed in class.

414 Elementary Voice IV (2) UC:CSU

Prerequisite: Music 413 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Further experience with technique, repertoire and performance.

453 Musical Theater Repertoire for Singers ‡ (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

This course is designed to teach fundamental vocal techniques as utilized in a Broadway musical. Instruction includes basic body movement, acting technique, interpretation of Broadway song literature and the skill of auditioning. Students are required to prepare a final project excerpted from a standard work. All performances are evaluated.

501 College Choir (1) UC:CSU RPT3

Prerequisite: None.

Lab/performance, 3 hours.

Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements such as blend, intonation, diction, and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

531 Philharmonic Choir (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

The Philharmonic Choir studies and performs major choral works such as oratorios, cantatas and masses with orchestra, as well as motets, chansons, madrigals, popular music, multicultural and vocal ensemble music from all periods of music.

563 Chamber Singers (1.5) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 5 hours.

The Chamber Singers is a carefully selected group that prepares and performs representative repertoire including motets, chanson, madrigals, popular music, jazz standards and multicultural music from a variety of periods in music history.

601 Brass Instrument Instruction I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning instruction on the brass instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those students planning to teach instrumental music.

602 Brass Instrument Instruction II (2) UC:CSU

Prerequisite: Music 601 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Intermediate instruction on the brass instruments. Recommended for students interested in improving their proficiency or in learning a second instrument, or instrumental writing, or those students planning to teach instrumental music.

603 Brass Instrument Instruction III (2) UC:CSU

Prerequisite: Music 602 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 602. Advanced instruction on the brass instruments. Recommended for students interested in improving their proficiency or in learning a second instrument, or instrumental writing, or those students planning to teach instrumental music.

604 Brass Instrument Instruction IV (2) UC:CSU

Prerequisite: Music 603 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 603. More advanced instruction on the brass instruments. Recommended for students interested in improving their proficiency or in learning a second instrument, or instrumental writing, or those students planning to teach instrumental music.

611 String Instrument Instruction I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

612 String Instrument Instruction II (2) UC:CSU

Prerequisite: Music 611 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 611. Intermediate instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

613 String Instrument Instruction III (2) UC:CSU

Prerequisite: Music 612 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 612. Advanced instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

614 String Instrument Instruction IV (2) UC:CSU

Prerequisite: Music 613 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 613. Advanced instruction on the string instruments: violin, viola, cello, and string bass. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

621 Woodwind Instrument Instruction I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Beginning instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

622 Woodwind Instrument Instruction II (2) UC:CSU

Prerequisite: Music 621 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 621. Intermediate instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

623 Woodwind Instrument Instruction III (2) UC:CSU

Prerequisite: Music 622 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 622. Advanced instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

624 Woodwind Instrument Instruction IV (2) UC:CSU

Prerequisite: Music 623 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. A continuation of Music 623. Advanced instruction on woodwind instruments. Recommended for students interested in learning an instrument or a second instrument, instrumental writing, or those planning to teach instrumental music.

650 Beginning Guitar (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Learning the basics of guitar: chords, strums, notes. Easy songs to give the student a firm grasp of the instrument. Student must possess guitar.

651 Classical Guitar I (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours. Classical techniques of right and left hand development, beginning repertoire; note reading, preparation for solo and ensemble performance. Student must possess nylon string guitar.

652 Classical Guitar II (2) UC:CSU

Prerequisite: Music 651 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Intermediate classical techniques of right and left hand development, intermediate repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.

653 Classical Guitar III (2) UC:CSU

Prerequisite: Music 652 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 652. More advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.

654 Classical Guitar IV (2) UC:CSU

Prerequisite: Music 653 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 653. Advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.

711 Rehearsal Orchestra ‡ (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Preparation for concert appearances. Development of individual technical and artistic abilities, a more discriminative understanding of music through experience with a wide range of orchestral literature, and the opportunity to perform with more advanced players.

721 Orchestra (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 4 hours.

Emphasis on performance. Opportunity to expand repertoire and reading of standard symphonic literature. Participation in a symphonic season of no less than four programs a year.

731 Rehearsal Band ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lab/performance, 3 hours.

Emphasis on developing skills in organizing, rehearsing and performing in a variety of small combo settings. Special attention is given to choice and presentation of musical materials, improvisation, live performance, and interaction with student arrangers.

751 Wind Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Preparation for performances of concert band repertoire. Development of individual technical and artistic abilities through experience with a wide range of band literature.

771 Guitar Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

This course acquaints the student with the problems involved in ensemble performance. Intonation, rhythmic togetherness, balance, style and the ability to conform to a team effort in musical performance.

775 Jazz Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Provides experience in dance band/studio band performance. Rehearsal of standard, and special arrangements, with emphasis on sight reading, intonation, jazz feel and improvisation; preparation for public performances; serves as a reading workshop for student arrangers.

780 Jazz Combo Workshop (1) CSU RPT 3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Students will organize musical pieces, rehearse and perform in a variety of small combo settings. Emphasis is on presentation, live performance and interaction with student arrangers.

185 Directed Study - Music (1) CSU RPT2

285 Directed Study - Music (2) CSU 385 Directed Study - Music (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Music on a contract basis under the direction of a supervising instructor. Student projects must be non-performance based. *Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.*

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Music (1-4) CSU

Music is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

NUMERICAL CONTROL (NUM CON)

(Automated and Computer Controlled Machining)

1 Numerical Control Manual Programming & Machine Operation (3) RPT1

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Introduction to computerized numerical control with emphasis on set-up and operation of Computer Numerical Control (CNC) machine tools. Studies the principles and concepts of CNC. Provides the practical experience in the operation of both the HAAS lathe and mill.

21 Advanced Manual CNC Lathe Programming & Introduction to CAM (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Students will study Numerical Control part program preparation that began in Numerical Control 1 (CNC-1) and develop the techniques of planning for efficient operation sequencing. Compares NC, CNC and DNC; including examination of these systems in relation to CAD/CAM.

Introduces computer-assisted NC part programming languages. Emphasizes writing and running CNC Lathe programs machining metal parts.

22 Advanced Manual CNC Mill and Microcomputer Assisted Programming (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Acquaints the advanced student with three and four axis CNC applications involving manufacturing planning, tooling design, tooling specification, CNC mill programs employing full 3-axis positioning and implementation of programs using HAAS mill equipment in the CNC lab. Students will learn and practice microcomputer assisted part programming of CNC mill using Fanuc, Haas and Yasnac controls.

23 Computer Aided Manufacturing Programming of CNC Equipment (3)

Prerequisite: None.

Lecture, 2 hours; laboratory 4 hours.

Advanced programming with MasterCAM. Computer Numerical Control (CNC) programming with Computer Aided Manufacturing (CAM) software. Students will learn to create part geometry and to generate tool paths on PC based equipment.

911-921-931-941 Cooperative Education - Numerical Control (1-4)

Numerical Control is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

NURSING

799 Health Science Learning Center and Laboratory (1) RPT3

Prerequisite: None.

Laboratory, 3 hours.

Enrollment is offered to students currently or previously enrolled in course work from the Health Science Department. Nursing 799 allows students to practice simulated nursing care and/or health-client care in a simulated hospital setting. Nursing 799 consists of a variety of computer and/or video programs to assist the learner to improve comprehension, synthesis, and/or critical thinking skills, and improve clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a Credit, No Credit basis, open entry/open exit.

911-921-931-941 Cooperative Education - Nursing (1-4) CSU

Nursing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

NURSING SCIENCE (NRSCE)

101 Introduction to Nursing (3)

Prerequisites: English 101, Physio 1 or Physio 8, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Psych 1 and Psych 41 with a grade of C or better.

Lecture, 1 hour; laboratory, 6 hours.

This course is an introduction to the philosophy of nursing, nursing history, Maslow's hierarchy of needs, and legal and ethical issues in nursing. Concurrent with the theory, the nursing student will have beginning client care experience in the skills lab and hospital settings.

102 Fundamentals of Nursing (3)

Prerequisites: NRSCE 101, and NRSCE 103 with a grade of C or better.

Lecture, 1 hour; laboratory, 6 hours.

This course will be an introduction to medical-surgical nursing concept issues related to care to clients based on Maslow's Hierarchy of Needs. The course content will be presented with the framework of health-continuum, and normal physiological, psychological, and sociocultural need of the client.

103 Nursing Process (1)

Prerequisites: English 101, Physio 1 or Physio 8, or Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1 hour.

This course is designed to acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation and evaluation. Included in the course is a discussion about client's multiple needs. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments.

104 Nursing Communication (1)

Prerequisites: NRSCE 101 and NRSCE 103 with grades of C or better.

Lecture, 1 hour.

The course is designed to acquaint the student to the elements of communication process and how communication is affected by culture. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking. Content related to nurse-client relationships, therapeutic/non-therapeutic communications, self concept, anxiety, assertiveness, homeostasis, stress, adaptation, crisis intervention, and loss and grief will be discussed.

105 Nursing Pharmacology (2)

Prerequisites: English 101, Physio 1 or Physio 8, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1.5 hours; laboratory, 1.5 hours.

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, ophthalmic and optic agents. In addition this course will cover laboratory practice of medication administration.

106 Medical-Surgical Nursing I (5)

Prerequisites: NRSCE 102, NRSCE 104, and NRSCE 105 with grades of C or better.

Lecture, 3 hours; laboratory, 6 hours.

This basic course focuses on the nursing care of the adult client with common disorders. Emphasis will be placed on nursing care of the client with endocrine, gastrointestinal, cardiac and respiratory disorders. Problems associated with fluid and electrolytes, acid balance, infections and the stress response will be addressed. Working as an effective member of the health care team and beginning leadership skills will be presented. Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health care settings. Basic concepts and issues will be examined including the recognition of the impact of cultural and ethnic diversity of the client.

107 Medical-Surgical Nursing II (5)

Prerequisites: NRSCE 106, NRSCE 109, and NRSCE 110 with grades of C or better.

Lecture, 3 hours; laboratory, 6 hours.

This intermediate level medical/surgical nursing courses focuses on nursing care of adult clients with high acuity problems within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting clients health and wellness. Students will implement the nursing process and utilize Maslow's human needs concepts to prioritize client needs for the following diseases/disorders: endocrine, renal, cardiovascular, gastrointestinal, central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication with members of the health care team, and intermediate level leadership skills will be emphasized.

108 Medical-Surgical Nursing III (3)

Prerequisites: NRSCE 107 and NRSCE 111 with grades of C or better.

Lecture, 1.5 hours; laboratory, 4.5 hours.

This course focuses on the role of the Nurse as Provider of Care, Manager of Care, and Member of the Profession for medical-surgical clients within a variety of setting. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic, acute, critical care and community health care setting. Concepts and issues examined include: the impact of cultural beliefs and ethnic diversity of the adult client; identification of risk factors effecting the client's health and wellness; the advanced role(s) of the nurse; and advanced technological and psychomotor skills necessary, to care for clients with multi-system organ dysfunction of the cardiovascular, respiratory, renal, gastrointestinal, neurological and the immune systems.

109 Gerontology and Community Based Nursing (2)

Prerequisites: NRSCE 105, NRSCE 102, and NRSCE 104 with grades of C or better.

Lecture, 1 hour; laboratory, 3 hours.

This course focuses on nursing care of the older adult client with common health and wellness needs. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health care settings for the older adult population. Concepts and issues examined include: impact of cultural beliefs and ethnic diversity of the older adult, legal, ethical and social issues, nurse-client relationship, biologic/social and psychological, theories of aging, pharmacological issues in aging, physical assessment of normal aging changes/functional consequences, common chronic illness/implications/ risk factors affecting the older client's health and wellness, end-of-life care/issues.

110 Psychiatric-Mental Health Nursing (3)

Prerequisites: NRSCE 102, NRSCE 104, and NRSCE 105 with grades of C or better.

Lecture, 1.5 hours; laboratory, 4.5 hours.

This course focuses on the application of the nursing process, critical thinking and caring therapeutic interventions in acute, chronic and community-based Psychiatric-Mental Health settings. Basic Mental Health concepts and issues examined include: cultural beliefs and ethnic diversity of the client/nurse, legal/ethical issues, therapeutic nurse-client relationship, self-awareness, neuro-bio-psychosocial theories/therapies and factors affecting health and wellness of clients with common psychiatric-mental health needs/disorder across the lifespan ie. Anxiety, Mood, Thought, Cognitive, Personality and Eating disorders across the lifespan. Emphasis is placed on client advocacy, and collaboration with members of the Mental Health care team.

111 Reproductive Nursing and Women's Health (3.5)

Prerequisites: NRSCE 106, NRSCE 109 and NRSCE 110 with grades of C or better.

Lecture, 2 hours; laboratory, 4.5 hours.

This course focuses on the nurse as a provider of care, manager of care and a member of the profession in a variety of maternal/child settings. Course content includes client needs during the antenatal, intrapartal, postpartal, neonatal period and reproductive health cycle. Building upon Maslow's Hierarchy of Needs, course content in Maternal Child Nursing will be presented within the framework of the wellness/illness continuum of the client during the reproductive and post reproductive years.

112 Care of Children and Family (3.5)

Prerequisites: NRSCE 107 and NRSCE 111 with grades of C or better.

Lecture, 2 hours; laboratory, 4.5 hours.

This course focuses on the nurse as a provider of care, manager of care and member of the profession in a variety of settings involving children and families. Course content includes physiological, psychological, developmental and socio-cultural needs of children and families. Building upon Maslow's Hierarchy of Needs and the Nursing Process, course content in Pediatric Nursing will be presented within the framework of the wellness/illness continuum of the client and family from birth through adolescence.

114 Nursing Leadership and Management (3)

Prerequisites: NRSCE 108 and NRSCE 112 with grades of C or better.

Lecture, 0.5 hours; laboratory, 7.5 hours.

This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduation Associate Degree nurse as a provider of care, manager of care and member of the profession. Concepts of Effective Leadership Styles, Advanced Therapeutic Communication, Delegation, Conflict Resolution, Time Management, Nursing Ethics, and Professional Issues, including the recognition of the impact of cultural beliefs and ethnic diversity of the client are analyzed and compared in this final nursing course. Emphasis is placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community based health care settings using advanced technological and psychomotor skills. Utilizing the nursing process and advanced critical thinking, the learner/student implements the role of the beginning associate degree nurse as coordinator of care including theory and clinical accountability to provide quality care in various environments.

115 Skills Enhancement Lab (1)

Pass/No Pass

Corequisite: NRSCE 101-114

Laboratory, 3 hours per unit.

This course is designed to allow students to learn, practice and/or remediate in basic, intermediate and advanced nursing skills, necessary to deliver safe and competent care of the chronically and acutely ill client, in a structured setting. The class will be individualized to meet students' needs. It may be repeated every semester for a maximum of 3.

116 Skills Enhancement Lab (2)

Pass/No Pass

Corequisite: NRSCE 101-114

Laboratory, 3 hours per unit.

This course is designed to allow students to learn, practice and/or remediate in basic, intermediate and advanced nursing skills, necessary to deliver safe and competent care of the chronically and acutely ill client, in a structured setting. The class will be individualized to meet students' needs. It may be repeated every semester to a maximum of 3.

117 Skills Enhancement Lab (3)

Pass/No Pass

Corequisite: NRSCE 101-114

Laboratory, 3 hours per unit.

This course is designed to allow students to learn, practice and/or remediate in basic, intermediate and advanced nursing skills, necessary to deliver safe and competent care for the chronically and acutely ill client, in a structured setting. The class will be individualized to meet students' needs. It may be repeated every semester for a maximum of 3.

200 Health Science Learning Center and Skills Laboratory (1)

Prerequisite: None.

Laboratory, 3 hours.

Enrollment is offered to students currently or previously enrolled in course work from the Health Science Department, Nursing. This course allows students to practice simulated nursing care and/or health-client care in a simulated hospital setting. This course consists of a variety of computer and/or video programs to assist the learner to improve comprehension, synthesis, and/or critical thinking skills, including improving clinical skills. Students enrolled will be able to practice at their own pace. This course is offered on a 'Pass/No Pass' basis.

OCEANOGRAPHY (OCEANO)

1 Introduction to Oceanography (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides an introduction to the geological, chemical, physical, and biological characteristics of the ocean. Topics covered include seafloor topography, waves, currents, the global ocean/atmosphere system, estuaries and wetlands, ocean resources, pollution, and the marine ecosystems. A field trip is offered for this course.

10 Physical Oceanography Laboratory (2) UC:CSU

Prerequisite: Oceano 1 or with a grade of C or better or concurrent enrollment.

Lecture, 1 hour; laboratory, 2 hours.

This laboratory course accompanies the Oceanography 1 lecture course. The course emphasizes the flow and transformations of water and energy into and out of the ocean, the physical and chemical properties of seawater, ocean circulation, interactions between the ocean and the other components of the Earth system, and the oceans' role in global climate change. A field trip is offered for this course.

185 Directed Study - Oceanography (1) CSU RPT2

285 Directed Study - Oceanography (2) CSU

385 Directed Study - Oceanography (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Oceanography on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Oceanography (1-4) CSU

Oceanography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

OFFICE ADMINISTRATION

(See Computer Applications & Office Technology)

PERSONAL DEVELOPMENT (PERSDEV)

1 Introduction to College (1) RPT1

Prerequisite: None.

This course is offered on a Credit/No Credit basis only.

Lecture, 1 hour.

Provides students with important information about the college and its resources, introduces them to the requisite skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

4 Career Planning (1) CSU

Prerequisite: None.

This course is offered on a Credit/No Credit basis only.

Discussion, 1 hour.

This is an educational and career planning course designed to help the undecided student make a meaningful decision regarding a career goal. The course includes career assessment, various self-appraisal techniques, and information on career characteristic trends. The class includes exploration of career options utilizing career information technology. By providing the students with insight into their interests, abilities, work values, and personality, they will be able to make realistic and informed career choices.

6 College and Career Planning for Students with Disabilities (1) CSU

Prerequisite: None.

Planned for disabled students.

This course is offered on a Credit/No Credit basis only.

Lecture, 1 hour.

This course is designed to assist students with disabilities in the exploration and development of career goals with an emphasis on individual interests and lifestyle, values, personality traits, and abilities. Topics covered include career exploration, resume writing, interview skills, job seeking strategies, and Americans with Disabilities Act in the workplace.

20 Post Secondary Education: Scope of Career Planning (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces students to the role of higher education in society and to their role as students. Students explore personal attributes needed for college success, critical thinking and effective study strategies, relating to others in a diverse world, the career planning and decision making process, and transfer and educational planning. This course will also provide students with an overview of campus resources and policies.

30 Personal Development Seminar ‡ (1) NDA RPT3

Prerequisite: None

This course is offered on a Credit/No Credit basis only.

Lecture, 3 hours.

Group study of a selected disability-related topics with a focus on the development of self-advocacy skills for students with disabilities; provides an opportunity to explore a wide variety of accessibility issues as they relate to educational and career goals.

PHILOSOPHY (PHILOS)

1 Introduction to Philosophy (3) UC:CSU ☼

(CAN PHIL 2)

Prerequisite: None

Lecture, 3 hours.

A sample of the fundamentals of philosophy, Western or Eastern, with selected philosophers of topics in the history of philosophy, theory of knowledge, metaphysics, ethics, philosophy of religion, philosophy of science, etc. Subjects covers vary with instructor.

6 Logic in Practice (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is intended to introduce fundamental issues of logic, epistemology, rationality, argument, persuasion, and critical thinking, with examples of sound and unsound thinking, for analysis and debate, from current public discourse and perennial political and philosophical issues.

9 Symbolic Logic I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Introduction, Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, Deductive and Axiomatic Systems, the Propositional Calculus and Quantification.

12 History of Greek Philosophy ‡ (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

History of Greek Philosophy, including the Presocratics, Sophists, Socrates, Plato, and Aristotle, with some material from Hellenistic Philosophy, Late Antiquity, and even Medieval Philosophy.

14 History of Modern European Philosophy ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction and survey to modern Western or European Philosophy, beginning with the inception of Modern Science with Copernicus and Galileo, the inception of modern philosophy proper with Rene Descartes, through the Rationalists and Empiricists, German Idealism, Positivism, Marxism, Linguistic and Analytic Philosophy, Phenomenology, Philosophy of Science, Existentialism, Feminism, Deconstruction, and other recent trends.

20 Ethics (3) UC:CSU

(CAN PHIL 4)

Prerequisite: None.

Lecture, 3 hours.

Survey of ethics, covering moral dilemmas, the justification and nature of moral value, i.e. meta-ethics, different historical ethical doctrines with representative philosophers, theories about the good life, or the meaning and value of life, and a selections of contemporary moral issues, which may be of a personal mature (e.g. abortion) or involve political (race, gender), economic (class, corporations), or religious issues.

30 Asian Philosophy ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Philosophy in the traditions of India and China, including countries of South, East, and Southeast Asia influenced by Indian and Chinese civilization, like Sri Lanka, Thailand, Japan, Korea, Vietnam, etc. This covers philosophical schools such as Vedanta, Sankhya, Yoga, Confucianism, Taoism, and in Buddhism, Zen, Tendai, Tantrism, etc.

33 Comparative Survey of World Religions ‡ (3) UC:CSU

(Same as History 7)

Prerequisite: None.

Lecture, 3 hours.

The historical development of the world's great religions. A study is made of the origins and growth of the chief religions of mankind and of their contributions to modern civilization.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, OR 48, IS TWO COURSES.

35 Judaism, Christianity, and Islam (3) UC:CSU

(Same as Jewish Studies 35.)

Prerequisite: None.

Lecture, 3 hours.

A scholarly study of religion that explains the basic structure of religious belief and practice. It examines the cultural history and social aspects which influenced and shaped the growth and development of the western religions in order to encourage a desire to understand as a means of overcoming the destructive exchanges that frequently accompany religious discussion.

911-921-931-941 Cooperative Education - Philosophy (1-4) CSU

Philosophy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

PHOTOGRAPHY (PHOTO)

9 Introduction to Cameras & Composition (3) CSU

Prerequisite: None.

Recommended for communication students interested in camera techniques and photo composition.

Lecture, 3 hours.

Basic course in the use of the camera to produce a photographic image. Emphasizes artistic and creative control of the image. Presents the history of photography and its place as an art in our society. The student is provided with cognitive information as well as experience in creating good photographs. An introduction to color photography including basic information on cameras, lenses, film and exposure designed to aid in an awareness of camera techniques and photo composition. Color slide assignments are given for analysis in class. Note: A 35mm single lens reflex camera is required.

10 Beginning Photography (3) UC:CSU (CAN ART 18)

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

Basic course in use of the camera to produce a photographic image through study of light, shadow, exposure, and composition. This course in black and white photography recognizes that total artistic and creative control of the image comes not only through taking the photo but also through processing film and print making and gives instruction and practice in these skills. Presents the history of photography and its place as an art in our society. Note: A 35mm single lens reflex camera and various lab supplies are required.

11 Advanced Photography (4) CSU RPT2

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 2 hours; laboratory, 6 hours.

Provides theory and practice of advanced photography techniques. Students receive instruction in both traditional photography and digital imaging techniques with an emphasis on idea development, preparation and execution. Studio procedures, creative thinking and computer assisted image processing will also be emphasized.

20 Beginning Photojournalism (4) CSU

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 2 hours; laboratory, 6 hours.

Photography instruction for those interested in learning the skills necessary of making photographs for publication. Students will learn techniques for taking high impact, dynamic, story telling photographs as well as how to use their camera as a tool for social change. Emphasis is placed on digitally preparing photographs for both the internet and print media. Note: A 35mm single lens reflex camera is required.

21 News Photography (4) CSU RPT3

Prerequisite: Photography 20 with a grade of C or better.

Lecture, 2 hours, laboratory, 6 hours.

Emphasis is placed on making photographs for publication. Students receive instruction in advanced photojournalism techniques and digital preparation of photographs for publication. Students work in a real-world environment where they are able to make photographs if sports events, news events, and photo essays with meaningful sociological impact. Emphasis is placed on portfolio development and the use of digital technology.

185 Directed Study - Photography (1) CSU RPT2**285 Directed Study - Photography (2) CSU****385 Directed Study - Photography (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Photography on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Photography (1-4) CSU

Photography is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

PHYSICAL EDUCATION (P.E. OR PHYS ED)

(Also see Dance Specialties, Dance Studies or Dance Techniques)

UC accepts a maximum of 4 units from any combination of PHYS ED 95-328, 385, 431-463, 503-517, 552, OR 630-695 course numbers, a maximum of 8 units from any combination of P.E. 710, 711, 713, or 714.

Qualified disabled students possessing the required talents, skills and health conditions are allowed and encouraged to participate in all physical education activities.

95 Special Studies in Physical Activities (1) UC:CSU RPT3

Lecture, 0.5 hours, Activity 1.5 hours.

Allows the student to pursue directed study in physical education activity at times flexible to his/her program on a contract basis under the supervising instructor.

96 Combined Activities (1) UC:CSU RPT3

Lecture, 0.5 hours, Activity, 1.5 hours.

An introductory course offering a wide variety of fitness activities (aerobics, aqua aerobics, swimming, weight training, stretching, and yoga) designed to increase understanding of the training principles and components of fitness with the necessary level of fitness for participation in variety of activities.

97 Physical Efficiency ‡ (2) UC:CSU

This class meets the credit for Physical Education activity.

Lecture, 1 hour; activity, 2 hours.

Includes theory, practice and techniques of developing one's own physical fitness program at any time in life based upon sound physiological principles. Course covers basic foundation of physical education principles as they relate to an optimal healthy lifestyle.

101 Swimming-Non Swimmer (1) UC:CSU RPT 3

Prerequisite: None.

Lecture, 0.5 hour; activity, 1.5 hours.

This course is designed to teach the beginning skills of swimming: crawl stroke, elementary backstroke, racing backstroke, breaststroke, and diving. The course will introduce the principles and strategies of swimming endurance. Upon completion of this course the student will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.

102 Swimming Skills (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour; activity, 1.5 hours.

This course is designed to teach the skills of swimming: crawl stroke, backstroke, breaststroke, butterfly, flip turns, starts and finishes. The course will introduce the principles and strategies of endurance and interval training. Upon completion of this course the student will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.

105 Diving Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

Fundamental, intermediate and advanced principles/theories of basic Springboard Diving Skills. Instruction, demonstration and practice of basic forward, backward, inward, reverse and twisting dive skills.

108 Fire Department Physical Ability Testing (0.1) RPT3

Prerequisite: None.

Lecture, 0.11 hours; activity, 0.11 hours.

This course provides the student with a knowledge of the Standardized Fire Department Physical Ability Test. Successful completion leads to a Certificate of Completion.

121 Water Activities – Water Polo ‡ (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

The sport of water polo will be discussed and taught. Starting with the basic swimming and ball handling skills and advancing to the specifics of game strategy, shooting, defense, offense, counter attack, and game management.

131 Aqua Aerobics (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 2.5 hours.

A water aerobic exercise and conditioning class that emphasizes cardiovascular endurance and promotes fitness using water resistance. Students need not be a swimmer to participate in this class.

170 Walking for Fitness (1) CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour; activity 1.5 hours.

This course focuses on achieving cardiovascular fitness and a healthy lifestyle through walking. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, and assessing fitness level.

203 Badminton Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

A class fundamental badminton skills, the care and selection of equipment, rules and proper etiquette to be displayed during all phases of play.

219 Table Tennis Skills (1) UC:CSU RPT 3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Fundamental principles of the basic skills, strategy and etiquette of table tennis are taught in this course. It includes beginning, intermediate, and advanced techniques for singles and doubles play. Skills and strategy will be developed through drills and game conditions. Physical fitness through table tennis will be emphasized.

225 Yoga Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

This course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a "way of life". There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

228 Body Conditioning ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

This course will familiarize the student with procedures for evaluating fitness levels and will allow the student to experience the cognitive, affective and psychomotor levels of learning a variety of exercise programs and techniques which will improve the students' level of physical fitness.

229 Body Dynamics ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

This course is designed to provide challenging fitness activities by combining resistant exercises with endurance exercises. Emphasis is placed on aerobic activity and resistant exercises based on individual age and physical condition.

230 Weight Training Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Weight Training Skills includes an emphasis in the knowledge, understanding and values of building muscular strength and endurance. The objective is to develop the student's ability to develop his/her own weight training program based upon sound physiological principles.

238 Self Defense Skills (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Self-Defense skills for women against rape and other physical attacks. Covers safety precautions and the promotion of mental and physical well being.

247 Gymnastics Skills (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Fundamental, intermediate and advanced principles/theories of basic gymnastics skills on all Olympic events. Instruction, demonstration and practice of basic skills and routines on all events.

250 Tumbling Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Fundamental, intermediate and advanced principles/theories of basic tumbling skills. Instruction, demonstration and practice of basic tumbling skills and routines.

259 Golf Skills (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Beginning, intermediate, and advanced levels accepted. Designed to meet the need of the student on all aspects of the sport of golf. Starting with the basics of the grip, stance, swing, posture, and advancing to the specifics of course etiquette, course management, driving, putting and chipping.

277 Snow Skiing Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

Fundamental, intermediate and advanced principles/theories of basic Snow Skiing Skills. Instruction, demonstration and practice of basic snow skiing techniques. Includes dry land and on snow instruction.

284 Bicycle Spinning Class (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, activity, 1.5 hours.

This course is designed to develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

301 Baseball Skills (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

Baseball skills course. Skills taught will be throwing, fielding, hitting, baserunning, and baseball strategy.

304 Basketball Skills (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

This course is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

310 Flag/Touch Football Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Activity, 2 hours.

Basic skills of punting, passing, catching and carrying the football are taught. Course includes instruction on foot placement, positioning for blocking, tackling, ball handling (offense & defense), change of direction associated with accelerating and decelerating, hand and finger position for passing and catching the football. A balance of skill and game development, through flag football games. Open to all ability levels

322 Volleyball Skills (1) CSU RPT3

Prerequisite: None

Lecture, 0.5; activity, 1.5 hours

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 proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

328 Softball Skills ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5; activity, 1.5 hours.

Instruction in the fundamental skills, techniques, strategies, etiquette and official rules of softball. This course is designed for prospective intercollegiate softball players.

341 Seniorise (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5; activity, 1.5 hours.

This course provides a combination of fitness activities especially tailored to address the needs and interests of seniors. Includes aerobics, weight training, stretching, walking, and other activities.

503 Intercollegiate Sports - Baseball ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours or more in sports in season.

Intercollegiate Athletic competitive baseball team course. Skills perfected will include throwing, fielding, hitting, baserunning, and baseball game strategies.

504 Intercollegiate Sports – Basketball ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Fundamental, intermediate and advance principles/theories and skills of Basketball. Instruction, demonstration and practice of basic basketball skills, include passing, dribbling, shooting, rebounding, individual and team offense/defense and basketball intercollegiate competition.

506 Intercollegiate Sports – Cross Country ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Intercollegiate athletics. Competitive Cross Country team course. Skills perfected include fundamental, intermediate and advanced principles/theories of basic running. Instruction, demonstration and practice of basic running long slow distance, fartlek training, hill running and interval training. Race strategies.

508 Intercollegiate Sports – Football ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Intercollegiate Athletic competitive football team course. Advanced skills for blocking, tackling, ball carrying (offense & defense), running, change in direction, accelerating and decelerating and placement of hands and fingers on football.

511 Intercollegiate Sports – Soccer ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Fundamental, intermediate and advance principles/theories and skills of Soccer. Instruction, demonstration and practice of basic soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense/defense and soccer intercollegiate competition.

512 Intercollegiate Sports – Softball ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Fundamental, intermediate and advanced principles/theories and skills of Softball. Instruction, demonstration and practice of basic softball skills, including throwing, fielding, hitting, base running, and intercollegiate competition.

513 Intercollegiate Sports – Swimming ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Intercollegiate Athletic competitive swimming and diving team course. Instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, interval training and intercollegiate competition.

515 Intercollegiate Sports – Track and Field ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Intercollegiate Athletic competitive Track and Field team course. Fundamental and Advanced principles/theories of track and field techniques. Instruction, demonstration and practice of sprinting, hurdling, throwing, jumping (vertical and horizontal), pole vaulting, middle and long distance skills.

517 Intercollegiate Sports – Water Polo ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Intercollegiate Athletic competitive Water Polo team course. Fundamental and advanced principles/theories of water polo techniques. Instruction, demonstration and practice of swimming, eggbeater, offense, defense, counter attack, man up and man down situations.

549 Intercollegiate Sports – Cheer/Yell Leaders ‡ (3) UC:CSU RPT1

Prerequisite: None.

Activity, 10 hours.

Fundamental and advanced principles/theories of basic drill patterns, yell and cheerleading routines. Instruction, demonstration and practice of yell/cheerleading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

552 Athletics Pre-Season Conditioning ‡ (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

628 Swim and Run Fitness ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

This course develops cardiovascular endurance and fitness through running and swimming. It enables students to gain awareness of the importance of proper running and swimming techniques, including progressive resistance training and conditioning for the purpose of training for a triathlon.

629 Bicycle Spinning Activity ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

This course is designed to develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

630 Aerobic Super Circuit Laboratory (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours, activity 2.5 hours.

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.

640 Beginning Lifelong Fitness Center (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours, activity, 2.5 hours.

This physical fitness course is designed to provide the student with procedures for evaluating individual fitness levels. The student will learn a progression of lifelong fitness exercises for all major muscle groups to improve cardiovascular fitness, muscular strength/endurance, flexibility and body composition.

648 Adapted Exercise for Back Disorders (1) CSU RPT3

Prerequisite: None.

Activity, 3 hours.

Course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician.

655 Cross Training Lab (1) CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours, activity 2.5 hours.

A course designed for the individual interested in using a variety of fitness 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.

661 Archery Skills Activity (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

A course in the fundamental skills of target archery. The course emphasizes safety procedures and injury prevention while performing basic shooting techniques at various distances.

662 Badminton (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

A class in fundamental badminton skills, the care and selection of equipment, rules and proper etiquette to be displayed during all phases of play.

665 Basketball (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

This course is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

666 Body Conditioning (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

This course will familiarize the student with procedures for evaluating fitness levels and will allow the student to experience the cognitive, affective and psychomotor levels of learning a variety of exercise programs and techniques which will improve the students' level of physical fitness.

668 Body Dynamics Activity (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5, activity, 2.5 hours.

This course is designed to provide challenging fitness activities by combining resistant exercises with endurance exercises. Emphasis is placed on aerobic activity and resistant exercises based on individual age and physical condition.

670 Judo (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

Judo is a self-defense course. Techniques taught include throws, pins, strangles, falls, submission holds, escapes and counter attacks.

677 Soccer (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour activity, 2.5 hours.

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

678 Softball (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours activity, 2.5 hours.

Instruction in advanced softball skills, techniques, rules and game strategies. This course is designed for prospective intercollegiate softball players.

681 Table Tennis (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours activity, 2.5 hours.

Fundamental principles of the basic skills, strategy and etiquette of table tennis are taught in this course. It includes beginning, intermediate, and advanced techniques for singles and doubles play. Skills and strategy will be developed through drills and game conditions. Physical fitness through table tennis will be emphasized.

682 Tennis (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours activity, 2.5 hours.

This class is designed to teach all levels the basic tennis skills of the forehand, backhand, volley and serve. This course will also introduce the selection and care of equipment, rules, proper etiquette, terminology, strategies of the game, and components of fitness.

684 Volleyball (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours activity, 2.5 hours.

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, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

690 Weight Training (1) UC:CSU RPT3

Prerequisite: None.

Activity, 3 hours.

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course includes 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

695 Swimming Skills Activity (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour, Activity, 2.5 hours.

This course is designed to teach the skills of swimming: crawl stroke, backstroke, breaststroke, butterfly, flip turns, starts and finishes. The course will introduce the principles and strategies of endurance and interval training. Upon completion of this course the student will be able to perform the basic strokes, know the rules that govern the different strokes, understand the nutrition and injury prevention strategies for swimming.

696 Yoga (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hour; Activity, 2.5 hours.

This course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a "way of life". There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

Physical Education Majors Classes

These are theory classes and they may or may not meet credit for Physical Education activity. Required for Physical Education and Recreation majors and minors.

701 Advanced Lifesaving (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; Activity, 2 hours.

This course will afford the opportunity for entry-level lifeguard candidates to gain the skills and knowledge to prevent, recognize and respond to aquatic emergencies. Students will learn how to provide care for injuries and sudden illness until advanced medical personnel arrive. Upon successful completion, an American Red Cross certificate may be issued. Offered only once per year during the Spring Semester.

702 Water Safety Instruction (3) UC:CSU

This class meets the credit for Physical Education activity.

Prerequisite: None.

Lecture, 2 hours; activity 2 hours.

This course will afford the opportunity to successfully train instructor candidates to be able to teach courses in the American Red Cross Swimming and Water Safety Program. Upon successful completion, an American Red Cross certificate may be issued. Offered only once per year during the Fall Semester.

710 Officiating Competitive Sports I (2) UC:CSU

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

Theory, practice and techniques of officiating Spring Sports, such as baseball, swimming and diving, track and field and other athletic activities.

711 Officiating Competitive Sports II ‡ (2) UC:CSU

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

Theory, practice and techniques of officiating Fall Sports, such as football, soccer, volleyball, basketball and other Fall athletic activities.

712 Introduction to Physical Education ‡ (3) UC:CSU

This class does not meet the credit for Physical Education activity.

Required for Physical Education and Recreation majors.

Prerequisite: None.

Lecture, 3 hours.

An introductory course designed to offer the major examples of the requirements of a physical education teacher. A major emphasis is placed on guidance and problem areas faced by physical educators.

713 Introduction to Coaching Athletics ‡ (3) UC:CSU

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 3 hours.

For students wishing to increase their knowledge of the responsibilities of coaching an athletic team. Designed to meet the needs of the student on all aspects in coaching.

718 Fundamentals of Athletic Training ‡ (3) UC:CSU

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 2 hours; activity, 3 hours.

The principles, techniques and ethics used by the athletic trainer in the prevention and care of athletic injuries. Emphasis is placed on the identification of common athletic injuries and ailments, their etiology and the preventative measures, first aid treatment and follow-up care given for them.

719 Advanced Athletic Training ‡ (3) CSU

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This course provides students with the opportunity to gain supervised practical experience as an assistant in rehabilitation and athletic training.

722 Introduction to the Group Fitness Instructor (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This course will prepare students to be a group fitness instructor. Provides an introduction to the art and science of group exercise instruction and emphasizes design and delivery of safe and effective exercise classes. A certificate will be issued upon successful completion of this course.

750 Sports and Ethics (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course addresses a wide range of moral and ethical issues in sports. Topics include values, principles, racial and gender equity, coaching, commercialization, enhancing stimulants and ergogenic aids, eligibility, violence, sportsmanship and Code of Ethics in sports. Examines current and historical events, rules, laws and governing organization.

185 Directed Study - Physical Education (1) CSU RPT2**285 Directed Study - Physical Education (2) CSU****385 Directed Study - Physical Education (3) CSU**

Prerequisite: None.

Lecture 1 hour per unit.

This course allows students to pursue directed studies in Physical Education on a contract basis, under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Physical Education (1-4) CSU

Physical Education is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

PHYSICAL SCIENCE (PHYS SC)

1 Physical Science I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

NO UC CREDIT FOR PHY SCI 1 IF TAKEN AFTER A TRANSFERABLE COURSE IN ASTRONOMY, CHEMISTRY, GEOLOGY, OR PHYSICS.

14 Physical Science Laboratory (1) UC:CSU

Prerequisite or Corequisite: Physical Science 1.

Laboratory, 2 hours.

Designed for the non-science major. This course will provide an introduction to the laboratory methods and skills used in physical science.

PHYSICS

5 Allied Health Physics ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A specialized course designed to integrate selected physical facts, principles, and concepts as an essential part of the working knowledge of health care personnel. In addition, the specific relationship of physics to contemporary patient care equipment will be defined. Throughout the course, emphasis will be placed on the utilization of the scientific method in health care situations.

6 General Physics I ‡ (4) UC:CSU

(PHYSICS 6&7 = CAN PHYS SEQ A)

Prerequisite: Math 240 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 3 hours.

The first semester of a two-semester, trigonometry-level sequence in general physics designed for Premedical, Pre dental, Preoptometry, Prepharmacy, Physical Therapy, Medical Technology, Chiropractic, Biology, Geology, Bio-medical Physics and Architecture majors. Physics 6 includes topics in mechanics, heat and sound. Problem solving is an integral part of the course. Students majoring in Physics, Engineering or Chemistry should take Physics 37-38-39.

7 General Physics II ‡ (4) UC:CSU

(PHYSICS 6&7 = CAN PHYS SEQ A)

Prerequisite: Physics 6 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 3 hours.

The second semester of a two-semester trigonometry-level sequence in general physics. Physics 7 includes topics in electricity and magnetism, optics, and modern physics. Problem solving is an integral part of the course.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

12 Physics Fundamentals ‡ (3) UC:CSU

Recommended: Math 115.

Lecture, 3 hours.

Conceptual knowledge of fundamental physical laws and their applications including mechanics, heat, sound, light, electricity, relativity, light, and atomic and nuclear physics.

NO UC CREDIT FOR PHYSICS 12 IF TAKEN AFTER PHYSICS 6 OR 37.

37 Physics for Engineers and Scientists I (5) UC:CSU

(PHYSICS 37 & 38 & 39 = CAN PHYS SEQ B)

(CAN PHYS 8)

Prerequisite: Math 265 with a grade of C or better.

Lecture, 4 hours; laboratory, 3 hours.

The first semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include kinematics, dynamics, laws of motion, and conservation laws for particles and systems of particles in both translation and rotation.

38 Physics for Engineers and Scientists II ‡ (5) UC:CSU

(PHYSICS 37 & 38 & 39 = CAN PHYS SEQ B)

(CAN PHYS 12)

Prerequisite: Physics 37 and Math 267 with grades of C or better.

Lecture, 4 hours; laboratory, 3 hours.

The second semester of a three semester calculus-level sequence in introductory college physics. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

39 Physics for Engineers and Scientists III ‡ (5) UC:CSU

(PHYSICS 37 & 38 & 39 = CAN PHYS SEQ B)

Prerequisite: Physics 37 and Math 266 with grades of C or better.

Lecture, 4 hours; laboratory, 3 hours.

The third semester of a three semester calculus-level sequence in introductory college physics. Topics include oscillations, wave motion, sound, thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory and models of the atom.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

911-921-931-941 Cooperative Education - Physics (1-4) CSU

Physics is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

PHYSIOLOGY (PHYSIOL)

1 Introduction to Human Physiology (4) UC:CSU

Note: Not open for credit to students who have had Physiology 6.

Prerequisite: Anatomy 1, Chem 51, and Biology 3 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Principles of cellular and systemic functions of the human body. Lecture topics include basic organic chemistry, solute and water transport and balance, homeostatic mechanisms, and functions of major organ systems including, but not limited to, the circulatory, digestive, endocrine, nervous, reproductive, respiratory, immune, and muscle systems. Laboratory experiments and demonstrations of physiological concepts and processes covered in lecture.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF ANATOMY 1, PHYSIOLOGY 1, 8 OR 9 IS 8 UNITS.

911-921-931-941 Cooperative Education - Physiology (1-4) CSU

Physiology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

POLITICAL SCIENCE (POL SCI)

All courses in Political Science may be taken on a Credit/No Credit basis.

Note: State law imposes on all California State Universities certain graduation requirements in the areas of U.S. History, U.S. Constitution, and state and local government. Courses meeting these requirements for the state universities are listed in the TRANSFER REQUIREMENTS section.

If you took a Political Science course outside of California, see a counselor to make certain you meet the California state and local government graduation requirements.

1 The Government of the United States (3) UC:CSU ☉

(CAN GOVT 2)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Introductory survey of U.S. political system. Includes theory, structure and functions of American nation, state and local government. Also includes a brief introduction to the political process, political parties, pressure groups, and relevant contemporary issues. This course fulfills the state graduation requirement in the U.S. Constitution and state and local governments.

2 Modern World Governments (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A comparative study of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed on the governments of Great Britain, France and Germany.

5 The History of Western Political Thought ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Surveys important ideas and theories in political thinking that have been developed from the time of the ancient Greeks to the present day. Explores relationships between political theory and political life.

7 Contemporary World Affairs (3) UC:CSU RPT1

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course studies the relationships among nation-states, emphasizing the nation-state system, international diplomacy, international law, and international organizations. The course examines the causes, consequences, and methods of resolving international conflicts as well as the impact of internal economic, political, and military factors on foreign policy.

911-921-931-941 Cooperative Education - Political Science (1-4) CSU

Political Science is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

PSYCHOLOGY (PSYCH)

1 General Psychology I

(3) UC:CSU ☉

(CAN PSY 2)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A scientific approach to principles of human behavior. It covers such topics as growth and development, heredity and environment, perception and awareness, feeling and emotion, motivation, learning, thinking and intelligence, individual differences, introduction to statistical concepts, personality and social relations.

2 General Psychology II (3) UC:CSU ☉

(CAN PSY 10)

Prerequisite: Psychology 1 with a C or better.

Lecture, 3 hours.

A detailed study of the physiology and anatomy of the biological systems fundamental to behavior and experience. Covers the peripheral and central nervous systems, receptor systems, and response systems from various perspectives: structural, comparative, and developmental. Emphasizes the relationship of biological mechanisms to psychological processes of sensation, perception, consciousness, attention, sleep, motivation and emotion, learning and memory, by examination of recent experimental studies and comparison of physiological psychology and associated neurosciences.

3 Personality and Social Development (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The psychology of human identity, emphasizing self-awareness, effective relationships, and personal growth in contemporary society. An applied understanding of our impressions of and presentations to others is based on personality theory and social and psychological processes. Students are encouraged to become involved in lecture, demonstration, discussion, and group exercises.

5 History and Perspectives in Psychology ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Offered Spring semester only.

Lecture, 3 hours.

Historical theories and issues will be examined to increase understanding of contemporary psychological views. Serious consideration is given to the philosophical background of scientific psychology.

11 Child Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Psychological development of the child from infancy to adolescence. This course covers major principles derived from recent research, and basic theories including Freud, Erikson and Piaget. It also covers the implications of hereditary, prenatal, family, peer and educational influences; maternal and infant health; the attachment process and bonding; language development; learning; cognitive, emotional, social and physical growth; and moral development. Observational techniques and cross-sectional comparisons are explored.

12 Adolescent Psychology ‡ (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Offered Spring semester only.

Lecture, 3 hours.

Behavioral patterns during the teenage years. This course deals with physical, social, and emotional development; male-female roles and stereotypes; cross cultural differences in adolescence; psychological needs of the period and how they may be met. Practical application of research findings is emphasized.

13 Social Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Examines human social interactions, how feelings and behavior are influenced by the behavior and characteristics of others. Emphasizes such topics as: liking and loving; forming impressions of other people; increasing and decreasing aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

14 Abnormal Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Study of psychological disorders including psychosis, anxiety disorders, disturbances of mood and personality, and behavioral problems of children. Diagnostic terminology of latest version of Diagnostic and Statistical Manual Disorders; modern methods of treatment.

17 The Exceptional Child ‡ (3) CSU

Prerequisite: Psych 1 with a grade of C or better. Offered Fall semester only.

Lecture, 3 hours.

Offers students an opportunity to study children who do not follow the normal developmental process - autistic, mentally retarded, gifted, educationally handicapped, neurologically impaired, emotionally disturbed, and children with other learning and emotional disorders. Includes different theoretical orientations and discussion of practical applications.

26 Power and Speed Reading (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

Helps students develop effective reading techniques for different kinds of material and provides opportunities to increase reading speed while improving comprehension.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Individual psychological development from conception to death, including physical, cognitive and psychosocial aspects. Major theories and research methodologies are introduced. Family, peer educational and social influences on intelligence, gender, personality and relationships are explored. Practical applications are emphasized.

60 Stress Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Examines how stress influences our lives. Course topics include stress reduction, relaxation techniques, time management, stress management, psychophysiological factors, the roles of health, exercise and nutrition, and occupational, personal, and age-related stress issues.

66 Introduction to Critical Thinking (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An understanding of the basic critical thinking principles as they relate to psychology. Topics include reasoning, logical concepts, language, fallacies, analyzing arguments, the media, argumentative essays, and science and pseudoscience as they relate to real life and to psychological concepts and principles. Recommended for Psychology and Social Science students.

911-921-931-941 Cooperative Education - Psychology (1-4) CSU

Psychology is approved for Cooperative Work Experience Education credit.

See Cooperative Education, page 75, for prerequisite, course description and credit limits.

READING

The Reading Center (Bungalows 45 and 46) has classes for reading and study skills improvement. Courses and independent study programs offered cover speed reading, comprehension skill, note-taking, and vocabulary development. The Lab is also open for practice at posted hours. (See also Psychology 26, Developmental Communications, English and Learning Skills).

REAL ESTATE (REAL ES)**1 Real Estate Principles (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

The basic real estate course covering fundamental principles of real estate. Provides background and terminology necessary for advanced study in specialized courses. Course must be completed prior to taking Real Estate Salesman's Licensing Test. Applies toward mandatory educational requirements for the sales license.

3 Real Estate Practices (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Deals with the day-to-day operations in real estate brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Applies toward mandatory requirement for the brokers license.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of real estate law, including rights incident to property ownership and management, agency contracts; application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosures; recent legislation governing real estate transactions. Meets mandatory educational requirement for California real estate brokers examination.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Es 1 or 3 with a grade of C or better.

Lecture, 3 hours.

Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purchase properties. Methods and sources of financing emphasized. Applies toward mandatory educational requirement for California real estate brokers examination.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Es 1 with a grade of C or better.

Lecture, 3 hours.

An introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods and techniques used to determine the value of various types of property. Emphasis is on residential and single-units property. Applies toward the mandatory educational requirement for real estate brokers examination.

10 Real Estate Appraisal II ‡ (3) CSU

Prerequisite: Real Es 9 with a grade of C or better.

Lecture, 3 hours.

An extension of appraisal techniques studied in Real Estate Appraisal I into the areas other than single-family residences. Types of properties covered include subdivisions, apartment buildings, hotels, office buildings, shopping centers, rural and ranch, industrial, leaseholds, easements, air rights, auto service properties, etc. The income approach is studied in depth, including analysis of capital setups, leases, selection of capitalization rates, etc. Field work required. Applies toward mandatory educational requirement for California real estate brokers license.

11 Escrow Principles (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the principles used in handling escrows involving real estate transactions and the transfer of land titles. This includes title insurance, tax issues, prorations, vesting, securing of loans, recording of documents and settlement procedures. The basic methods and techniques of escrow holders as well as an introduction to the types of instruments, forms and documents used by escrow holders from escrow opening through post-closing activities, will be covered.

12 Escrow Practices (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the practical aspects of providing escrow services for a variety of property transactions. It focuses on the processes utilized by the escrow provider in the completion of typical escrows for particular types of sales including, residential transactions, business opportunity sales, loan refinances, section 1031 exchanges, mobile home transfers, commercial property sales, amongst others. An emphasis is placed on the taking, processing and closing aspects of each type of escrow. It provides extensive experience and practice in the preparation and selection of forms and documents utilized in transactions.

14 Property Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is a course in the management of income producing properties, including residential, retail, offices, and industrial. The various kinds of income properties are analyzed, along with their management requirements including leasing, collections, tenant selection, record keeping, financial statements, fair housing laws, evictions, maintenance, liability issues, and the economics of selecting a particular type of property for investment. An emphasis is also placed on sustainable environmental policies that may be put into place by management.

18 Real Estate Investments I (3) CSU

Prerequisite: Real Es 1 with a grade of C or better.

Lecture, 3 hours.

This is an advanced course in the analysis of investment factors considered in the evaluation of commercial, industrial and residential properties including condominiums and cooperatives. It includes site location, zoning and other record restrictions, financing, installment sales, exchanges, sales and leaseback, tax considerations, cash flow and other tools of analysis, environmental constraints and marketing considerations.

21 Real Estate Economics (3) CSU

Prerequisite: Real Es 1 or 7 with a grade of C or better.

Lecture, 3 hours.

Economic trends and factors affecting Real Estate values. Examines cycles and economic fluctuations.

24 Common Interest Developments (3)

Prerequisite: None.

Lecture, 3 hours.

This course covers the principles of common interest developments and the management of homeowner associations. The course will examine the legal requirements and creation of common interest developments such as condominiums, planned unit developments, recreational and resort properties, retirement facilities and cooperative apartments. The legal and practical aspects of the homeowner association creation and operation will be analyzed.

911-921-931-941 Cooperative Education - Real Estate (1-4) CSU

Real Estate is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

RECREATION (RECR)**81 Field Work I ‡ (4) CSU**

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

Internship in recreation agency or related activity while under the supervision of qualified personnel.

82 Field Work II ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

Internship in a recreation agency or related activity with responsibility to plan, conduct and evaluate activities, while under the supervision of qualified personnel.

83 Field Work III ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

Internship in a recreation agency or related activity with responsibility to supervise recreation aides and/or group leaders, while under the direction of qualified personnel.

911-921-931-941 Cooperative Education - Recreation (1-4) CSU

Recreation is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

RESPIRATORY THERAPY (RESP TH)

Enrollment in all classes listed below except Respiratory Therapy 1 and Respiratory Therapy 2 limited to students enrolled in the Respiratory Therapy Phase II program All transcripts outside of LACCD must be submitted by April 1 to validate corequisites in RT2 to be considered for the acceptance pool. In the event that there are more applicants than clinical space available, enrollment into the clinical internship will be determined by active application date to LAVC.

(Students must be formally admitted to Phase II, the clinical phase of the Respiratory Therapy program which includes Respiratory Therapy 3, 4, 5, 6, 7, 8, 11, and 15. Consult the Health Science Department for details.) For more information on the RT Program Application Process and Phase II requirements see page 70.

1 Introduction to Respiratory Therapy ‡ (1)

Prerequisite: None.

Lecture, 1 hour.

An introduction to the profession of respiratory therapy with emphasis on the duties, responsibilities and qualifications of a respiratory therapist. An introduction of techniques and essential equipment for patient treatment is presented.

2 Fundamentals of Respiratory Therapy ‡ (4)

Corequisites: *Anatomy 1 and Physiol 1; Chem 51; Micro 20; Physics 5 and Resp Th 1.*

Lecture, 3 hours; laboratory, 3 hours.

Basic respiratory therapy theory, application, and equipment. This course acquaints the student with most of the available equipment used in the field of respiratory therapy, and its maintenance.

3 Applications of Respiratory Therapy & Clinical Experience I ‡ (5)

Prerequisite: *Resp Th 15 with a grade of C or better.*

Corequisite: *Resp Th 6.*

Offered only in the Fall semester.

Laboratory, 15 hours.

The student is introduced to the hospital and its facilities. Patient relationships and care in many specialty areas are explained and experience obtained. The acute treatment of the severely ill patient is explained in detail.

4 Applications of Respiratory Therapy & Clinical Experience II ‡ (5)

Prerequisite: *Resp Th 3 with a grade of C or better.*

Corequisite: *Resp Th 6.*

Offered only in the Fall semester.

Laboratory, 15 hours.

The student begins to receive instruction in the sub-specialty fields of medicine. An introduction to cardiopulmonary resuscitation and mechanical ventilation is provided to expand the knowledge and clinical performance.

5 Application of Respiratory Therapy & Clinical Experience III ‡ (5)

Prerequisites: *Resp Th 4 and 6 with grades of C or better.*

Corequisites: *Resp Th 7 and 8.*

Offered only in the Spring semester.

Laboratory, 15 hours.

The student is exposed to the total treatment of the patient. Case presentations and discussion periods are held weekly, including pediatric and neonatal cases.

6 Respiratory Physiology ‡ (4)

Prerequisites: *Resp Th 1, 2, and 15 with grades of C or better.*

Corequisites: *Respiratory Therapy 3.*

Offered only in the Fall semester.

Lecture, 3 hours; laboratory, 3 hours.

Respiratory physiology is presented in detail, including perfusion, ventilation and diffusion, extensive anatomy, transport of blood gases and their determination and acid-base balance.

7 Applied Medicine and Pathology ‡ (3)

Prerequisite: *Resp Th 4 and 6 with grades of C or better.*

Corequisites: *Resp Th 5 and 8.*

Offered only in the Spring semester.

Lecture, 2 hours; laboratory, 3 hours.

Physiology and pathology necessary to the understanding of the treatment of the patient by the respiratory therapist are presented. Pharmacology of drugs used in Respiratory Therapy is provided.

8 Administrative Procedures of Respiratory Therapy ‡ (1)

Prerequisite: *Resp Th 4 and 6 with grades of C or better.*

Corequisites: *Resp Th 5 and 7.*

Offered only in the Spring semester.

Lecture, 1 hour.

Acquaints the student with the principles and practices involved in the supervision of a respiratory therapy department.

11 Application of Respiratory Therapy & Clinical Experience IV ‡ (5)

Prerequisite: *Resp Th 5 with a grade of C or better.*

Corequisites: *Resp Th 7 and 8.*

Offered only in the Spring semester.

Laboratory, 15 hours.

The student is exposed to the total treatment of the patient. Case presentations and discussion periods are held weekly. Pulmonary function testing and home care is discussed and experience is obtained.

15 Introduction to Clinical Experience ‡ (4)

Prerequisite: *Resp Th 1 and 2 and Psych 1 all with grades of C or better.*

Offered only in the Summer session.

Laboratory, 11 hours.

Clinical insight in the actual duties of a respiratory therapist and an introduction to patient relationships. In addition, the student will learn the uses of sterilization methods, medical gas therapy, and aerosol therapy.

911-921-931-941 Cooperative Education - Respiratory Therapy (1-4) CSU

Respiratory Therapy is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

SOCIAL SCIENCE (SOC SCI)

1 Introduction to the Social Sciences (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to the social sciences (including anthropology, economics, geography, history, political science, psychology and sociology). Includes social science theory and methods and the application of these to the analysis of social institutions and personal realities. Topics include culture, race and ethnicity, sex and gender, religion, family and poverty and social stratification. Careers in the social sciences are also explored.

SOCIOLOGY (SOC)

1 Introduction to Sociology (3) UC:CSU ☼

(CAN SOC 2)

Prerequisite: None.

Recommended: *English 28, English 363, or placement into English 101.*

Lecture, 3 hours.

This introductory course provides a set of concepts and theories to describe and explain the social behavior of human beings and organization of society. Students examine subjects such as culture, deviance, sexuality, media, social stratification, and the institutions of the family, religion, education, politics, and the economy.

2 American Social Problems (3) UC:CSU ☼

(CAN SOC 4)

Prerequisite: None.

Recommended: *English 28, English 363, or placement into English 101.*

Lecture, 3 hours.

Sociological concepts and theories are used to describe and explain a range of social problems that exist in the United States, such as issues of prejudice, discrimination, suicide, drugs, crime, wealth and poverty, political radicalism and weapons of mass destruction. We will also analyze the effectiveness of attempted and potential solutions to these social problems.

3 Crime and Delinquency (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Examines the nature of crime and delinquency including theories of causation, types of adult and juvenile offenses, and efforts by society to cope with law violations. Emphasis is placed upon programs for the prevention, correction, and rehabilitation within the justice system.

4 Sociological Analysis (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This class considers the logic of the scientific analysis of society and social institution. Analyzes the various methodological tools utilized in social science research and emphasizes clarification of basic social science issues. Topics include research design, conceptualization, measurement, sampling methodology, and both qualitative and quantitative data analysis. Students will analyze specific data collected in the field.

11 Race and Ethnic Relations (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines the definitions, history, and experiences of ethnic and racial groups in this country. Attention is given to Black, Latino, Native American, Asian American, Arab Americans, and white ethnic groups. Discussion includes the social, economic, and political factors affect racial/ethnic group relations; the sources of discrimination and prejudice; and whether social equality between different groups is possible.

12 Marriage and Family Life (3) UC:CSU

(CAN H EC 12)

(Same as Fam & CS 31)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course deals with the family as a social institution, its structure and functions, including historical changes, emerging patterns, and the influence of contemporary society and social forces that shape the family such as race, class, gender and sexuality.

17 Introduction to Counseling (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Introduction to methods, major theories and techniques of counseling.

Representative problems covering a wide range of settings are considered. Topics include: dysfunctional families, domestic violence, incest, crisis intervention, suicide prevention, drug and alcohol abuse, sociopathic personalities, school bullying, trauma, death and dying, serial killers, and the nature of neuroses and psychoses. Career planning issues are also considered.

21 Human Sexuality (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This interdisciplinary course presents a sociological and psychological introduction to human sexuality and human sexual behavior. It will discuss the psycho-sexual development of the individual, the scripts that are learned in our culture, the comparative information from other cultures and other times in our history, how people use sexuality in interpersonal relationships. The study of the anatomy and physiology of the human sexual system, the physical and emotional orgasmic response, myths and misconceptions, sexual variance and dysfunction all will be used to help the student to achieve a realization of his/her own unique sexuality.

22 Sociology of Women (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is a sociological analysis of gender and sex in contemporary American society. A particular emphasis is placed on the political, social and economic status of women. Topics include the social forces that help to shape the experience of women such as race, class, the social construction of gender and sexuality.

25 Drugs and Culture ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A cross cultural study of mind-altering drugs, including alcohol, marijuana, hallucinogens, ecstasy, methamphetamines, cocaine, inhalants, and others. Social, psychological, and biological effects of drug use are analyzed within a cultural and political context. Drugs and their effects on the population are considered both for the user and non-user. Cultural aspects of drug use are examined using class, race, and gender as mediating factors, as well as the values and norms placed upon their use. Societal systems are examined to understand why substances are labeled as drugs. The economic, legal and judicial systems and their relations to the concepts of drug usage are looked at in several societies. Emphasis is placed upon methods of treatment and penalties attached to the violation of the norms on drug usage.

35 The Labor Movement (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course presents an overview and history of the labor movement in the U.S. beginning with slavery and moving on to the rise of labor unions and the middle class. The sociological perspective on labor includes major figures in the labor movement, prominent theories, and analysis of the impact on labor of the Industrial Revolution and wars.

84 SIMSOC: Simulated Society (1)

Prerequisite: None.

Lecture, 1 hours.

Students simulate a society, actively learning sociological concepts such as status, role, primary group, power, and hierarchy. The game takes approximately 14 hours to play and students have great fun learning about the working of society and how societal structure emerges from group dynamics and the exchange of resources.

185 Directed Study - Sociology (1) CSU RPT2
285 Directed Study - Sociology (2) CSU
385 Directed Study - Sociology (3) CSU

Prerequisite: None.

Recommended: English 101.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor. See current schedule of classes for details.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Sociology (1-4) CSU

Sociology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

SPANISH

1 Elementary Spanish I (5) UC:CSU

(SPAN 1&2 = CAN SPAN SEQ A)

(CAN SPAN 2)

Prerequisite: None.

Lecture, 5 hours.

Emphasizes the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions; stresses the ability to understand read, write, and speak simple French; introduces cultural insights into Spanish and Latin American worlds. Use of the language laboratory may be required. Basic computer knowledge required for interactive activities.

2 Elementary Spanish II (5) UC:CSU

(SPAN 1&2 = CAN SPAN SEQ A)

(CAN SPAN 4)

Prerequisite: Spanish 1 or Spanish 22 with grade of C or better, or equivalent skill level.
Lecture, 5 hours.

Completes the study of elementary grammar. Includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple Spanish. Further study of Spanish and Hispanic cultures. Use of the language laboratory may be required. Basic computer skills required for accessing online activities.

3 Intermediate Spanish I (5) UC:CSU

(CAN SPAN 8)

Prerequisite: Spanish 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

A more intensive study of the language, including idiomatic expressions and irregular structures. Stress on fluency in oral expression and facility in writing. Comprehensive review of grammar and study of advanced grammatical concepts. Extensive reading and discussion in Spanish of literary and cultural texts. Discussion, in Spanish, of Spanish and Spanish-American life and difficulties. Basic computer skills required for accessing online activities.

4 Intermediate Spanish II

(5) UC:CSU ☉

(CAN SPAN 10)

Prerequisite: Spanish 3 with grade of C or better or equivalent skill level.

Lecture, 5 hours.

Further development of writing and communication skills through the study of representative Spanish and Latin American literary and cultural works; focus is on analysis and discussion. Sustained study of grammar and vocabulary with emphasis on complex structures, stylistics, and use of idiomatic expressions. Basic computer skills required for accessing online activities.

5 Advanced Spanish I ‡ (5) UC:CSU ☉

Prerequisite: Spanish 4 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Introduction to the major literary movements in Latin American literature through the study of representative literary and cultural texts of different genres. Emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of Latin American literature and civilization. Basic computer skills required for accessing and performing online activities.

6 Advanced Spanish II ‡ (5) UC:CSU ☉

Prerequisite: Spanish 5 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Study of the major literary movements in Spanish literature through the study of representative literary and cultural texts of different genres. Emphasis on improving oral expression, comprehension, reading and textual analysis, and composition. Stresses oral and written reports within the context of the literature and civilization of Spain. Basic computer skills required for accessing and performing online activities.

8 Conversational Spanish ‡

(2) UC:CSU RPT3

Prerequisite: Spanish 2 with a grade of C or better or equivalent skill level. (Not open to native speakers of Spanish)

Lecture, 2 hours.

Practical conversation and improvement of conversational fluidity based on everyday experiences, current events, cinema, cultural topics and readings. Emphasis on use of idiomatic expressions and current usages. Training in pronunciation, enunciation, and vocabulary-building. Basic computers required for accessing online information. Not open to native speakers of Spanish.

SPANISH 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 4 UNITS.

9 Hispanic Civilization ‡ (3) UC:CSU

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

A study of the origins, growth and development of Spanish civilization in the various domains. Emphasis on Spain's cultural history, art, architecture, music, and the minor arts. It is especially recommended for all students of Spanish and is required of Spanish majors at the University of California, Los Angeles. Taught in English.

10 Latin-American Civilization ‡

(3) UC:CSU ☉

Prerequisite: None. (Taught in English)

Lecture, 3 hours.

A study of the geography, history, customs, political movements, literature and arts of Spanish-speaking and Portuguese-speaking people of the Americas. Especially recommended for all students of Spanish. Taught in English.

12 Contemporary Mexican Literature

‡ (3) UC:CSU ☉

Prerequisite: None.

(Same as Chicano Studies 42)

Lecture, 3 hours.

An introduction to major historical events and literary movements in Mexico, with a focus on 20th century Mexican literature read in translation. Lectures, readings and discussions in English.

16 Mexican Civilization ‡ (3) UC:CSU*(Same as Chicano Studies 44)**Prerequisite: None.**(Taught in English)***Lecture, 3 hours.**

Considers the significant elements of pre-Columbian Mexican civilization, the impact of the Spanish domination upon the indigenous population and its influence upon the mores, art, and industry. Studies in the history, literature, art, music of Mexico as they evolved from colonial times to the present. The impact of the Mexican Revolution upon all the Americas is considered. Examines the present-day culture of Mexican-Americans as influenced by their Mexican heritage and life in the United States.

21 Fundamentals of Spanish I ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course is for absolute beginners.

Covers the first half of Spanish 1.

Introduction to the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and use of idiomatic expressions. Stresses the ability to understand, read, write, and speak simple Spanish. Introduces cultural insights into Spanish and Spanish-speaking worlds. Use of the language laboratory may be required. Basic computer knowledge required for interactive activities. Spanish 21 + 22 are equivalent to Spanish 1.

SPANISH 21 & 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS. BOTH MUST BE TAKEN FOR ANY UC CREDIT TO BE GRANTED.

22 Fundamentals of Spanish II ‡ (3) UC:CSU*Prerequisite: Spanish 21 with a grade of C or better.***Lecture, 3 hours.**

Continuation of Spanish 21. Covers the second half of Spanish 1. Introduction to the fundamentals of Spanish pronunciation, grammar, vocabulary, sentence structure, and idiomatic expressions. Stresses the ability to understand, read, write, and speak simple Spanish. Introduces cultural insights into Spanish and Spanish-speaking worlds. Use of the language lab may be required. Basic computer use required for online assignments. Spanish 21 + 22 are equivalent to Spanish 1.

SPANISH 21 & 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS. BOTH MUST BE TAKEN FOR ANY UC CREDIT TO BE GRANTED.

35 Spanish for Spanish Speakers I (5) UC:CSU*Prerequisite: None.***Lecture, 5 hours.**

Designed to address the needs of the bilingual student. An introduction to written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment and spelling. Addresses all four skills in Spanish (speaking, listening, reading, writing), but focuses on reading and writing. Includes readings on the geography, customs and culture of Spain and Latin America. Credit given for either Spanish 35 or Spanish 1, but not both.

36 Spanish for Spanish Speakers II (5) UC:CSU*Prerequisite: Spanish 35 or Spanish 1 with a grade of C or better or equivalent skill level.***Lecture, 5 hours.**

A continuation of Spanish 35. Advances the study of grammar and complex vocabulary. Addresses all four skills in Spanish (speaking, listening, reading, writing), but continues to focus on the development of reading and writing skills. Further study of Spanish and Latin American cultures and civilization.

Credit given for either Spanish 36 or Spanish 2, but not both.

46 Chicano Literature/Literatura Chicana ‡ (3) UC:CSU ☼*(Same as Chicano Studies 37)**Prerequisite: None.***Lecture, 3 hours.**

An analysis of the literary, social, and historical aspects of works written by Mexican American authors. Course will be conducted in English but texts may be read in either English or Spanish.

48 Introduction to Spanish Translation I ‡ (3) CSU*Prerequisite: Spanish 3 with a grade of C or better or equivalent level.***Lecture, 3 hours.**

An introduction to basic translation theory with emphasis on grammar, vocabulary and idiomatic expressions. Focus on Spanish-to-English and English-to-Spanish translation of consumer-oriented texts, such as commercial advertisements, correspondence, legal documents, news articles, and websites. For students whose career options require bilingual skills.

185 Directed Study - Spanish (1) CSU RPT2**285 Directed Study - Spanish (2) CSU****385 Directed Study - Spanish (3) CSU***Prerequisite: Approval of project.***Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Spanish on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Spanish (1-4) CSU

Spanish is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

SPEECH**61 Speech Laboratory (1) NDA RPT3***Prerequisite: None.***Laboratory, 3 hours.**

This English Speech as a Second Language (ESSL) course is designed to help the native and non-native speakers improve articulation, voice and communication skills through individualized programs, including small group instruction and specially designed computer lessons. Also for those with voice, speech and articulation problems. The Speech Lab is designed to complement the work done by students enrolled in Speech Communication 63, 64, 66, 111 and 113.

62 Speech Laboratory Techniques ‡ (1) NDA RPT3*Prerequisite: None.***Laboratory, 3 hours.**

This English Speech as a Second Language (ESSL) course is designed to assist students in acquiring sounds of American speech through an individualized program of instruction that is more advanced than speech 61. The Speech Lab is designed to complement the work done by students enrolled in Speech Communication 63, 64, 66, 111 and 113.

63 Beginning Conversational Speech Skills (3) RPT1

Prerequisite: None.

Lecture, 3 hours.

This English Speech as Second Language (ESSL) course is designed for students who wish to improve their aural comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level ESSL course.

64 Basic Speech Skills (3) NDA RPT1

Prerequisite: None.

Lecture, 3 hours.

This English Speech as a Second Language (ESSL) course is designed to help non-native speakers acquire basic American speech/ English sounds, including introduction to vowel sounds and consonant blends. This is the second level ESSL course.

66 Advanced Speech Skills (3) NDA RPT1

Prerequisite: None.

Lecture, 3 hours.

This English Speech as a Second Language (ESSL) is designed for students who have a basic ability to produce American English speech sounds, but who need to acquire and/or improve their ability to produce difficult consonant and vowel sounds, and to produce complicated consonant blends and clusters. Although principally directed toward expressive speech, students will also be made aware of the differences between English phonemes and the sounds of their own language. This is the third level ESSL course.

101 Oral Communication I (3) UC:CSU ☼

(CAN SPCH 4)

Prerequisite: None.

Lecture, 3 hours.

An introductory course stressing the need for effective oral communication. The emphases in the course are on: structuring various types of speeches, researching information, audience analysis, presentation of speeches and building self confidence in public speaking situations.

102 Oral Communication II (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introductory course that emphasizes the debate process. Fundamentals of effective argumentative speaking are examined. Oral activities are used extensively as learning devices.

104 Argumentation (3) UC:CSU ☼

(CAN SPCH 6)

Prerequisite: None.

Lecture, 3 hours.

A critical thinking class in the foundation and strategies of argument, logical reasoning, rational thinking and decision making. Emphasis is placed on both how and why we make the decisions we do. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and case.

105 Critical Thinking (3) UC:CSU ☼

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Instruction in this course is designed to allow students an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize and advocate ideas, to reason inductively and deductively, and to identify the assumptions upon which particular conclusions depend. This class has a minimum 6,000 word writing component.

106 Forensics (2) CSU RPT3

Prerequisite: None.

Laboratory, 7 hours.

This course provides advanced training in public speaking, argumentation skills and intercollegiate competition in public debate.

111 Voice and Articulation (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This English Speech as a Second Language (ESSL) course is designed for students to study and practice methods of voice development, speech sound production, articulation, pronunciation and prosody. This is the fourth level ESSL course.

113 English Speech as a Second Language (3) CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

This English speech improvement class is for students with foreign language backgrounds and stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students. After speech 63, 64, 66 and 111, this is a fifth level English Speech as a Second Language class.

121 The Process of Interpersonal Communication (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A lecture/activity/discussion course which proceeds through an analysis of the views of the scope and purpose of human communications. Factors involved in the process of communicating. Perception, self image, listening, non-verbal, conflict, language, relationships. Emphasis is placed on the process of interpersonal communication.

122 Communication Across Cultures (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Examines communication in the context of intercultural interactions. Explores verbal and nonverbal communication similarities and differences in communication across cultures. Provides strategies to enhance interpersonal communication skills within the context of intercultural communication.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Development of the students ability to understand, appreciate, relate to, and perform various forms of literary art. Emphasis is placed on the selection and adaptation of worthwhile literary material, as well as on artistic and effective vocal and gestural presentation.

137 Interpreters Theater (1) UC:CSU RPT3

Prerequisite: None.

Laboratory, 3 hours.

Supervised activity in group interpretation of various forms of literary and non-literary materials. Oral presentation of scripted materials ranging from group arranged original writings to traditional literary forms. Emphasis is placed on developing public presentation skills and techniques.

151 Small Group Communication (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Provides an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving is achieved by responsible group participation.

**185 Directed Study -
Speech Communication (1) CSU RPT2**
**285 Directed Study -
Speech Communication (2) CSU**
**385 Directed Study -
Speech Communication (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Speech Communication on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

**911-921-931-941 Cooperative
Education - Speech Communication
(1-4) CSU**

Speech Communication is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

STATISTICS (STAT)

(For Statistics see also Math 225)

**1 Elementary Statistics I for the
Social Sciences (3) UC:CSU ☼**

Prerequisite: Math 125 with a grade of C or better or equivalent.

Lecture, 3 hours.

Introduces the fundamental tools of quantitative methods in research, including: techniques of data collection, organization, presentation, analysis and interpretation. Special attention given to such topics as (1) tabulation and graphic presentation of data; (2) measures of central tendency and variability of sample data; (3) the normal curve and its properties; (4) introduction to probability and statistical inference; (5) linear correlation; and (6) research methods.

MATH 225 AND STAT 1 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

2 Elementary Statistics II (4) CSU

Prerequisite: Math 125 with a grade of C or better or equivalent.

Lecture, 4 hours.

Introduces the fundamental tools of quantitative methods in research including techniques of data collection, organization, presentation, analysis and interpretation, using appropriate technologies (e.g., statistical software). Special attention is given to such topics as tabulation and graphic presentation of data; measures of central tendency and variability of sample data; the normal curve and its properties; introduction to probability and statistical inference; linear correlation; and research methods.

THEATER

Theater majors should take two of the following: Theater 301, 310, 315, 325, 450.

**100 Introduction to the Theater
(3) UC:CSU**

(CAN DRAM 18)

Prerequisite: None. Open to all students.

Lecture, 3 hours.

A survey course which orients beginning students with the theater and/or other mass media, its historical and cultural background, arts and crafts, fundamental skills, activities and opportunities, and its significance in contemporary society through lectures, demonstrations, and assigned readings.

**110 History of the World Theater I
(3) UC:CSU**

Prerequisite: None.

Recommended: English 101.

Required of all theater majors.

Open to all students.

Lecture, 3 hours.

A history of the development of the theater, its playwrights, structures, and methods of staging and acting from the Greeks to the beginning of the modern theater.

**112 History of the World Theater II
(3) CSU**

Prerequisite: None.

Recommended: English 101.

Lecture, 3 hours.

A history of the development of the theater, its playwrights, structures and methods of staging and acting, from English Restoration through the Twentieth Century, including development of Eastern forms of theatre.

125 Dramatic Literature ‡ (3) UC:CSU
(Same as English 213)

Prerequisite: None. A grade of C or better in English 101.

Lecture, 3 hours.

Critical reading of and writing about plays from classical Greek times to modern drama.

130 Playwriting ‡ (3) UC:CSU RPT1

Prerequisite: None.

Lecture, 3 hours.

Training is given in the fundamentals of effective stage, film, and television writing leading to possible production in the one-act program or film workshop.

225 Beginning Direction (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the principles of casting, rehearsal scheduling, aims and conducting of rehearsals: Orchestration of all production phases is made through lectures, reading assignments, class projects and the preparation of a complete directors production script.

**227 Advanced Direction
(3) UC:CSU RPT1**

Prerequisite: Theater 225 with a grade of C or better.

Laboratory, 6 hours.

Practical experience in the direction and production of a one act play in the Laboratory Theater or other productions under Faculty supervision.

232 Play Production (2) UC:CSU RPT3

Prerequisite: None.

Laboratory, 6 hours.

The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming or technical theatre. Plays are mounted and performed for public presentation. Students must be prepared to work irregular hours.

233 Play Production (3) UC:CSU RPT3

Prerequisite: None.

Laboratory, 9 hours.

The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming, or technical theatre. Plays are mounted and performed for public presentation. Students must be prepared to work irregular hours.

240 Voice and Articulation for the Theater ‡ (3) UC:CSU

(Same as Speech 111)

Prerequisite: None.

Designed for performing arts students.

Lecture, 3 hours.

The students are introduced to the fundamentals of effective vocal production and the techniques of voice improvement as applied to the stage and other media of theatrical performance through basic vocal exercises and practice and production of interpretative reading. A study is made of the physiological and acoustical factors determining effective performance for the theater.

270 Beginning Acting (3) UC:CSU

(CAN DRAM 8)

Prerequisite: None.

Required of all theater majors.

Lecture, 3 hours.

Theory and practice of basic acting and stage movement. Students are made aware of their body as an instrument in their total development as actors. How to prepare for rehearsal is emphasized.

272 Intermediate Applied Acting (3) UC:CSU

Prerequisite: Theater 270 with grades of C or better.

Required of all theater acting majors.

Laboratory, 6 hours.

The principles of creative acting as applied to structure and characterization through actual performance, with special attention to the development of the students individual capacity; emphasis on contemporary theater.

274 Advanced Applied Acting ‡ (3) UC:CSU RPT1

Prerequisite: Theater 272 with grades of C or better.

Laboratory, 6 hours.

This fundamental study deals with the problem the actor faces when working with roles outside the realm of the standard contemporary theater. The areas studied will include the Greek, Elizabethan, Restoration, Epic Theater, Theater of the Absurd, and special problems in the modern theater. Students will prepare and present scenes from each of the areas studied.

275 Theater - Scene Study ‡ (2) CSU RPT 3

Prerequisite: None.

Laboratory, 3 hours.

Examines the performers individual problems through rehearsal, improvisations and the presentation of acting scenes.

276 Actors Workshop ‡ (3) CSU RPT3

Prerequisite: None.

Laboratory, 6 hours.

Students are made more aware of their individual acting problems and their solutions.

279 Musical Theater ‡ (2) UC:CSU RPT3

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

A performance class which integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on learning musical theater techniques and preparing successful audition material for musicals.

293 Rehearsals and Performances (3) UC:CSU RPT3

Prerequisite: None. *Open entry/open exit.*

Laboratory, 9 hours.

The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming, or technical theatre. Plays are mounted and performed for public presentation. Students must be prepared to work irregular hours.

301 Stage Craft (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The study of and laboratory practice in the practical problems in the mounting of a stage production.

310 Introduction to Theatrical Lighting ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Training and practice are given in problems of lighting for television and stage. Related topics considered are the study of color, procedures, control and equipment. Student must be available for rehearsals and performances.

315 Introduction to Theatrical Scenic Design ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Introduction to the aspects of stage design, including process, technique, and the collaborative nature of theater production artists; conceptualization of dramatic action, mood, and style through a range of media. Extensive critique of work in progress, exploring media, rendering techniques, and model building for theater design.

317 Color and Design for the Theater (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course acquaints students with the basic principles of design that govern all forms of visual expression emphasizing those used in the theatre. It also provides students with the ability to communicate in visual terms.

323 Stage Management and Production ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the duties and responsibilities of a production stage manager. Related topics and production manager, tech director and company manager.

325 Stage Management and Advanced Stagecraft ‡ (3) UC:CSU RPT3

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

A study of all phases of stagecraft.

405 Costume Design (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A survey of historical periods and their application to the stage; an intensive study of costuming design for the stage; introduction to shop procedures; beginning principles and techniques of design including figure drawing and character analysis.

450 Beginning Stage Make-Up ‡ (2) UC:CSU

Prerequisite: None.

Lecture, 1 hour; laboratory, 3 hours.

Techniques and practices of theatrical makeup design and application. Facial analysis, glamour, aging of the face, beards, stylized, and impersonation makeups are performed by the student on their own face. Topics include the use of makeup for film and television.

451 Advanced Stage Make-Up ‡ (2) UC:CSU RPT1

Prerequisite: Theater 450 with a grade of C or better.

Lecture, 1 hour; laboratory, 3 hours.

A continued study of the art of make-up with emphasis on advanced techniques. Students will engage in practical applications of specialized makeups including researched and detailed 2 dimensional work as well as an introduction to life casting, hair and wig prep, and ventilating.

185 Directed Study - Theater (1) CSU RPT2**285 Directed Study - Theater (2) CSU
385 Directed Study - Theater (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Theater on a contract basis under the direction of supervising faculty.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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911-921-931-941 Cooperative Education - Theater (1-4) CSU

Theater is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

**TOOL AND
MANUFACTURING
TECHNOLOGY (T & M)****27 Basic Machine Shop Theory and Practice (4)**

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Concentration on setting up and operation of engine lathes. Includes precision measurement, layout, drilling and milling operations. Prescribed study and projects are designed to give experience with five basic machine tools, Engine Lathes, Vertical Mills, Horizontal Mills, Pedestal Grinders and Surface Grinders. This course is the basis for entry into many trade areas from machinist to numerical control.

30 Machine Shop Practice I (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Concentration on 3 axis Horizontal and Vertical Milling Machines setup and operations. Includes fly-cutting, drilling, gang milling, contour and angular surfacing operations. Emphasis on speeds, feeds, cutter selection and applications. Surface grinding operations maintaining flatness, parallelism and finish to a high degree of accuracy. Heat treatment, case-hardening and hardness testing is included.

31 Machine Shop Practice II (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Continues training to increase knowledge and skills in the operation of machine tools and accessory equipment. Includes use of optical comparator, precision measuring instruments and other high precision layout and inspection equipment. Requires close tolerance work with different types of machines, machine tools and material used in industry.

32 Machine Shop Practice III (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Provides extended training to increase knowledge and skills in the operation of machine tools and accessory equipment. Includes use of precision grinding equipment. Close tolerance work and precision inspection is emphasized.

40 Industrial Tool Design I (4)

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

A comprehensive study of the underlying principles of tool design through the preparation of drawings of machine fixtures, assembly jigs, and handling fixtures. Emphasis is placed on techniques of design, applied mathematics, metallurgy, mechanics, and machine shop practice

66 Manufacturing Problem Solving (3)

Prerequisite: None.

Lecture, 3 hours.

Problem solving in relation to manufacturing and continuous process improvement.

70 Basic Manufacturing Processes I (1)

Prerequisite: None.

Lecture, 1 hour.

This course surveys the manufacturing industry as it pertains to the machine shop. Needs and requirements of the industry in today's global economy are discussed. Manufacturing processes are introduced as well as new technology and equipment utilized in today's industry. Manufacturing Processes constitute the core of the of the modern production industry.

71 Basic Manufacturing Processes II (1)

Prerequisite: None.

Lecture, 1 hour.

This course provides the student with an understanding of Quality Control Procedures in the manufacturing industry as it pertains to the machine shop. Metrology control procedures and calibration, inspection procedures, interpretation of symbols and abbreviations as it pertains to Geometric Dimensioning and Tolerances are discussed.

81 Projects Laboratory ‡ (1) RPT3

Prerequisite: None.

Laboratory, 3 hours.

Provides basic and advanced laboratory experience in machine tool operations and tool making practices. Students work on assigned projects that include planning, designing and manufacturing production tools.

**185 Directed Study Tool and Manufacturing Technology (1) RPT2
285 Directed Study Tool and Manufacturing Technology (2)
385 Directed Study Tool and Manufacturing Technology (3)**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Tool and Manufacturing Technology on a contract basis under the direction of supervising faculty.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Tool and Manufacturing Technology (1-4)

Tool and Manufacturing Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 75, for prerequisite, course description and credit limits.

WORD PROCESSING

(See Computer Applications & Office Technologies)

COURSE DESCRIPTIONS

(NONCREDIT)

BASIC SKILLS (BSICKL)

80CE Basic Language Arts

Prerequisite: None.

Lecture, 2.25 hours.

The course is designed to provide a review of language arts and test-taking strategies to prepare students for college and career pathways. Topics include instruction in test-taking approaches, essay writing, reading comprehension, and vocabulary and sentence skills.

81CE Basic Math Skills

Prerequisite: None.

Lecture, 2.25 hours.

The course is designed to provide a review of mathematics test-taking strategies to prepare students for college and career pathways. Topics include instruction in test-taking approaches and review of arithmetic, algebraic functions, geometry, and statistics.

ENGLISH AS A SECOND LANGUAGE (ESL NC)

1CE English as a Second Language Beginning I (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to basic communications, housing, food, health, and emergencies.

2CE English as a Second Language Beginning II (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course which emphasizes listening/speaking and reading/writing skills at a beginning level. This class focuses on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to survival skills and personal topics.

6CE English as a Second Language - 0 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a literacy level. The focus of the course is on basic survival English skills, English sound/symbol correspondence, and reading and writing of simple English sentences.

7CE English as a Second Language - 1 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry, open-exit course which emphasizes listening/speaking and reading/writing skills at a beginning level. This class focuses on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to survival skills and personal topics.

8CE English as a Second Language - 2 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at a high-beginning level. The focus of the course is on comprehending and engaging in extended conversations related to familiar contexts, such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write short, clearly organized paragraphs and messages.

9CE English as a Second Language - 3 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning-high level. The focus of the course is on comprehending and using more complex spoken and written English skills. Students participate in increasingly extended conversations on topics beyond survival needs, such as family responsibilities. Students will develop skills to understand short reading passages and differentiate between fact and opinion with some accuracy as well as write clear and well-organized paragraphs.

15CE English as a Second Language - 4 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry/open-exit course which emphasizes listening/speaking skills and reading/writing skills at an intermediate-low level. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, sentence structure, and the writing process.

16CE English as a Second Language - 5 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at an intermediate level. This class focuses on comprehending and developing listening and speaking skills on increasingly complex social and academic topics. Students read authentic material and identify the main idea, supplementary details, vocabulary development, and inferences. Students also learn to give brief prepared oral presentations. They focus on developing basic patterns for paragraph and essay writing including organization, sentence structure, and the writing process.

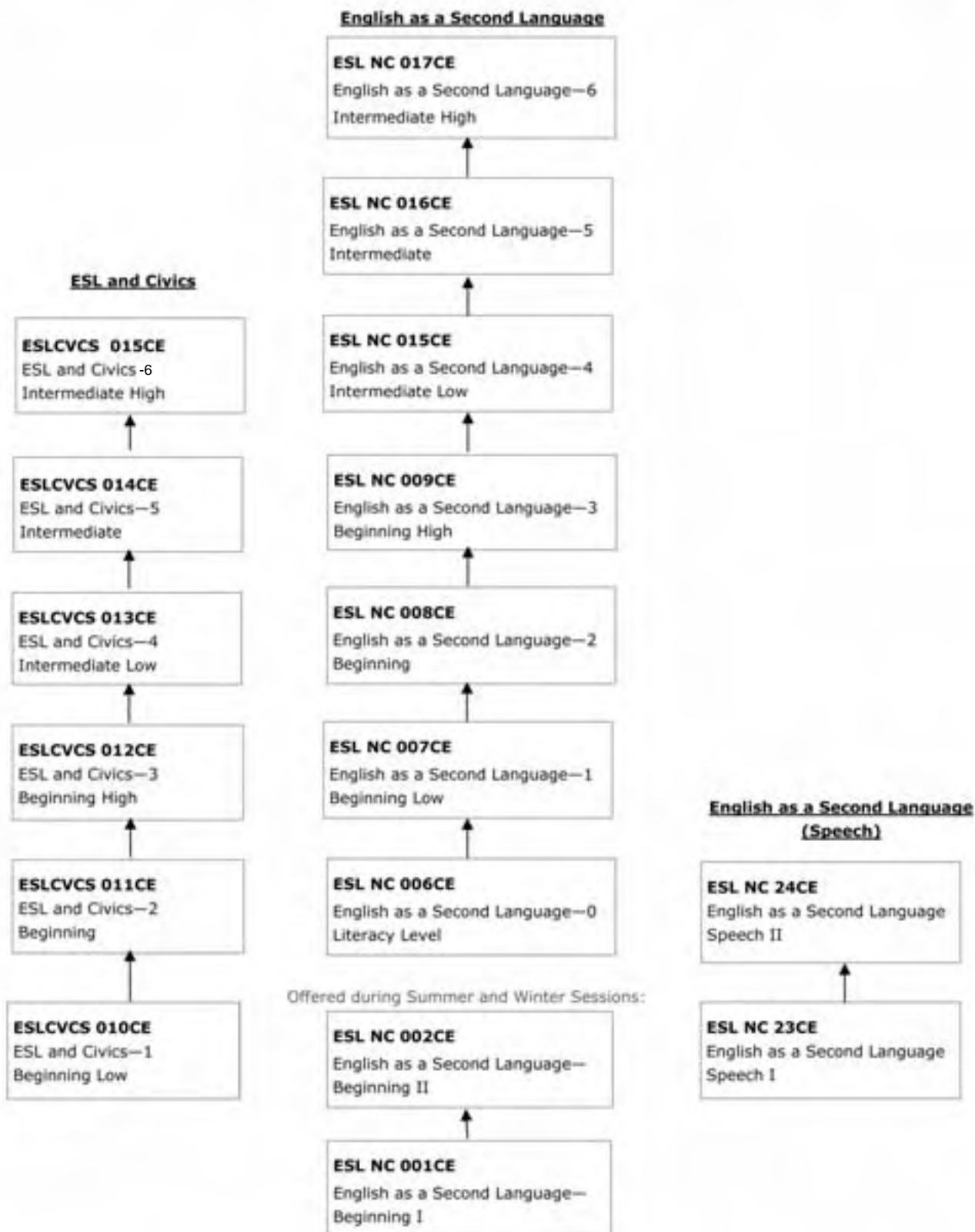
17CE English as a Second Language - 6 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course which emphasizes listening/speaking skills and reading/writing skills at a high-intermediate level. This class focuses on understanding and engaging in extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students read authentic material and identify the main idea, supporting details, vocabulary development, and inferences. They focus on developing organization patterns for compositions and essay writing including organization sentence structure, and the writing process.

Continuing Education Noncredit Course Sequence for ESL



23CE English as a Second Language Speech I (0)

Prerequisite: None.

Lecture, 6 hours.

This is an open-entry open-exit course that emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate low level. The focus of the course is on comprehending and developing listening and speaking on topics in social and academic environments. Students also learn to give brief prepared oral presentations. Students will focus on practicing pronunciation skills for better oral communication and developing rhythm, stress, and intonation patterns of English conversation

24CE English and a Second Language Speech II (0)

Prerequisite: None.

Lecture, 6 hours.

This is an open-entry open-exit course which emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate level. This class focuses on understanding and engaging in increasingly extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students focus on practicing more complex pronunciation skills for better oral communication. They also develop rhythm, stress, and intonation patterns of English conversation

ESL CIVICS (ESLCVCS)

(formerly Citizenship)

10CE ESL and Civics 1

Prerequisite: None.

Lecture, 1 hour.

This is an open-entry/open exit course. This course is intended for beginning English speakers at skill level 1, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on living in the United States, housing issues, and U.S. history (Colonies, Bill of Rights, and Founding Fathers).

11CE ESL and Civics 2

Prerequisite: None.

Lecture, 1 hour.

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 2, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on issues related to employment, job interviewing, and United States history and government (First Government, Constitution, Branches of Government).

12CE ESL and Civics 3

Prerequisite: None.

Lecture, 1 hour.

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 3, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on city, county, and community services and topics related to United States history (Civil War and Civil Rights Movement).

13CE ESL and Civics 4

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 4, as recommended. Intermediate low listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions on education and early United States history (Declaration of Independence, First Four Presidents, Constitution).

14CE ESL and Civics 5

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 5, as recommended. Intermediate listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions and written assignments on becoming work ready, workplace safety, and interactions with co-workers, as well as the judicial branch of government and national symbols and holidays.

15CE ESL and Civics 6

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 6, as recommended. Intermediate high listening, speaking, reading and writing skills are emphasized. Learners engage in discussions and written assignments. The focus of the course is on the role of state and local governments, the U.S. electoral process, and living and working in the U.S.

HEALTH AND SAFETY EDUCATION (HLTHED)**8CE Physical Fitness**

Prerequisite: None.

Lecture, 3 hours.

PARENTING (PARENT)**20CE Parent-and-Baby**

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course that will cover issues concerning bed time routines, food and nutrition, reading to infants, discipline, day to day challenges, holiday stress and young children, and diversity. Both Parent and infant (0-3) must attend together.

SUPERVISED LEARNING ASSISTANCE (TUTOR)**1T Supervised Learning Assistance**

Prerequisite: None.

Lab, 20 hours.

Upon faculty/counselor referral, student will receive tutoring in designated subject areas in various tutoring labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance 001T will not appear on the student's transcript.

VOCATIONAL EDUCATION (VOC ED)**82CE Certified Nurse Assistant**

Prerequisite: None.

Lecture, 2.80 hours, Lab, 12.70 hours.

This course is designed to prepare students for the California State Certified Nursing Assistant Examination. Topics covered include patient rights, communication and interpersonal skills, safe environment, body mechanics, principles of asepsis, weights and measures, resident care skills and procedures, vital signs, nutrition, emergency procedures, long term care resident, rehabilitative/restorative care, observation and charting, and death and dying.

83CE Home Health Aide Program*Prerequisite:* VOC ED 82CE**Lecture, 1.16 hours, Lab, 2.16 hours.**

This course is designed to prepare students for the California State Certified Home Health Aide License. The program prepares students to appropriately take care of clients in the clients' home. Topics address issues with home safety, nutrition in the home, and working with home health agencies.

96CE Blueprint for Workplace Success*Prerequisite:* None.**Lecture, 2 hours.**

This class is designed to provide students with the necessary tools and skills to develop an understanding of themselves in the context of the workplace and assist them in the creation of a workplace portfolio (or "blueprint"). Topics covered include self-discovery, time management, job market realities, workplace skills, effective communication, contacting employers, interview preparation, getting hired, and maintaining employment.

98CE 30 Ways to Shine as a New Employee*Prerequisite:* None.**Lecture, 0.67 hours.**

This course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing positive attitude, and formulating balance between home and work.

114CE Microcomputer Literacy 1*Prerequisite:* None.**Lecture, 0.5 hours; laboratory, 1.5 hours.**

This open-entry/open-exit course familiarizes students with computer workplace skills. Students will be exposed to a demonstration of word processing and the Internet.

115CE Microcomputer Literacy 2*Prerequisite:* None.**Lecture, 0.5 hours; laboratory, 1.5 hours.**

This open-entry/open-exit course will help to familiarize students with basic spreadsheet and PowerPoint applications. Students will distinguish between basic commands including: saving, deleting rows, and editing. The course will also cover the use of PowerPoint and its basic functions.

301CE Customer Service A: Introduction*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with relevant skills to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention.

302CE Customer Service B: Communicating with People*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to introduce the student to key elements in communication with people. The student will learn verbal and non-verbal communication, listening skills, and to be a facilitator of communication skills.

303CE Customer Service C: Team Building*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an understanding of teamwork, common problems teams encounter and how to solve them. The students will learn to recognize various team player personalities and styles, and characteristics of an effective team.

304CE Customer Service D: Attitude in the Workplace*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with key skills in the area of attitude. The student will be introduced to the concepts of "attitude", the three types of attitudes, and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude and turnaround strategies to battle these negative attitudes.

305CE Customer Service E: Values and Ethics*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with understanding of the importance of values and ethics in the workplace. The importance of values and ethics and why people participate in unethical behavior will be emphasized.

306CE Customer Service F: Time Management*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an introduction to the concept of time management principles and specific techniques that assist in maximum use of time. Basic concepts of prioritizing and delegation will be discussed.

307CE Customer Service G: Stress Management*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an introduction to stress management and its effects in the workplace. Included is the recognition of internal and external stresses and stress management tips and techniques.

308CE Customer Service H: Conflict Management*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an understanding of what conflict is and one's conflict style. The student will learn skills for resolving interpersonal conflict and strategies to bring out the best of others and self.

309CE Customer Service I: Decisions/Problem Solving*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an introduction to decision making and problem solving. The student will learn steps in making decisions, blocks to problem solving, and techniques to solving problems.

310CE Customer Service J: Managing Change*Prerequisite:* None.**Lecture, 0.5 hours; Lab, 0.2 hours**

This noncredit open entry/open exit course is designed to provide the student with an understanding of change and the influence on individuals. Topics will include understanding change, reasons for resistance to change, paradigms and communicating change.



ACADEMIC POLICY

Open Enrollment

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

Summer/Winter Sessions

Summer/Winter Sessions are offered subject to approval by the Board of Trustees.

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college. At the same time, the District has a responsibility, to fulfill public information needs (i.e., information about students participating in athletics, announcements of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college Records Officer, designated by the Chief Administrative Officer on each campus. The Records Officer may be contacted via the Admissions Office. Copies of the Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Records Officer. A student has the right to receive a copy of his or her records, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Admissions Office).

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

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

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

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Admissions Office.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Units of Work/Study Load

Study Load Limitations

Maximum unit requirements are as follows:

Fall/Spring Semesters

1. The maximum study load is 18 units during a regular semester. The normal class load for students in the Fall or Spring semester is 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students.
2. Students who desire to take 19 or more units must obtain counselor approval after the semester begins by presenting an add card signed by the instructor for each class they wish to add.
3. The maximum study load for a student who has been on academic and progress probation for two consecutive semesters is **6 units**. Students who desire to enroll in more than 6 units must obtain counselor approval.

Summer and Winter Sessions

1. Students are limited to a maximum study load of 8 units per session.
2. To enroll in two courses per session that total more than 8 units but do not exceed 10 units, students must go to the Admissions Office. No other enrollment unit requests will be considered until the session begins.

Students must see a counselor with an add card signed by the instructor for each class they wish to add.

Enforcement of 30-Unit Limit on Basic Skills Courses

Title 5, California Code of Regulations, limits a student from taking more than 30 units of “remedial” course work, which is defined as “nondegree-applicable basic skills courses.” Effective Winter 2010, the LACCD registration system will prevent students who have exceeded this limit from enrolling in additional basic skills courses. However, a student who has reached this limit, but enrolls in a credit or non-credit English as a Second Language (ESL) course, will be allowed to also enroll in additional basic skills courses. Students with a learning disability may request an exemption through the Services for Students with Disabilities office (formerly DSPS). Also, this limitation does not apply to enrollment in non-credit basic skills courses.

Petitioning the 30-Unit Limit on Basic Skills Courses

Students may petition by submitting a General Petition to the Graduation Office. The petition must include a Student Educational Plan issued by a counselor.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- Developmental Communications 22A, 22B, 22C, 22D, 22E, 23, 35, 36A, and 36B
- English 21, 33, 67, 68, 80, 82, 83, 361, and 362
- Learning Skills 1, 2, 4, 10, 40, and 41
- Math 105 and 112
- Speech 61, 62, 64, and 66

Supplemental Instructional Materials

Some of the classes offered may require students to provide those materials which are of continuing value to the student outside of the classroom setting. These materials may be purchased at the campus bookstore.

Attendance Regulations

The only students who may attend classes are those who have been admitted to the college and are in approved active status.

Students are expected to attend every meeting of all classes for which they are registered. Violation of this regulation may result in exclusion from class as specified in Administrative Regulation E-13. Provisions of Administrative Regulation E-13 include the following:

1. STUDENTS WHO HAVE PREREGISTERED FOR A CLASS AND WHO DO NOT ATTEND THE FIRST MEETING OF THE CLASS FORFEIT THEIR RIGHT TO A PLACE IN THE CLASS. SPECIAL CIRCUMSTANCES MAY BE CONSIDERED BY THE INSTRUCTOR.
2. Whenever absences in hours exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances which may

justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class.

3. Three cases of tardiness may be considered equivalent to one absence.
4. It is the student’s responsibility to consult with an instructor regarding any absences that would alter the student’s status in the class. Instructors may be reached by calling the department or writing to the instructor at the college address.

Auditing Classes

Students may be permitted to audit a class under the following conditions:

1. Payment of a nonrefundable \$15 per unit fee. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the class for credit.
4. Permission in the form of a signed “Add Permit” marked “Audit” must be obtained from the instructor.
5. The fees are non-refundable and payment is due upon processing the audit form.
6. Transferring from “credit” to “Audit” after the deadline to add is not permitted.
7. **Audit classes are not covered by Financial Aid.**

Adding Classes

1. After you have turned in your application, you will be given directions on how to follow our matriculation process.
2. You will be given an appointment to register at the time of application.
3. You may enroll in open classes by using the internet registration system, calling the STEP telephone registration system, or in person at the college.
4. To add classes after the first week of the semester, you must obtain an Add Permit form from the instructor of the class.

Campus Procedure

No semester courses may be added after the normal add period (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

Withdrawal

Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions Office or use the internet or telephone system. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the 11th week (75%) in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After the 11th week or 75% completion of the course, a student is assigned a letter grade (A through F). Instructors are not obligated to exclude a student for non-attendance. **It is the student's responsibility to withdraw officially.**

Dropping Classes

THROUGH THE 3rd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first three weeks of the semester (or 30% of the class for short-term classes).

THROUGH THE 11TH WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 4th through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal).

Concurrent Enrollment/Schedule Conflicts

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

Concurrent enrollment in courses which are cross-referenced to each other (i.e., courses designated same as in the District Directory of Educational Programs and Courses) will be rejected by the computer.

The computer will also reject enrollment in classes scheduled or conducted during overlapping times.

Math and English Competency Requirement

Students entering prior to Fall 2009 must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by achieving a grade of "C" or better in appropriate courses, recommended by the District Academic Senate, and approved by the Chancellor or by achieving a passing score on an examination or examinations recommended by the District Academic Senate and approved by the Chancellor.

Effective for all students entering on or after the Fall 2009 semester, competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics

shall be demonstrated by obtaining a satisfactory grade in Mathematics 125 (Intermediate Algebra), or another mathematics course at the same level and rigor, or higher, and with elementary algebra or higher as a prerequisite, as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements may also be met by obtaining a satisfactory grade in courses with English and mathematics content (but taught in subjects other than English and mathematics), which require entrance skills at a level equivalent to those necessary for English 101 and Mathematics 125, respectively, and are taught at the same level and with the same rigor. The District Academic Senate shall recommend such courses to the Chancellor for approval.

Credit for Prerequisites

Students may not be concurrently enrolled, within the same session, in a course and its prerequisite(s).

Challenging a Prerequisite (see page 9)

Credit By Examination

Some courses in the college catalog are eligible for credit by examination.

1. Method of obtaining credit by examination:

Satisfactory completion of an examination written, administered and graded by the discipline faculty at the college in lieu of completion of a course listed on the approved list below (Courses Approved for Credit by Examination).

2. Determination of eligibility to take the examination

- A. The student must be currently registered in the college and in good standing with a minimum grade point average of 2.0 in any work attempted at the college.
- B. The student must have completed 12 units within the L.A. Community College District, unless the petition is for a Career Technical Education course with an approved high school articulation agreement.
- C. The course for which credit is requested must be listed on the approved list below (Courses Approved for Credit by Examination).
- D. The student is not currently enrolled in, or has completed a more advanced course in the discipline.

3. Maximum Credit Allowable and Limitations

- A. The maximum number of units that may be earned through Credit by Examination toward the associate degree shall be 15. Credit by examination transferred from other institutions is counted toward this maximum.
- B. Credits acquired by examination are not applicable to the meeting of such unit load requirements as Selective Service deferment, veterans' or Social Security benefits or scholastic honors.
- C. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence.
- D. A student who does not pass the exam for a course may not repeat the exam.

4. Recording of Credit

The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading method of the course, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

5. Filing a Petition

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson. Students should contact the Admissions Office for a card early in the semester. The date and time of the examination are the responsibility of the department chair and/or faculty involved. Further information on this topic may be obtained from the Admissions Office and/or department chairperson of the subject area concerned.

Jewish Studies 13, 14
 Mathematics 115, 120, 125, 215, 225, 238, 239, 240, 245, 260, 265, 266, 270, 275
 Nursing Science 101, 102, 103, 104, 105
 Oceanography 1
 Physics 5, 12
 Physical Science 1
 Photography 10
 Respiratory Therapy 1, 2, 3, 4, 5, 6, 7, 11, 15
 Theatre Arts 100, 110, 301
 Tool & Manufacturing - All Classes

CREDIT FOR EXTERNAL EXAMS

Student may be awarded credit for external exams once enrolled at the college. Each external exam follows distinct policies.

ADVANCED PLACEMENT (AP) EXAM CREDIT

Course equivalency for Advanced Placement exams, for purposes other than meeting general education and graduation competency requirements for the Associate Degree are described below. To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Valley College during the semester in which credit is to be granted. Advanced Placement exam scores must be 3 or higher in order to receive credit. Students may file a petition for credit by seeing a counselor in the Counseling Department. Official AP score reports must be sent directly to the Admissions Office.

Please refer to page 23 for a chart on how general education credit is earned for the IGETC general education plan requirements. Please refer to page 27 for a chart on how general education credit is earned for CSU general education certification. Please refer to page 36 for a chart on how general education credit is earned for LAVC general education. The amount and type of transferable credit granted towards a university's admission or major requirements are determined by that university's AP policies and not by Valley's policies; a university's policies often differ from Valley's policies. See a counselor for further information. Credit acquired by AP exams is not applicable towards meeting unit load requirement of Veterans Administration benefits, Social Security benefits, or athletic eligibility.

The following is a list of course equivalencies for Advanced Placement exams. This course equivalency information is used for satisfying Associate Degree major or Certificate requirements.

Courses Approved for Credit by Examination

Accounting 1, 21, 22
 Administration of Justice – All Classes
 Architecture – All Classes
 Business 31, 38
 Computer Applications and Office Technology 7, 31
 Child Development 1, 172
 Drafting 1, 2, 16, 17
 Electronics 2, 4a, 6a
 Engineering 1, 2 52
 Geography 1, 2
 Geology 1, 2
 Hebrew 3, 4

AP EXAM	COURSE EQUIVALENCY
Calculus AB	Math 265
Calculus BC	Math 265
Comparative Government & Politics	Political Science 2
English Language	English 101
English Literature	
Score of 3 or 4	English 101
Score of 5	English 101 + 102
Environmental Science	Environmental Science 1
European History	History 2
French Language	French 4
French Literature	French 4
German Language	German 4
Human Geography	Geography 2
Music Theory	Music 201
Physics B	Physics 6 & 7
Physics C (Mechanics)	Physics 37
Psychology	Psychology 1
Spanish Language	Spanish 4
Spanish Literature	Spanish 4
Statistics	Math 225 or Statistics 1
U.S. Government & Politics	Political Science 1
U.S. History	History 11

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

Valley College will grant 3 elective units towards the Associate degree for each of the CLEP General Examinations passed with a score of 500 or higher on the 1978 scale, or 450 on the 1986 scale. No specific course credit is granted for CLEP exams; thus, they cannot be used to fulfill general education, major, or competency requirements. Valley College does not grant any credit for the CLEP Subject Examinations.

To be eligible for the elective credit, the student must be enrolled at Valley College during the semester when credit is to be granted.

Transferable credit for CLEP exams will depend on the policies of the university to which the student intends to transfer. For information regarding university CLEP policies, transfer students should confer with a Valley College counselor.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a C or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. Credit for graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

- a. Thirty (30) semester units of credit is granted to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the college to which application is made.
- b. The work of graduates of Diploma Schools of Nursing outside California are recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
- e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

Students who are currently serving in or have served in the military service may, after successful completion of at least one course with the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

For completion of military basic training, students will be granted one unit of Physical Education credit and 6 units of elective credit. Students may also request an evaluation of credit earned at other military service schools and/or occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for Law Enforcement Academy Training
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
 - a. Credit is given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
 - b. A single block of credit will be given and identified as academy credit.
 - c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.
- c. The hours completed and their semester-unit equivalencies.
- d. Grades- U.S. equivalent (i.e., A-F), pass/no-pass, or percentage, including the percentage required for passing.
**ONLY elective credit will be granted if any of the above criteria is not met.

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

Campus Procedure

The college makes the final judgment regarding the acceptability of courses from non-accredited schools.

Foreign Transcript Credit Limits Policy

1. Credit may only be granted after completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average. Other conditions are noted in the LAVC Catalog. Please refer to Associate Degree and Certificate Program sections.
2. LAVC only grants credit toward an LAVC Associate Degree or an LAVC occupational certificate.
3. LAVC can NOT grant credit for any other colleges or universities. For example, if you want to earn a Bachelor's degree from a university, that university will evaluate your credit; LAVC can NOT grant credit for another institution.
4. At LAVC you can NOT use foreign credit for California State University (CSU) General Education Certifications, or for the Intersegmental General Education Transfer Core Curriculum (IGETC). If you are a LAVC student and want to use foreign credit toward general education at CSU or University of California, you must follow that university's "Native Student Plan" for general education. See a counselor for more information.
5. A maximum of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
6. In order to be considered for UNIT credit, the evaluation, conducted by the independent transcript evaluation service, must include the following:
 - a. Description of the country's higher education system and the role of the institution in that system.
 - b. Verification that the institution is approved by the country's approving/accrediting agency (e.g., ministry of education).
7. In order to be considered for COURSE credit, in addition to the requirements listed above in #6, the evaluation must include the following for each course:
 - a. Course description
 - b. Topics covered
 - c. Hours (lecture and/or lab hours)
 - d. Prerequisites), if applicable
8. If course equivalency is granted the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except:
 - a. No course taken outside the United States, may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
 - b. No course taken at institutions of higher learning outside the United States may be used to satisfy Associate Degree's American Institutions requirement.
 - c. Course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements but may be used for elective credit.
 - d. Courses that are part of a program that also meets licensing requirements (i.e., Nursing, Respiratory Therapy, Child Development) must be evaluated by LAVC's General Petitions Committee (refer to #7).

PROCEDURES

1. Obtain an official translation of your official transcript.
2. Obtain a preliminary evaluation of your credit from an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. Have evaluation mailed directly to LAVC:

Graduation Office
Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401-4096
3. Once the evaluation is received by LAVC, complete a GENERAL PETITION requesting that LAVC grant credit for the work listed on the evaluation, indicating the type of credit requested (i.e., unit, course equivalent). A blank General Petition is attached to these instructions.
4. Submit the GENERAL PETITION, and your official transcript, to the LAVC Graduation Office.
5. You will receive credit information with a few weeks after petitioning.

Pass/No Pass Courses

The grade of P (Pass) (formerly CR) will be given if the performance in class is equal to a C grade or better. The grade of NP (No Pass) (formerly NC) will be given if the performance in class is equal to a D or FAIL grade. The petition is filed in the Admissions Office. A student who has received credit for a course taken on Pass/No Pass cannot repeat that course. A student must have a C or better average in all work attempted at LAVC.

Students considering taking courses for Pass/No Pass in their major field should see a Counselor or major field department chairperson in order to avoid loss of credit.

The courses listed below may be taken on a Pass/No Pass basis providing the student meets the requirements for enrollment on this basis. Information concerning the requirements is available in the Admissions Office. In order to take a class on a Pass/No Pass basis the student must make such request in the Admissions Office by Friday of the 5th week of the semester. A Pass grade is granted for performance which is equivalent to the letter grade of C or better. In addition to courses designated Pass/No Pass Only (Developmental Communications 22A-E, 35; English 21, 33, 67, 83; Personal Development 1, 4, 6; Nursing 185; Learning Skills 1A, 2A, 4, 40, 41) students may take only one class per semester on a requested Pass/No Pass basis.

- Administration of Justice: All Courses
- African American Studies: All Courses
- Architecture: All Courses
- Anthropology: All Courses (except Anthro 185, 285, 385)
- Armenian: All courses
- Art: 101, 102, 103, 105, 109, 112, 115, 116, 201, 501
- Astronomy: All Courses
- Biology: All Courses
- Broadcasting: All Courses
- Business: All Courses
- CAOT: All Courses
- Chemistry: All Courses
- Chicano Studies: All Courses
- Child Development: All Courses (except Ch Dev 22, 23, 185, 285, 385)
- Cinema: (non majors only) 104, 105, 106, 107
- Dance Specialties: All Courses
- Dance Studies: All Courses
- Dance Techniques: All Courses (except DanceTQ 446)
- Drafting: All Courses
- Economics: All Courses (except Econ 2)
- Education: 2
- Electronics: 2
- Engineering, General: All Courses
- English: All Courses (except English 28, 101 and 103)
- Environmental Science: All Courses
- Environmental Studies: All Courses
- Family & Consumer Studies: 31
- Finance: All Courses
- Fire Technology: All Courses
- French: All Courses
- Geography: All Courses
- Geology: All Courses
- German: All Courses
- Health: 10, 11
- Hebrew: All Courses
- History: All Courses
- Humanities: All Courses
- Italian: All Courses
- Jewish Studies: All Courses
- Journalism: 101, 105, 106
- Law: All Courses
- Learning Skills: 41
- Library Science: 101
- Linguistics: All Courses
- Management: All Courses
- Marketing: All Courses
- Mathematics: All courses
- Meteorology: All courses
- Music: 101, 111, 141, 152, 250, 321
- Numerical Control: All Courses
- Nursing: 799
- Nursing Science: 101, 102, 103, 104, 105
- Oceanography: 1, 10
- Personal Development: 20
- Philosophy: All Courses
- Photography: 9, 10, 20, 21, 23
- Physical Education: All Courses
- Physical Science: 1, 14
- Physics: 5, 12
- Political Science: All Courses
- Psychology: All Courses (except Psych 1, 2)
- Real Estate: All Courses
- Recreation: All Courses
- Sociology: All Courses
- Spanish: All Courses
- Speech: All Courses
- Statistics: 1
- Theater: 100, 125
- Tool and Manufacturing: All Courses

(List subject to change)

NOTE: A STUDENT WHO HAS RECEIVED A GRADE OF "PASS" FOR A COURSE TAKEN ON A PASS/NO PASS BASIS MAY NOT CONVERT THE "PASS" GRADE TO A LETTER GRADE.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following *Grading Symbols and Definitions Policy*. The determination of the students grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a students record shall be done only upon authorization by the instructor of the course and approval of the Vice President of Academic Affairs.

In the case of fraud or incompetence, the final determination concerning removal or change of grade will be made by the College President.

Grading Symbols and Definitions

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

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

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (at least Satisfactory. Units are not counted in GPA, P has the same meaning as CR.)	
NP	No Pass (less than satisfactory or failing. NP has the same meaning as NC.)	

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

The following non-evaluative symbols may be entered on a students record:

SYMBOL	DEFINITION
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I Incomplete

Incomplete academic work for enforceable, emergency, and justifiable reasons at the end of the term may result in an I symbol being entered in the students record. The condition for removal of the I shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the I and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the I is made up or the time

limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" symbol shall not be used in calculating units attempted nor for grade points. **THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete (I) may not be repeated unless the I is removed and has been replaced by a grade of D or F. This does not apply to courses which are repeatable for additional credit.

SYMBOL	DEFINITION
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IP In Progress

The IP symbol shall be used only in those courses which extend beyond the normal end of an academic term. IP indicates that work is in progress, but that assignment of a substantive grade must await its completion. The IP symbol shall remain on the students permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the students record for the term in which the required course work is completed. The IP shall not be used in calculating grade-point-averages. If a student enrolled in an open-entry, open-exit course is assigned IP at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the students permanent record for the course.

SYMBOL	DEFINITION
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W Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

No notation (W or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

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. An evaluative grade (A, B, C, D, F, P, NP) is assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized as extenuating circumstances shall be recorded as W.

The W shall not be used in calculating units attempted nor for the students grade-point-average.

W's are used as factors in probation and dismissal.

SYMBOL	DEFINITION
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RD Report Delayed

The RD symbol is assigned by the Admissions Office only in those cases where there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation replaced by a permanent symbol as soon as possible.

HOW TO ACCESS YOUR GRADES

Access Grades Online

Follow the steps below:

1. Go to the LAVC homepage at www.lavc.edu
2. Right click on [Register for Classes](#)
3. Enter your Student ID and 4 digit PIN. Right click on submit.

Grading Standard

A course grade of "C-" does not satisfy the "C or better" requirement for purposes of prerequisites, competencies or transfer to UC or CSU.

Course Repetition and Activity Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked RPT in the course description section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity (see list below of courses

that are considered the same activity), such as twice in Theater 232, Play Production (RPT3), and twice in Theater 233, Play Production (RPT3). Any combination may be used as long as 4 enrollments in one activity are not exceeded. Excess enrollment will result in an administrative drop.

The following is a list of courses considered the same activity:

DANCETQ 225, 696, PHYS ED 225, 696
 PHYS ED 101, 102, 695
 PHYS ED 203, 662
 PHYS ED 219, 681
 PHYS ED 228, 666
 PHYS ED 229, 668
 PHYS ED 230, 690
 PHYS ED 304, 665
 PHYS ED 322, 684
 PHYS ED 328, 678
 THEATER 232, 233

Final Examinations

Final examinations are held in all subjects according to a schedule published each semester. No student will be excused from a final examination. Should circumstances develop which justify a students requesting a special examination at a time other than scheduled, the student must secure permission from the instructor.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a petition for graduation early in the semester BEFORE they expect to complete their requirements. The deadlines for filing each semester are listed in the front of the Schedule of Classes. The Graduation Office in the Administration Building has the necessary forms. Students filing the petition will be notified of the results by mail.



Academic Standards

Academic Standards for Probation/Dismissal

The following standards for academic/progress probation and dismissal shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation/Dismissal shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall 1981 is excluded from probation calculations.

Probation

A student shall be placed on probation if any one of the following conditions prevails:

- a. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a C (2.0).
- b. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent.
- c. **TRANSFER STUDENT.** The student has met the conditions of a. or b. at another college within the Los Angeles Community College District.

Units Attempted, for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student has enrolled.

Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the students cumulative grade-point-average is 2.0 or higher.

Progress Probation

A student on progress probation because of an excess of units for which entries of No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Intervention for Students on Probation

The maximum study load for a student who has been on academic or progress probation for two consecutive semesters is 6 units during a regular (fall or spring) semester. Students who desire to enroll in more than 6 units must obtain counselor approval.

Dismissal

A student who is subject to dismissal, and who has not been continued on probation through the appeal process, shall be notified by the College President (or designee) of dismissal, which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Academic Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of 3 consecutive semesters.

A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

Progress Dismissal

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled and for which entries of No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled and for which entries of W, I, and NP are recorded is less than fifty percent (50%).

Appeal of Dismissal

A student who is subject to dismissal may appeal. A student may be allowed to continue on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 major (Fall, Spring) semesters have elapsed. The student shall submit a written petition (Petition for Reinstatement) requesting readmission to the college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

Academic Petitions

Students may petition to the Academic Petitions Committee for waiver of certain college-wide academic requirements or for review of decisions affecting their academic status. Academic regulations contained in Title 5, California Administrative Code, are not subject to petition. Petitions may be filed in the Graduation Office in the Admissions Office.

Academic Renewal

Students may submit a petition in the Admissions Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

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

If the conditions are met, academic renewal shall be granted, consisting of:

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

Academic renewal actions are irreversible.

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

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

Campus Procedure

Petitions for academic renewal are available in the Counseling Office.

Course Repetition to Remove a Substandard Grade

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

The Chancellor, in consultation with the District Academic Senate, may adopt regulations to limit course repetition within specific programs.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

A. FIRST AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

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

B. THIRD COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

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

1. Received three substandard grades for the same District course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. "Extenuating circumstances" may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.
3. Had the petition approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Attendance for a third repetition may not be claimed for state apportionment.

Upon completion of the third repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record will be so annotated. The three lowest substandard grades will not be used in the computation of the grade point average.

Repetition of Courses in which a Satisfactory Grade was Recorded

- a. Repetition of courses for which a satisfactory grade ("A," "B," "C," "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course.
- b. When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of subsection "a" and "b" of this section shall not be counted in calculating a student's grade point average.
- d. The college's procedures for allowing repetitions under subsections "a" and "b" shall be developed in conjunction with the college senate in accordance with the provisions of Chapter XVIII of the Board Rules — ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.
- e. Repetition of courses where a satisfactory grade ("A," "B," "C," or "P") has been recorded shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

The college may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college's process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules – ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- f. A student may repeat any course if the college has properly established a recency prerequisite for a course, of there has been "significant lapse of time.

If the district determines that a student needs to repeat an activity course due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, CCR, subdivision (c)(4), except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of time may be allowed.

- g. A student with a disability may repeat a special class for students with disabilities any number of times, based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 CCR section 56029.

Background: This revision conforms to the August 2007 revisions of Title 5, California Code of Regulations.

Transcript

Upon written request of the student, a copy of the students academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student may obtain an official transcript or verification at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the ability of the college to provide this service. Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

The students transcript will be withheld if: 1) any library books or other library materials are charged to the student and are not returned, or 2) there are any unpaid fees or charges due to the college. The transcript will be withheld until these obligations of the student to the college are discharged. For information, contact the Admissions Office

Transcript Acceptance Policy

Official academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail. No transcripts are accepted directly from students.

Awards

Honors with Associate Degree

Summa Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.9 or more scholastic average in all work taken.

Magna Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.7 or more scholastic average in all work taken.

Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.3 or more scholastic average in all work taken.

President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students at Valley College. This certificate is awarded at the college commencement exercises. In order to be considered for the award, a candidate must:

1. petition for the Associate Degree, and
2. achieve a grade-point-average of 3.7 or better in all college work attempted at the time of petition, and be in good standing, and
3. complete at least 50% of all units utilized for the award at Valley College, and
4. if graduation requirements will not be completed until the end of the spring semester, the student must achieve a grade-point-average of 3.7 and be in good standing in all college work attempted at the end of the fall semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.7 GPA, he or she will be awarded the Presidents Distinguished Honor Award.

Students who possess associate, equivalent or advanced degrees are not eligible for this award.

President's Honors List

Students who have appeared on the college's full or part time Deans Honors List for three (3) consecutive semesters will be placed on the President's Honor List. The designation Deans Honors List and President's Honors List will be placed on qualifying students transcripts.

Dean's List

Each semester, those students whose scholastic achievement is outstanding are given public recognition by means of the Dean's List. Also, a notation of this award is added to the students transcript.

Both full-time students and part-time students are eligible for the Dean's Honor List. Full-time students are enrolled in 12 or more graded units and must have completed at least 12 graded units with a grade point average (GPA) of 3.5 or above in the semester they are considered for inclusion on the Dean's List.

Part-time students are enrolled in 6 to 11 units in the qualifying semester. Part-time students must have completed 12 or more cumulative graded units at the college where they are being considered for inclusion on the Dean's List, and they must have at least a 3.5 GPA in the qualifying semester. In calculating the GPA of part-time students, the only grades used will be from courses completed at Valley College.

Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules was established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

WARNING—Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

REPRIMAND—Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

DISCIPLINARY PROBATION—Exclusion from participation in privileges or extra-curricular college activities set forth in the notice of disciplinary probation for a specified period of time. The imposition of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

RESTITUTION—Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

SUMMARY SUSPENSION—A Summary Suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary Suspension is limited to that period of time necessary to insure that the purpose of the Summary Suspension is accomplished, and in any case, no more than a maximum of 10 school days. Summary Suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

DISCIPLINARY SUSPENSION—Disciplinary Suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President, upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

EXPULSION—an expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

Violations of the Standards of Student Conduct Rules and Regulations for which Students are subject to disciplinary action include, but are not limited to the following:

9803.10 **Willful Disobedience.** Willful disobedience to directions of college officials acting in the performance of their duties.

9803.11 **Violation of College Rules and Regulations.** Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

- 9803.12 **Dishonesty.** Dishonesty, such as cheating, or knowingly furnishing false information to college.
- 9803.13 **Unauthorized Entry.** Unauthorized entry to or use of the college facilities.
- 9803.14 **College Documents.** Forgery, alteration, or misuse of college documents, records, or identification.
- 9803.15 **Disruption of Classes.** Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- 9803.16 **Theft of or Damage to Property.** Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
- 9803.17 **Interference with Peace of College.** The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article.
- 9803.18 **Assault or Battery.** Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- 9803.19 **Alcohol and Drugs.** Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or college of the District. "Controlled substance," as used in this section includes, but is not limited to, the following drugs and narcotics: a) opiates, opium, and opium derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.
- The Board's policy on the Drug-Free Workplace, adopted March 22, 1989, restates these prohibitions.
- 9803.20 **Lethal Weapons.** Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.
- 9803.21 **Discriminatory Behavior.** Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.
- 9803.22 **Unlawful Assembly.** Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.
- 9803.23 **Conspiring to Perform Illegal Acts.** Any agreement between two or more persons to perform an illegal act.
- 9803.24 **Threatening Behavior.** A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, (such as stalking) which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
- 9803.25 **Disorderly Conduct.** Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.
- 9803.26 **Theft or Abuse of Computer Resources** including but not limited to the following:
- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification or password.
 - Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
 - Use of unlicensed software
 - Unauthorized copying of software
 - Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.
- Use of computing facilities to interfere with the regular operation of the college or District computing system.
- 9804 **Interference with Classes.** Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees.

Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10 Assault or Abuse of an Instructor. Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

9806 Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety direction of district and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Recording Devices, Use of

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

Student Discipline Procedures

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

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available online at www.lavc.edu or in the Office of Student Services.

Student Grade Grievance Procedures**Informal Process**

Student grade grievances are often resolved through an informal process where the student meets with the instructor to discuss the problem. If the issue is not resolved, or the student is unable to meet with the instructor, then the next step in the informal process is to discuss the problem with the Department Chairperson. If a resolution is not obtained in meeting with the Department Chairperson, then the next step is to meet with the area Dean in Academic Affairs.

Formal Process

The Student Grade Grievance Procedure states that in the pursuit of academic goals, students should be free of unfair or improper action by any member of the academic community. At any point up to 120 calendar days after an incident (i.e. a grading error), a student can file a formal "Statement of Grievance" with the Grade Grievance Officer. If there is a complaint about discrimination, including sexual harassment, the College Compliance Officer should be informed immediately. (See contact information below.)

The Education Code specifies that the instructor's determination of student grades shall be final, except in the cases of:

- **Mistake** – some unintentional act, omission, or error;
- **Bad faith** – an attempt to deceive; neglect or refusal to fulfill some duty;
- **Fraud** – a deliberate misrepresentation of the truth to induce another to surrender something valuable or a legal right;
- **Incompetence** – lack of ability, legal qualification, or fitness to discharge a required duty.

A student who can provide evidence that an instructor has given an evaluative grade on any of the above four bases, and has proof to substantiate the claim, may take the following steps under the Student Grade Grievance Procedure.

First Step—File a "Statement of Grievance" within 120 calendar days after the incident giving rise to the grievance. The "Statement of Grievance" form is available in Student Services, online, or by phone. Call Annie G. Reed at (818) 947-2320.

Second Step—A student has until 120 calendar days after the incident to file a "Request for Hearing" form.

The Grade Grievance Officer, at all stages of the process, will attempt to resolve the dispute between the parties.

Third Step—A Hearing Committee meets to determine whether the student has met the burden of proof to go forward with a hearing.

Final Steps—A hearing may be granted and the decision of the Hearing Committee may be appealed. The College President makes the final decision.

Details about the Student Grade Grievance Procedure are available online, in Student Services Office, or call Annie G. Reed (818) 947-2320.

Compliance Officer

The Compliance Officer should be informed if there is a complaint of sexual harassment or discrimination, whether it is formal or informal. If students feel there are grounds for sexual harassment or discrimination, information about methods for resolving a problem, including investigation of complaints and informal resolutions, is available through the Compliance Officer located in Campus Center, Room 108, (818) 947-2463, LAVCCOMPLIANCE@LAVC.EDU.

Drug-Free Environment

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

Violators are subject to disciplinary action and/or prosecution. Student discipline procedures may include warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, and expulsion. Counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Student Right-To-Know Disclosure

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and Los Angeles Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2005, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Los Angeles Valley College, nor does it account for student outcomes occurring outside this three-year tracking period.

Based upon the cohort defined above, 18.99 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2005 to spring 2008. Students who are 'transfer-prepared' have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 15.77 percent transferred to another postsecondary institution, (e.g. UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five semester period, from Spring 2006 to Spring 2008.

Further information about Student Right-To-Know Rates and how they should be interpreted can be found on the California Community Colleges Chancellor's Office Student Right-To-Know Disclosure website at: <http://srtk.cccco.edu/index.asp>.



DISTRICT AND COLLEGE POLICIES

Non-Discrimination Policy

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability (including AIDS), or veterans status (Reference: Board Rule 1202).

Non-Discrimination Policy Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Valley College, please direct inquiries to the Compliance Officer—Equal Opportunity Programs, Title IX/Gender-Equity, and Sexual Harassment—(818) 947-2463, Room CC 108, LAVCCOMPLIANCE@LAVC.EDU. Matters involving Section 504 may be directed to the Office of Administrative Services, (818) 947-2606. In addition, inquiries may be directed to the District Office of Diversity Programs at (213) 891-2315.

Limited English Proficiency

Occupational education classes are open to all students. While the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is recommended that students deficient in English use the services of the college that are provided for persons who are limited in English proficiency or have English as a second language.

Equal Opportunity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding Equal Opportunity at Los Angeles Valley College should be directed to the college Compliance Officer located in the Campus Center, Room 108, (818) 947-2463, LAVCCOMPLIANCE@LAVC.EDU.

Sexual Assault Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to the College Sheriff's Office at (818) 947-2911. (The term "sexual assault" includes threats of sexual violence. (Section 67385(d), Calif. Ed. Code.)

Los Angeles Valley College has a zero tolerance policy for acts of sexual assault. The Los Angeles County Sheriff's Department, the provider of law enforcement services to the Los Angeles Valley College campus, will investigate all allegations of sexual assault on campus and appropriate disciplinary, criminal, or legal action will be taken.

If you become the victim of a sexual assault on or off campus:

- GET to a safe place
- DO NOT shower, bathe, douche, change or destroy clothing
- CONTACT the College Sheriff, M&O Building, (818) 947-2911
 - Immediate medical attention will be provided, as may be required.
 - Confidentiality will be maintained as required by law.
- SEEK medical attention
- SEEK emotional support, referrals, and crisis counseling from:
 - LAVC Student Health Clinic, North Gym, (818) 947-2917/2918
 - Valley Trauma Center 24-hour HOTLINE (818) 886-0453 www.valleytraumacenter.org/ (VTC is a non-profit, multicultural Rape Crisis Center that provides information, referrals, and crisis counseling over the phone. If someone has been assaulted, a VTC volunteer California State Certified Rape Crisis Advocate can be requested to meet the victim at the hospital, police station, or court to provide on-site emotional support, information, and advocacy.)

As soon as possible, the victim of a sexual assault, including date or acquaintance rape, should report the incident to the College Sheriff, or if the incident occurred off-campus, to the jurisdiction where the crime occurred. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering, and/or not disposing of any damaged clothing or other items that are present after/during the assault. Victims are encouraged

to call the College Sheriff after a sexual assault for referral or transport to medical treatment, referral to crisis counseling and legal advocacy, and crime investigation. Sexual assault victims may choose to be assisted by college officials in notifying the proper authorities.

The College Sheriff, with the victim's consent, will immediately conduct a criminal investigation of a reported sexual assault. If the victim wishes, they will also immediately contact the Valley Trauma Center to request that a volunteer California State Certified Rape Crisis Advocate meet the victim at the LAVC Sheriff's Office, hospital, or court to provide on-site emotional support, information and advocacy.

Disciplinary actions will be imposed on individuals found responsible for a sexual assault. College sanctions following campus disciplinary procedures depend on the outcome of the disciplinary proceedings and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.

Colleges and universities that receive federal funding are required by the Jeanne Clery Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Clery Act information at www.securityoncampus.org/schools/cleryact/. LAVC crime stats can be found online at www.lavc.edu/sheriff/disclosures.htm or at www.ope.ed.gov/securitysearch.asp. A copy of the yearly report can be requested from the Los Angeles Valley College Sheriff's Office.

California law requires that certain statutorily-defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College Sheriff's Dept. Office.

Sexual Harassment Policy

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Compliance Officer located in the Campus Center, Room 108, (818) 947-2463, LAVCCOMPLIANCE@LAVC.EDU or by calling the Senior Director of Educational and Student Support Services at (213) 891-2279, or the District Office of Diversity Programs at (213) 891-2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

Drug Free Policy

Los Angeles Valley College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

Smoking Policy

In accordance with Administrative Regulations B6, smoking is prohibited on all property and all indoor and outdoor spaces owned, controlled, or administered by Los Angeles Valley College except in designated areas.

Designated Smoking Areas

There are areas designated for smoking throughout the campus. Please refer to the campus map on the inside back cover of the catalog, on which the designated smoking areas are identified.

A student of the college who knowingly violates the smoking policy is subject to the student code of conduct disciplinary regulations.

Policy on Academic Dishonesty

Trustworthiness and honesty are the foundations of an academic environment in which there is freedom to learn. Los Angeles Valley College is proud to stand for the age-old tradition of academic integrity. This requires that the highest standards be maintained on campus and in the classroom.

Los Angeles Valley College has established the following policy to carry out this tradition. The policy was established in accordance with the standards of student conduct (LACCD Board of Trustees Rule 9803- Adopted June 14, 1995) and is intended to preserve the constitutional rights of every administrator, student,

employee, faculty member and authorized visitor on campus. Violations will result in administrative action on the part of Los Angeles Valley College as outlined in a formal LACCD SD5 Notice of Charges form. This administrative action will follow the rules of due process, and students will have a right to appeal disciplinary actions through the student grievance process.

1. In-class cheating: When taking an examination, unauthorized looking at, procuring or sharing information from any unauthorized sources.
2. Out-of-class cheating: Unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned, graded test or report and resubmitting it as original work to be re-graded; or presenting the work of another as ones' own.
3. Plagiarism: Representation of expression or ideas from either published or unpublished work(s) as students own. This also includes copying software and the violation of copyright laws.
4. Furnishing false information: Forgery, falsification, alteration, or misuse of college documents, records, or identification in class or laboratory situations.

Some Common Examples of Academic Dishonesty

- Copying answers from another student during in-class examinations
- Turning in a report, term paper, or other assignment which has not been written by the student
- The use of notes, books, dictionaries, or other references during an examination that are not authorized by the instructor
- Signing an attendance sheet for another student not present in class
- Text messaging another student during an exam

Consequences of Cheating

For academic dishonesty, penalties will be determined by the instructor. In addition, other penalties for violations of the Student Code of Conduct may be imposed by the Vice President of Student Services.

Repeated Violations

In the case of repeated violations or violations in deliberate disregard to the specific warning, a student will be subject to progressive discipline that could result in more serious sanctions. Violations of the Student Code of Conduct Board Rule 9803 are subject to any of the following types of disciplinary actions:

1. Reprimand
2. Restitution charges for damaged or misappropriated property
3. Disciplinary Probation
4. Disciplinary Suspension
5. Expulsion from the college

How Faculty Should Report Violations

When an alleged incident of academic dishonesty occurs, the faculty member may take the following steps to report the incident:

1. Inform the student and the Department Chair of the alleged violation and the action.
2. Complete the SD5 form (Student Discipline) and submit it with documentation to the Vice President of Student Services. (Campus Center, Room 100A)
3. The Vice President of Student Services will investigate the allegations and recommend any appropriate disciplinary actions, beyond any actions taken by the faculty member specific to course grading.



ACADEMIC RESOURCES AND SERVICES

Tutoring

General Tutoring and Resources

General Tutoring and Resources offers tutoring in basic skills and subjects for which tutoring is not available in the other campus labs. Although we cannot guarantee a tutor for every subject, we strive to meet the needs of all students. We offer drop-in tutoring, primarily in chemistry, physics, accounting and economics. Depending on availability, we may offer other subjects as well, including math, psychology, and sociology. No appointment is necessary to use the drop-in lab, and students may request individual appointments for certain subjects. All tutees must be currently enrolled at Valley. For detailed information, please call (818) 947-2744. General Tutoring and Resources is located next to the temporary Library.

General Tutoring and Resources Information and Reserve Desk houses print and non-print materials (audio and video recordings) and provides an environment for the self-paced use of instructional media materials. The Information and Reserve Desk may be used for credit courses in Developmental Communications, Instructional Television (ITV), and Learning Skills courses, depending on semester offerings. The Information and Reserve Desk also stores audio and video materials on reserve from campus instructors.

Supplemental Instruction (SI) Course Learning and Study Skills (CLASS Tutoring)

The SI and CLASS programs provide academic support in both historically difficult, transferable classes as well as some basic skills courses. Each program offers weekly out-of-class study sessions with the aim of increasing student achievement through integrating course content and effective study strategies. These free, voluntary sessions are conducted in the Learning Center starting the first or second week of class and are scheduled just before or after specific SI-and CLASS-supported courses.

For further information, contact Kristie McClure
Telephone: (818) 947-2744
E-mail: humphrk@lavc.edu

The Writing Center

The Writing Center, located in Humanities 100, offers one-to-one and group tutoring to all LAVC students. The Writing Center staff believes writing is a process with definite stages including invention strategies, idea generation, evidence gathering, outlining, thesis statement development, draft writing, revision, and polishing of final copies; we therefore encourage students to seek help from our experienced tutors from the beginning to the end of their writing process. You may bring in homework assignments, study questions, essay topics, and reading materials from any class you are taking at LAVC.

The Writing Center can help you grow as a writer, reader, and thinker. To assist in this, we provide writing workshops, instructive handouts, group study guides, internet access, and tutorial software. We also offer three laboratory courses: English 67, a writing lab; English 68, a reading lab; and English 69, a writing and revising on the computer lab. Students may also work independently in our Computer Center located directly next door in Humanities 102. A computer lab monitor is always on duty to answer any questions regarding word processing, MLA format, and Internet research.

All students must have a student ID card to receive services in either part of The Writing Center. We recommend that you come to us in the early stages of your assignment. If possible, bring a written copy of your assignment, bring any books required for the assignment, and bring any notes you have already prepared about what you want to say in the assignment. Our staff is ready to help you develop the skills necessary to successfully complete your work in a comfortable, peer friendly, and stimulating learning environment.

In addition to our in-house services, The Writing Center also offers online tutoring available at www.lavc.edu/WCweb/index.html. Our website also provides instructive handouts, self-guided tutorials, assistance for non-native speakers and students writing across the disciplines, and various links for research.

The Writing Center also supports faculty and staff with designing assignments for writing across the curriculum. For further information about our services, call us at 818-947-2810, visit our website link at www.lavc.edu/wcweb/index.html or drop-in to pick up one of our brochures in Humanities 100.

Reading Center

The Psychology Department Reading Center, located in Bungalow 45, offers day and evening classes to improve reading and study skills: Developmental Communications 23, 35, 36 and Psychology 26. Individualized, one unit, credit/no credit programs are also offered in Developmental Communications 22, including computer-assisted instruction. These courses include: basic phonics and reading skills, intermediate reading, speed reading, comprehension, study skills, and vocabulary development at all levels. Diagnostic testing is given in every class and is also available by appointment in the Reading Lab. The lab is open to students at regular posted hours.

All students are encouraged to enroll in the reading program and to take advantage of practice materials, equipment, and counseling available to them in the lab. The program is especially recommended for those beginning college or returning to school. For information, call the Reading Center, (818) 947-2481.

Earth Science & Anthropology Tutoring Lab

The ES&A Tutoring Lab provides peer-tutoring and other services (make-up and practice quizzes, study-skills and test-taking Workshops for students enrolled in Anthropology, Astronomy, Earth Science, Environmental Science, Geography/GIS, Geology, Meteorology and Oceanography. We provide full access to the equipment and materials used in our classes, including the computer lab.

Math Tutoring Lab

The Math Lab is a drop-in tutoring lab for students to get help with their math homework. Three to four tutors are available at any given hour to work with students on a one-on-one basis for short periods of time as needed. The tutors circulate around the lab. In addition to tutoring services, the lab also provides the following: computers with math software, textbooks on reserve, a loan program for videos, CDs, and calculators, math worksheets, and class workshops. For more information contact the Math Lab Supervisor, Teresa Sutcliffe, at 818-947-2851 or by email at sutclitv@lavc.edu.

Biology Tutor & Resource Center

The Biology Tutorial and Resource Center is located on the second floor of the new Allied Health and Sciences Center (AH&Sc 232) and under the direction of Professor Karen Roy The Tutorial and Resource Center is open approximately 50 hours per week and provides students with study materials such as models, microscopes and slides, and supplemental materials provided by instructors. Tutoring includes all biology courses, microbiology, anatomy, and physiology. Join us there. Bring your Monarch card.

Library

The college's library, one of the largest in the San Fernando Valley, has more than 125,000 books and subscribes to over 200 magazines and newspapers. The Library also provides access to a number of electronic databases including full text journals, newspapers, e-Books and reference sources that are available from on or off campus. Students should consider the library their first and best source of learning materials. Students can access these online resources using their campus UIA network account ID. The Library's home page on the Internet, www.lavc.edullibrary.html, provides a link to the online catalog and resources. A staff of experienced librarians and library technicians is always available to assist you. The Library's Reference Desk can be reached at 818-947-2763. All registered students are eligible to check out library materials by showing their LAVC student ID card.

A collection of helpful handouts produced by the Library is available to help library users get acquainted with the Library and its resources. For those who want to learn more about research methods and library organization, the Library offers, Library Science 101, and Library Research Methods, each semester. Each semester the Library offers many workshops focusing on

research skills. Ask for further information at the reference desk in the library.

The Library's web page includes a complete list of library policies and regulations. Students should familiarize themselves with these policies before borrowing library materials. Borrowers will be held responsible for overdue, lost or damaged library materials. The overdue fine policy is posted in the library. A hold will be placed on student records if overdue material is not returned or fines are not paid. Lost materials are billed at the current replacement cost plus a \$10.00 processing charge. If the library judges material to have been damaged by a student, additional fines will be assessed up to the replacement cost of the item. Under the authority of Board Rule 9803, Standards of Conduct, the library reserves the right to restrict library privileges of students who do not abide by these policies.

Academic Computing

The Center for Career and Technical Training (CCaTT)

The CCaTT Lab is a computer lab open to all currently enrolled Valley College students. It is located in the Business-Journalism building, room 103, and is available Monday through Saturday during posted hours. An LAVC Monarch photo ID card, or other current LACCD photo ID card, is required for admittance. For more information contact Ken Freeman at (818) 947-2568.

Lab for Academic and Instructional Resources (LAIR)

The Lab for Academic and Instructional Resources will be temporarily closed due to budget constraints. However, students may use the CCATT lab located in BJ 103. Please watch for future updates.

Other

Service Learning Program

Become a volunteer in your community and make a difference in the world around you!

Los Angeles Valley College's Service Learning Program links students as volunteers with nonprofit agencies. Through volunteer service, students gain valuable practical experience that can be related to any class.

Many Valley College instructors offer extra credit and incorporate Service Learning into their courses enhancing opportunities for learning, while students gain valuable hands-on work experience with community non-profit agencies. Most requirements are about 15 to 20 hours of volunteer service per semester. Students must also maintain a "reflection journal," challenging them to think, write, and talk critically about their experiences.

Benefits to Students

- Greater understanding of course work. Provides examples of real life application of classroom knowledge.
- Connection to college is strengthened, increasing the likelihood of remaining in school, earning higher grades, and achieving educational goals.
- Provides opportunities for career exploration and workforce training.
- Opportunity to develop leadership and teamwork skills.
- Fosters cultural awareness and diversity.
- Increases self-esteem and critical thinking skills.
- Volunteer service can be included in college applications and employment resumes.

For more information, call the Counseling Department:

Rick Brossman, Director (818) 947-2642

Internet: www.lavc.edu

Study Away Program

The Study Away Program at Los Angeles Valley College is dedicated to furthering the development of national, international and intercultural awareness. You can also visit our website at www.lavc.edu/studyaway.

VCAP – Valley College Accelerated Program

Open to all students, the Valley College Accelerated Program (VCAP) offers you the ability to meet your employment and family obligations while earning a college degree or transfer units. Students can customize their college education with flexible options such as short-term evening and Saturday classes, hybrid (classroom-online combination), online, and weekend only classes. VCAP classes can be used alone, or in combination with traditional 16-week classes.

Valley College Accelerated Program (VCAP) offers lower-division general education evening/weekend classes. Additionally, VCAP offers four accelerated transfer degrees, and a Child Development Skills Certificate. The degrees are as follows: 1) General Studies AA Degree; 2) Business/Accounting Transfer and/or Economics AA Degree; 3) Liberal Studies Teacher Preparation (Pre-Teaching Credential); and 4) Allied Health Sciences AS Degree (Pre-Nursing/Dental Hygiene/Respiratory Therapy); and Child Development Certificate A: Associate Teacher, Preschool degree.

With careful planning, a student can earn an Associate Degree in as little as 24 months.

Valley College Accelerated Program consists of **three** core programs: **VCAP Eight Week**, **VCAP Bridge** (English and Math prerequisites), and **VCAP Weekend**.

- VCAP Eight-Week classes generally meet one evening a week and on half day Saturdays. Students usually take two subjects per eight-week session. There are two eight-week sessions offered in the spring and fall, and one eight-week session in the summer.
- VCAP Bridge allows students to take Math and English prerequisites in an accelerated format. These classes usually meet once a week and half days every Saturday. There are two eight-week sessions offered in the spring and fall, and one eight-week session offered in the summer.
- VCAP Weekend consists of general education classes that are scheduled either Friday evenings and Sunday afternoons, or all day Saturday. Classes meet on five or six consecutive weekends, and are offered year round.

For VCAP current course offerings pick up a schedule at Academic Affairs, at the Admissions and Records Information Desk, or at the VCAP Offices located on the second floor of the Campus Center Building in Rm. 215, or visit our webpage at <http://www.lavc.edu/VCAP>, and click on schedule.

VCAP Support Team Contact Information

- Director, Roana Thornock (818) 947-2455; email: thornorm@lavc.edu.
- Senior Office Assistant, Anna Palacios - Robinson (818) 947-2530; email: palacial@lavc.edu.
- Counselor, Neil Roberts (818) 947-2476; email: robertnr@lavc.edu.

Puente

The Puente Program at Valley College is part of a statewide project that helps students to succeed academically, transfer to four year colleges and universities, and become recognized as leaders and scholars.

All students accepted into the Puente Program will:

- Take two writing classes, English 28 in the Fall and English 101 in the Spring
- Read, discuss and write about Chicano/Latino culture
- Take a Personal Development class paired with English 28
- Work closely with the Puente Counselor until graduation and transfer.
- Attend a regional Puente Conference and visit university campuses
- Work with mentors from the community

Puente is open to all students eligible for English 28 in the Fall and willing to participate fully in the entire year-long program. For application, contact: Rod Moore, Puente Instructor (818) 947-2800 moorerv@lavc.edu

Strategic Team for the Advancement and Retention of Students (STARS)

STARS is a program of opportunities for students to become more successful learners. Students and instructors actively engage together in the learning process both inside and outside of classes. STARS students receive an opportunity to determine their own learning goals in the classroom, attend interactive workshops designed to promote student success, and participate in roundtable discussions exploring the learning/teaching process. For more information, contact the Professional Development office at ext. 2569 or go to www.lavc.edu/stars.

STUDENT SERVICES

Art Gallery

The Los Angeles Valley College Art Gallery presents student and faculty artwork, contemporary art, ethnic art and historical exhibitions. The Art Gallery is located in the Art Building on Campus Drive, south of Oxnard Street.

The Historical Museum of the San Fernando Valley

The Los Angeles Valley College Historical Museum contains documents, photographs, and artifacts relating to the San Fernando Valley. It is also a repository for Valley College publications, documents and photographs. The Museum is located in Bungalow 15 at the south end of Burbank Blvd. and is open 8:00 a.m. to 12:00 p.m. Monday, Wednesday and Thursday, closed Tuesday, or by appointment. For more information, please call Curator Bill Carpenter at (818) 947-2373.

Valley Campus Store

Located In Campus Center

Information about the LAVC Valley Campus Store is now available online at: www.lavcbookstore.com

Please bring your registration fee receipt with you to the bookstore. The Cashier will ask you for it when you purchase your textbooks. No refund will be given unless you are officially enrolled in the class at the time of purchase. Keep all your cash register receipts; they are required for all refunds and exchanges.

Regular Hours of Operation:

7:30 am to 7:15 pm - Monday through Thursday

7:30 am to 3:30 pm - Friday

Special and extended hours are posted outside the store during the beginning of each term. Summer hours may be shortened.

The Valley Campus Store carries your required and supplementary textbooks and supplies as well as food, snacks, LAVC clothing, emblematic merchandise, educationally priced software and hardware and Apple Computers.

Textbooks

Required textbooks are arranged alphabetically by subject within their respective department; by course number and alphabetically by the author of the text. The instructor's name will be listed on the shelf tag under the title of the book. Our goal is to have the correct quantity of books in the store in time for classes. You

should not purchase your textbooks until you are officially enrolled. A \$3.00 re-stocking fee may be charged for textbooks returned without proof of official enrollment and/or drop slip. Although detailed records are maintained, shortages may occur. Please ask one of the bookstore employees if you can not locate a textbook or supply item. Used books, if available, are located on the shelf with the New books, marked USED.

Refunds

Students have 10 days from the start of the Fall and Spring semester to return required textbooks. Short term, ITV, summer classes and 5 or 6 week terms have 5 days to return from the start of the semester or term. Special program classes refunds to be determined. **A cash register sales receipt and school identification (registration fee receipt) are required at all times.**

Textbooks may be returned for refund. Certain conditions apply. **Required textbooks and required supplies** may be returned during the refund period if the merchandise is returned in the same condition as when purchased. New textbooks and merchandise must be returned clean, unmarked and in saleable as new condition.

School supplies, supplemental books and supplemental materials may be returned for store credit/exchange only. No refund will be given. Non-required materials are not returnable for example: study guides, workbooks, study aids, cliff notes, dictionaries or any non required materials. There are no returns on Goggles, medical or computer equipment, software and clothing.

After the allowed refund period (see above) there is a **24 hour exchange only** on incorrect or damaged books or merchandise. **No refund will be given.**

- **No refunds on textbooks purchased during FINALS.**
- Shrink wrapped merchandise and textbook bundles that are unwrapped will be charged a \$3.00 wrapping fee.
- New textbooks must be returned, clean and saleable as new to get a full refund. This means the book can not be bent, torn, wrinkled, dirty, soiled or used in any way. Any book returned without a sales receipt may not be refunded or be refunded at the used price.
- Computer software will not be refunded if opened. This includes software bundled with textbooks. Once the software package is opened the textbook may not be returned.
- Computer and Tutorial codes included in textbook bundles and/or sold separately may not be returned once the package is opened and/or the code is exposed or scratched off.

Purchases paid with CASH: will be refunded cash.

Purchases paid by CHECK: A student Registration Fee Receipt AND a valid CA ID or CA drivers' license is required when writing a check. There is a 21 day waiting period for a cash refund on all merchandise paid by check. A credit slip will be issued on the returned merchandise as long as it is returned within the refund period. Merchandise held past the return period will not be accepted.

Purchases paid by CREDIT CARD: A bank credit slip will be issued and credited back to the account. The bookstore accepts Master Card, Visa and Discover. Debit cards are treated like credit cards (with the above logos), but are handled differently by your bank. Check with the bank policy regarding how the money will be credited back to your account.

Textbook Sell Back

Textbook buy back is a service the Bookstore provides for the students so they can sell their used books at the end of each semester or session. The bookstore makes an effort to Buy Back as many textbooks as possible from LAVC students. It is not an obligation on the part of the store, but a service we perform to help keep the cost of books down. The Bookstore has a Wholesale Buyer purchase books back at the end of each session, during finals and again at the beginning of each term (the first three days of class) Textbooks purchased for the bookstore will be purchased at half the original purchase price.

The bookstore will make every effort to purchase books from our students. There are several conditions that affect the value of a textbook at buy back.

- The book must have an order placed by the faculty at the time of buy back. Books may be added to the list as orders are received from the instructors. The bookstore can not be responsible for late book orders that may affect the actual price offered to the students.
- A new edition has not superseded the current one by the publisher.
- Inventory levels require more books.
- The book is not a supplementary (not required) book
- The book is not a workbook, study guide, spiral or has perforated pages.
- The book will survive another semester and is in resalable condition (no water damage, bindings intact, readable, etc.).

**The management reserves the right to refuse a refund, exchange or the purchase of any book at buy back based on the condition of the merchandise.*

Business Office

Please call the Business Office for hours: (818) 847-2318. The Business Office hours are extended during walk-in registration in Monarch Hall (for Spring and Fall semesters only). (During this time, Registration Fee Receipts are issued and enrollment fees are collected. These services are at the Business Office Station in

Monarch Hall.) During Winter and Summer sessions all Business Office transactions are provided at the Business Office building.

CalWORKs Program

CalWORKs (California Work Opportunities and Responsibility to Kids) is an educational and vocational program for students receiving TANF (Temporary Assistance to Needy Families) benefits. The goal of the program is to provide a supportive environment where the student may develop the educational foundation and career skills that will lead to meaningful employment. We offer assistance with child care, counseling, GED evaluation, job development, textbook/materials reimbursement, scholarships, tutoring, workshops, and other services. The office is located in Bungalow 14. Hours of operation are Monday through Thursday 8:00 am to 4:30 pm, Fridays 8:00 am to 12:00 pm. For more information, contact Ellie Rabani CalWORKs Director at (818) 947-2976.

Cafeteria

Full cafeteria service, including breakfast, pastries, hot grill items, pizza, sub-sandwiches, wraps, soups, salads, snacks and beverages, are available during business hours in the Cafeteria Building, located just north of the campus center. A variety of snacks and beverages are available at vending machines located in the arcade and bungalow area.

Campus Center

The Campus Center is a two-story multipurpose building. On the second floor there are classrooms and the offices of the Economics, Philosophy, and HHLPS (History, Humanities, Law, and Political Science) Departments. The ground and lower levels house the Valley College Store; Business Office; Monarch Hall (a multi-purpose room seating 550 people with a full stage which is used for college and community activities such as musical productions, lectures, movies and social events); offices for student organizations; a quiet study room (Fireside Room); a patio; and the student government conference room (CC 104) where the ASU Executive Council meets on Tuesdays at 12:45pm and the ASU Inter-Club Council meets on Thursdays at 1:00pm. Other services offered in the Campus Center:

1. Speech Lab (CC 1, lower level)
2. Extended Opportunity Programs & Services (EOP&S) (Student Service Center 2nd floor)
3. Office of Student Services and Vice President of Student Services (Student Service Center 2nd floor)
4. ASU offices and mail boxes (Student Services Center, 2nd floor)
5. Services for Students with Disabilities (formerly DSPS) (Student Service Center 2nd floor)
6. Compliance Office (CC108)

Child Development Center

The Child Development Center offers child care and development service to the preschool and school age children of student-parents.

Enrollment

Student-parents are given priority enrollment

Programs and Hours

PRESCHOOL PROGRAM: Monday-Friday, 7:45 am to 5:00 pm. Services available for preschool children 3-5 years of age.

SCHOOL AGE PROGRAM: Monday - Thursday 2:30 p.m.-10:20 p.m., and Friday 2:30 -5:00 p.m. Services available for school age children in Kindergarten up to 13 years of age.

Curriculum

The Center's faculty prepares daily activities to provide developmentally appropriate programs for preschool and school age children's cognitive, physical, creative and emotional growth.

Admissions Policy For Child Development Center

The Child Development Center affords all persons full and equal access, regardless of their sex, color, age, ethnic group identification, race, national origin, religion, mental or physical disability (including AIDS), creed, ancestry, pregnancy, marital status, medical condition, sexual orientation, or veteran status. (Reference: Government Code Section 11135, Education Code Section 200, LACCD Board Rule 1202). The Child Development Center programs refrain from religious instruction or worship.

Applications

For applications and information, contact the Child Development Center at (818) 947-2931. Applications must be submitted to the Child Development Center to be considered for service and/or placement on the waiting list.

Location

The Center is located in the northeast parking lot near the corner of Ethel Avenue and Oxnard Street.

Citizenship Center

Prospective U.S. citizens, students, and members of the community are welcome at the Los Angeles Valley College Citizenship Center. Services include: INS citizenship preparation class, noncredit ESL classes, citizenship forms, assistance filling out the citizenship application, and immigration information. The Citizenship Center is located in Bungalow 13 and open Monday through Friday 8 a.m. to 4:30 p.m. Call (818) 947-5594.

Continuing Education

Welcome to Los Angeles Valley College Continuing Education. We offer **free**, noncredit classes, including English as a Second Language, Basic Skills, and Career Technical Education courses. When you visit our office, you will be provided with a schedule of Continuing Education classes. In addition, we can help you with academic, vocational, and personal counseling resources and referrals for financial assistance with books, supplies, child-care, and transportation. We look forward to assisting you. Continuing Education is located in Bungalow 13 and open Monday through Friday 8 a.m. to 4:30 p.m. Please call (818) 778-5594 for further information.

College Advisory Committees

One primary mission of Los Angeles Valley College is career education. In fulfilling that mission, the college provides a variety of programs and services which prepare students for employment and career advancement.

The demands of business and industry determine the various career education programs offered by the college. These include a variety of business, public safety, health and allied health, electronics and engineering, computer programming and high technology, telecommunication and media, family and consumer studies, and other related education and training.

Job placement and career progress are measures of successful students and reflect the effectiveness of the education and training provided by career education at Los Angeles Valley College. To ensure the success of our students, career education programs are developed and maintained by the faculty with the advice and assistance of advisory committees. Advisory committee membership consists of career education faculty plus business and industry consultants who are familiar with the practices and job skills needed in today's job market. Further, the Vocational Technical Education Act of 1998 (VTEA), mandates advisory committees for career education programs to establish business and industry partnerships with college faculty and administration. The advisory committee serves a vital role in keeping career education programs relevant, dynamic, and on the cutting-edge of technology. This can only be achieved with a close working relationship between the college and the business community.

Advisory committees meet at least once each academic year, but may meet as often as necessary. Committee members evaluate career education and training programs, including curriculum, equipment, facilities and staffing plans, provide counsel and advice, review past accomplishments, and forecast trends affecting career education, vocational training, and employment.

Advisory committee members are an important component of the education program of the college. The professionals who serve on advisory committees are nominated because of their leadership in technology, the job market, and the economic development of Los Angeles. Bringing expert advice and sound planning on business, trade, and technical issues, advisory committees ensure course and program content reflect the needs of the rapidly changing job market.

2009-2010 Advisory Committees:

Administration of Justice	Engineering
Broadcasting	Fire Technology
Business Administration	Geographic Information Systems
Child Development	Media Arts
Commercial Music	Nursing
Computer Applications & Office Technologies	Respiratory Therapy
Computer Science	Theater Arts
Electronics	Tool & Manufacturing

Services for Students with Disabilities (formerly DSPS)

The Services for Students with Disabilities (formerly DSPS) Office is designed to promote and provide equal access to educational programs and activities offered by Los Angeles Valley College for students with verified disabilities.

Students may be eligible for one or more services, depending on the specific nature of their disabilities. Accommodations and services are determined by the nature and extent of the disability and the disability-related educational limitations of the student and are provided based on recommendation of SSD.

Support services for eligible, registered students with verified disability-based needs may include registration assistance, orientation to campus, special counseling, access to instructional materials in alternative formats, special parking privileges, referral for tutoring, test-taking assistance, referral to on-campus and off-campus resources, note-taking assistance, assessment for learning disabilities, sign language interpreters, liaison with faculty and campus departments, liaison with the California State Department of Rehabilitation, adapted physical education classes, and access to assistive technology. Students with disabilities who require accommodations for the classroom are strongly urged to contact the SSD Office as soon as possible in the admissions and registration process to receive information about services so that accommodations can be provided in a timely manner. SSD is located in Campus Center, Room 100. For further information, contact SSD at (818) 947-2681 or (818) 947-2680 (TDD for the deaf only).

Alternate Text Formats

Eligible students can request educational materials and other published college materials in alternate text formats from the Services for Students with Disabilities Office. Please call (818) 947-2681 or TDD (818) 947-2680 to inquire about alternate text format production.

Teletype Devices for the Deaf (TTY)

TTY's for the deaf and hard of hearing are available on campus at the following locations: Services for Students with Disabilities Office, Campus Center 100; College Sheriff, M&O Building - West-end (available 24 hours); Administration Building public

telephones, Lobby Area, and outdoor public telephone near vending machines in the Arcade, east of the Physics Building.

Wheelchair Accessibility

Campus Center/Monarch Hall is currently the only multi-story building on campus and it can be accessed by elevator. All other buildings can be accessed by ramps, with the exception of some of the bungalows. The following bungalow classrooms are inaccessible to wheelchair users: Bungalows 3, 4, 5, 9, 10, 11, 12, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 45, 46, 47, 48, 49, 50, 51, 52, 70, 71, 72, 73, and 74. If you are a wheelchair user, please try to schedule classes in rooms other than these inaccessible rooms. If you must enroll in a class that is scheduled in a room that is listed above as inaccessible, please contact SSD (818) 947-2681 early in the registration process for assistance regarding access to classrooms.

Campus Construction and Accessibility

The college is undergoing a large construction project that will result in new buildings and modernized classrooms. During the construction project students with mobility limitations are urged to be aware that regular paths of travel may be closed and to take extra care in navigating the campus.

Students should be able to access construction safety updates on the college website www.lavc.edu or from SSD.

Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS), is a state funded support program for students who are low income and educationally disadvantaged. Services include counseling, tutoring, priority registration, and book services. To be eligible for EOPS a student must (1) qualify for fee waiver BOGW A or B, (2) be a California resident, (3) enroll in 12 or more units, (4) have fewer than 50 degree applicable units, and (5) have proof of previously completing, current enrollment or assessment in remedial English or math. Applications and additional information available in Student Service Center 2nd floor or call (818) 947-2432.

CARE (Cooperative Agencies Resources for Education)

CARE provides educational support for EOPS students who are single parents. Services include financial assistance for child-care related expenses, Special counseling, workshops, and supplies. To be eligible for CARE, a student must be (1) 18 years of age or older, (2) a CalWORKs/TANF recipient, (3) a single head of household, and (4) a parent of at least one child under 14. Applications and additional information are available in Campus Center 116 or call (818) 947-2432.

Financial Aid

What is Financial Aid?

Financial aid is funding provided by the federal and state governments to assist eligible students with their educational expenses and is available in the form of grants, employment and loans.

The goal of financial aid is to provide access to postsecondary education to those who otherwise would be unable to continue their education without financial assistance. The amount and type of aid offered to each student is determined by federal and state regulations, institutional policy, and funding availability. The premise for the determination of the aid awarded is the belief that students/families have the primary responsibility to meet their educational costs and that financial aid is available to assist in filling the gap between an expected student/family contribution and the student's yearly academic expenses. Financial aid is not a supplement to the student's income for meeting normal living expenses, but is available to help the student offset some of his/her educational expenses.

Who is eligible for Financial Aid?

To be considered for financial aid, a student must meet the following minimum eligibility requirements:

- Must be a U.S. citizen or an eligible noncitizen. An eligible noncitizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is other than for a temporary purpose.
- Demonstrate financial need, except for some loan programs.
- Be enrolled as a regular student in an eligible program. An eligible program at a community college is defined as a Certificate, Associate Degree, or Transfer to a Baccalaureate Degree Program.
- Have a valid Social Security Number. The Social Security Administration verifies the accuracy of each Social Security Number submitted on the FAFSA. *It is also essential to have on file a valid Social Security Number with the Admissions & Records Office so that it may be cross-referenced when reporting a student's grade point average (GPA) for Cal Grants, reporting enrollment data for loan deferments, and other financial aid related purposes.* If you need to apply for a Social Security Number, contact the Social Security Administration by calling 800-772-1213 or online at www.ssa.gov.
- Be making Satisfactory Academic Progress (SAP) in a course of study leading to a Certificate, Associate Degree, or Transfer to a Baccalaureate Degree Program.
- A student must certify that he/she is not in default on a federal student loan and does not owe money on a federal student grant (which could happen if a student withdraws from school). Loans include the Federal Perkins Loan (formerly the National Direct/Defense Student Loan), Federal Nursing Loan, Family Education Loans (FFEL), Federal Direct Loans, and Supplemental Loan for Students (SLS) and this applies to any school the student attended. Grants include the Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (SMART), and Federal Supplemental Educational Opportunity Grant (FSEOG).
- Comply with Selective Service registration requirements if required to do so
- Demonstrate an Ability to Benefit, defined as follows:
 - Earned a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); or
 - Earned a Certificate of General Education Development (GED); or
 - Passed a high school proficiency examination; or
 - Completed a high school education in a home school setting approved under state law; or
 - Successfully completed a two-year program (minimum of 48 units) that is applicable for full credit toward a Baccalaureate Degree. This student may be admitted on the basis that he/she has the recognized equivalent of a high school diploma; or
 - Passed an independently administered "Ability to Benefit Test" that is approved by the Secretary of the Department of Education. Tests are administered and scheduled by the Los Angeles Valley College Assessment Center.
 - Satisfactory completion of six credit hours to be determined by the institution of attendance prior to the start of the term of enrollment the student is seeking aid.

When to Apply?

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov on or after January 1 of each year they wish to apply for financial aid. If this is the first time a student is applying for financial aid, apply for a U.S. Department of Education (USDE) Personal Identification Number (PIN) at www.pin.ed.gov. Parents of dependent students also should apply for a PIN. To be considered a first priority financial aid applicant at Los Angeles Valley College, students must have a valid processed FAFSA receipt date of March 2, 2010 and submit all required documents by May 1, 2010. By meeting both of these deadlines students will be considered as first priority applicants for all possible sources of financial aid.

Important Financial Aid Dates

January 1, 2010

FAFSA on the Web is available for the upcoming academic year.

March 2, 2010

Deadline for LAVC priority financial aid consideration. Be sure your FAFSA is processed by this date. This is also the very important Cal Grant A and B Entitlement, Competitive Awards, and Cal Grant C deadline. Cal A and B require a Cal Grant Grade Point Average Verification (GPA) to be submitted to the California Student Aid Commission also by March 2. Do not wait until you are admitted to a college to submit your FAFSA and GPA. All awards are subject to the CA State Budget.

May 1, 2010

Students who have a valid FAFSA processed receipt date of March 2 and submit all required documents by May 1 will be considered as first priority applicants, will be given priority consideration for all possible sources of financial aid, and will most likely receive their financial aid during the first week of the semester when it is needed. Students who miss the priority deadline may still apply for financial aid, but some funds may be limited.

July/August 2010

Award Notification Letters are issued to priority applicants. A Student Award Guide will be included with this notification. It is your responsibility to read this information and abide by all standards.

Sept. 2, 2010

Second opportunity for community college students to apply for the Cal Grant Community College Competitive Awards (subject to the CA State Budget). Funding is limited, so we encourage students to meet the March 2 priority Cal Grant deadline, if possible, when more funding opportunities are available.

How to Apply For Financial Aid

To apply for all federal and state financial aid programs, applicants must complete the Free Application for Federal Student Aid, commonly referred to as the FAFSA. Applicants must use their Social Security Number when applying for financial aid.

Apply for a U.S. Department of Education Personal Identification Number (PIN) at www.pin.ed.gov prior to completing the FAFSA to electronically sign (e-sign) the FAFSA. For dependent students only, parents also need to request a PIN to e-sign the FAFSA. If the parent is a student (himself/herself) and obtained a PIN for his/her FAFSA already, this same PIN must be used for the dependent student's FAFSA.

After a student receives his/her PIN, go to www.fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA) and be sure to list the Los Angeles Valley College Federal School Code of 001228. If students need help to complete the FAFSA, they may visit the Financial Aid Personal Computer Lab.

Upon successful completion of the FAFSA, a Student Aid Report (SAR) will be generated as an acknowledgment that the FAFSA has been received. If an email address was provided, the SAR will be emailed to the student. If an email address was not provided, a hard copy of the SAR will be mailed to the student. It is the student's responsibility to thoroughly review the SAR and comply with all instructions.

A student who lists the Los Angeles Valley College Federal School Code, 001228, and whose FAFSA was successfully processed, will receive a Document Tracking Letter indicating what documents are required to complete his/her file. The Financial Aid Office maintains the right to request additional information to complete the file review process at any time.

Verification Policy

Federal verification requirements apply to the following financial aid programs:

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan Program
- Federal Direct Loan Program

If a student's application has been selected for verification by the federal processor or our institution, additional documents will be required and a letter will be sent or emailed (if an email address was provided on the student's FAFSA) notifying the student of what documents are needed with a specified deadline for submission. Failure to meet this deadline will result in the denial of financial aid.

The Financial Aid Office maintains the right to request additional information which may be required to evaluate a student's application. Some of these documents may include, but are not limited to:

- Federal Tax Return
- Federal Verification Worksheet
- Verification of Untaxed Income
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible noncitizen

Special Circumstances

In certain cases, a family's financial situation can change because of extraordinary circumstances such as a:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

English as a Second Language (ESL)

Students taking only ESL classes must submit an Educational Plan and an ESL Certification to the Financial Aid Office within the first semester. Both forms must be signed by an LAVC Academic Counselor. ESL Certification Forms are available in the Financial Aid Office.

Audited Classes

Students cannot receive financial aid for enrollment in audited classes and this includes the Board of Governors Fee Waiver. No exceptions to this policy can be made.

Remedial Courses

Students may not receive financial aid beyond 30 units of remedial coursework. No exceptions to this policy can be made.

Enrollment at Other Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District (LACCD). Students who choose to attend more than one college within the LACCD during the same academic period will receive Federal Pell Grants, Academic Competitiveness Grants, and Cal Grants based on all units taken provided eligibility exists and they are enrolled in a minimum of one (1) unit at Los Angeles Valley College (LAVC). For all other financial aid programs, students must be enrolled in a minimum of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for all other programs.

Please note: Los Angeles Valley College does not participate in Consortium Agreements outside of the LACCD.

Instructional Television (ITV)

Students taking ITV courses must be enrolled in at least one (1) unit at their home campus in order to receive Federal Pell Grants, Academic Competitiveness Grants, and Cal Grants, provided eligibility exists. For all other programs, students must be enrolled in a minimum of six (6) units at Los Angeles Valley College; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their academic transcripts from Los Angeles Mission College. Students who are enrolled only in ITV courses and wish to be considered for financial aid, must apply at Los Angeles Mission College as the home campus for financial aid purposes.

Types of Financial Aid Programs Available

State Financial Aid Programs

Board of Governors Fee Waiver Program (BOGFW)

This program is offered by the California Community Colleges and waives enrollment fees charged by our college for qualifying students. Since this is a waiver there is no actual disbursement of funds. Applicants do not have to be enrolled in a specific number of units to receive the BOGFW and no repayment of this award is required unless fraudulent information was provided to obtain the BOGFW. Health fees are no longer waived. Students

who choose to audit classes are not eligible for the BOGFW or any other financial aid programs at Los Angeles Valley College. No exception to this policy can be made.

Students are eligible to apply for the BOGFW if they are:

- Classified by the LAVC Admissions & Records Office as a California resident; and
- Enrolled in at least one unit; and
- Meet one of the following criteria in Method A, B or C:

- **Method A:**

The student or his/her parent is a verifiable recipient of or meets the criteria for one of the categories listed below:

- Temporary Assistance to Needy Families (TANF)
- California Work Opportunity and Responsibility for Kids (Cal Works)
- Supplemental Security Income/State Supplementary Program (SSP, SSI)
- General Assistance/General Relief
- Recipient of the Congressional Medal of Honor
- Is a child of a recipient or a dependent of a victim of the September 11, 2001 terrorist attack
- Student is an eligible dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty
- Student is a dependent of a deceased or disabled veteran or a dependent of an unmarried surviving spouse of a deceased/disabled member of the California National Guard.
- Possession of a Certification from the California Department of Veterans Affairs or the National Guard Adjutant that the student is eligible for a dependent's fee waiver.

**Documentation must accompany the BOGFW application for Method A classifications.*

- **Method B:**

Family income level by household size does not exceed the eligibility criteria established by the Board of Governors of the State of California.

- **Method C:**

Students who complete the FAFSA can also qualify for the BOGFW and do not need to complete the separate BOGFW application. In fact, it is highly recommended that students complete the FAFSA, not just the BOGFW application to maximize their opportunities for other sources of financial assistance. Students who choose to apply via the FAFSA and list the LAVC Federal School Code, 001228, will automatically be evaluated for a BOGFW.

If you qualify for the BOGFW after you pay your fees, you may request a refund at the Los Angeles Valley College Business Office within the same academic

year. The last day to apply for a BOGFW for the current academic year is June 30th. The BOGFW and all other financial aid programs cannot be used under any circumstances to pay for audit classes. No exception to this policy can be made.

CA Student Aid Commission Programs (CSAC)

Cal Grant Programs

The State of California through the California Student Aid Commission (CSAC) offers Cal Grants for students who meet both the financial and academic eligibility requirements and apply on time. Cal Grants A, B and C are for undergraduate students attending qualifying California colleges and do not need to be repaid. All Cal Grants are subject to the CA State Budget.

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Submit the FAFSA and GPA Verification by the specified deadlines*
- Be a U.S. citizen or an eligible noncitizen
- Be a California resident
- Have a Social Security Number
- Have a high School diploma or its equivalent
- Attend a qualifying California college at least half-time
- Not have already earned a bachelor's or professional degree (except for extended Cal Grant A and B awards)
- Demonstrate financial need at your college of attendance
- Meet the income and asset ceilings established by CSAC (these change each year)
- Maintain satisfactory academic progress as defined by your college of attendance
- Be enrolled in an eligible program leading to an undergraduate degree or certificate
- If required, register with Selective Service
- Not owe a refund on any state or federal grant, and
- Not be in default on any student loan.

*Deadlines: the first deadline is March 2, 2010. A second deadline, September 2, 2010, for community college applicants has been established, but we recommend that applicants meet the March 2, 2010 deadline when more funding is available.

Students must submit a Grade Point Average Verification (GPA) and FASFA by the applicable deadlines to the California Student Aid Commission. For students enrolled in the Los Angeles Community College District, GPA Verifications will be transmitted electronically to the CSAC by the deadline dates for those who meet specific criteria. *It is advisable for students to contact the Financial Aid Office to see if they meet the criteria to have their GPA electronically transmitted and for other possible options.*

Types of Cal Grants Available

Cal Grant A

Cal Grant A assists with tuition and fees at California public and independent colleges, and some occupational and career colleges. A course of study must be for at least two years and result in the awarding of an Associate Degree, at least 48 semester units, or results in eligibility for transfer from a community college to a baccalaureate degree program. If a student is awarded a Cal Grant A, but chooses to attend a California Community College first, the award can be held in reserve for up to three years until the student transfers to a four-year college, provided eligibility requirements are met.

Cal Grant A Entitlement awards are guaranteed for every graduating high school senior that has at least a 3.0 grade point average (GPA), meets the academic and financial requirements and applies on time.

Cal Grant A Competitive awards are for other eligible students who have at least a 3.0 GPA and apply on time. Selection is based on a composite score that takes into consideration your family's income, parents' education level, GPA, high school graduation date and other various factors.

Cal Grant B

Cal Grant B assists low-income students with living expenses and books. When renewed or applied for beyond the freshman year, the grant includes a tuition and fee award for students who will be attending a college other than a California Community College. A community college is not considered a tuition-charging institution therefore the award remains as assistance for living expenses and books. Coursework must be for at least one academic year.

Cal Grant B Entitlement awards are guaranteed for every graduating high school senior that has at least a 2.0 GPA, meets the financial and academic requirements, and applies on time.

Cal Grant B Competitive awards are for other eligible students who have at least a 2.0 GPA and apply on time. Selection is based on a composite score that takes into consideration your family's income, parents' education level, GPA, high school graduation date and other factors.

California Community College Transfer Entitlement Cal Grant

High school students who graduated July 1, 2000 or after and go to a California Community College may receive a Cal Grant A or B award to attend a qualifying four-year college in California. Students are guaranteed an award if they have at least a 2.4 California Community College GPA, meet the admissions requirements for the qualifying four-year college, meet the Cal Grant academic and financial eligibility requirements, apply by March 2 of the award year and are under age 28 as of December 31st of the award year.

Cal Grant C

Cal Grant C awards assist with tuition and training costs for students who are enrolled in occupational or vocational programs that are at least four months long. Funding is available for up to two years depending on the length of the program. If eligible, students will receive a Cal Grant C Supplement with a specified deadline to submit this supplement. Supplements are scored based on the applicant's work experience, educational history, and vocational aptitude.

Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training.

Law Enforcement Personnel Dependents Grant Program (LEPD)

The Law Enforcement Personnel Dependents Grant Program provides need-based educational grants to dependents and spouses of: California Peace Officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and permanent/full-time firefighters employed by public entities who have been killed in the performance of duty or totally disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty. For more information and application materials, contact the California Student Aid Commission, Specialized Programs Office by mail at P.O. Box 419020, Rancho Cordova, CA 95741-9029 or call (888) 224-7268 and select Option #3. Students need to submit a 2010-2011 FAFSA as early as possible.

Child Development Grant Program

The Child Development Grant Program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as teacher, master teacher, site supervisor or program director are eligible to apply through the institution they plan to attend. To receive funding, students must sign a Service Commitment Agreement stating they will provide one year of full-time service in a licensed children's center for each year they receive the grant. Students need to apply for financial aid by completing the 2010-2011 FAFSA as early as possible.

For more information about any of the California Student Aid Commission Programs, visit www.csac.ca.gov or call (888) 224-7268.

Federal Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant is a federally funded need-based program awarded to undergraduate students who demonstrate financial need and have not earned a baccalaureate or professional degree.

In some limited cases, a student may receive a Federal Pell Grant for attending a post-baccalaureate teacher certificate program.

Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant (ACG) is a federal grant awarded to students who meet the following criteria: U.S. Citizen or eligible noncitizen, Federal Pell Grant recipient, enrolled at least half-time (6 units or more), is a first or second year undergraduate, and has completed a rigorous secondary school program of study.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG Program is a federal program designed to supplement other sources of financial aid for undergraduate students with exceptional need. Priority is given to students who are enrolled in six (6) units at the home campus.

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the cost of education for students of Native American heritage. Amounts of grants vary according to individual BIA agencies; students are also required to file a FAFSA. Interested students should contact their Tribal Council for an application or can contact the Bureau of Indian Affairs, Office of Indian Education Programs, 2800 Cottage Way, Sacramento, CA 95825, visit the web site at www.oiep.bia.edu or call (916) 978-6057 for more information.

Part-time Employment

Federal Work-Study Program (FWS)

FWS is a federal program that enables students to earn part of their financial aid award through part-time employment on or off-campus. FWS is awarded to students who indicated an interest on the FAFSA and who meet the eligibility requirements for federal student aid. FWS is subject to funding availability. Priority is given to students who are enrolled in six (6) units at the home campus, and meet the LAVC first priority financial aid deadline.

Federal Student Loans – Funds That Must Be Repaid!

Students are in no way obligated to borrow funds. All loans require a minimum unit enrollment of six (6) units at Los Angeles Valley College. Loans require serious consideration and have consequences for both the college and the student. The institution, therefore, observes guidelines in awarding student loans to prospective and continuing borrowers. It takes time for a loan application to be processed by the college and the U.S. Department of Education so students should not plan to use loan funds to pay registration fees. Students must receive an Award Notification Letter or a No-Need Letter prior to signing up to attend a loan entrance counseling session which initiates loan processing.

Los Angeles Valley College participates in the following loan programs:

Federal Carl D. Perkins Loan

Federal Perkins Loans (formerly the National Direct/Defense Student Loan) are for students with exceptional need. The college is the lender, the interest rate is fixed at five (5%) percent, and there are no fees. No interest will accrue while students are enrolled at least half-time. Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled as a half-time student. Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during the loan entrance and exit counseling sessions. Priority is given to students who are enrolled in six (6) units at the home campus, and meet the LAVC first priority financial aid deadline.

William D. Ford Federal Direct Loan Programs (FDSL)

Federal Direct Loans (subsidized and unsubsidized) are loans borrowed directly from the U.S. Department of Education which serves as the lender for these loans. In addition to establishing a financial aid file, a Direct Loan Packet is issued to every loan applicant and loan documents must be thoroughly completed prior to attending the loan entrance counseling session. A Master Promissory Note must be completed immediately after the loan counseling session and this requires the use of the student's PIN which is the same PIN used to apply online for financial aid via the FAFSA.

Two types of Direct Loans, Subsidized and Unsubsidized, are offered at Los Angeles Valley College. Repayment begins six months after a student ceases to be enrolled as a half-time student, withdraws, or graduates from the college. The interest rate on these loans is adjusted annually on July 1.

Direct Subsidized Loans – Subsidized loans are awarded based on demonstrated financial need. The federal government pays the interest while the student is enrolled and for the first six months after the student graduates, leaves school or drops below half-time. To qualify, students must meet all of the requirements for federal student financial aid.

Direct Unsubsidized Loans – Unsubsidized loans are not awarded on the basis of need. Interest will be charged from the time the loan is disbursed until the loan is paid in full. If interest is allowed to accrue while the student is in school or during other periods of nonpayment, it will be capitalized, that is, the interest will be added to the principal amount of the loan, and additional interest will be based on that higher amount. *Note: if interest is capitalized, it will increase the amount of the loan that must be repaid. We do not recommend this loan, but if a student wishes to borrow this type of loan, we suggest that the student make interest payments for unsubsidized loans.*

Standard repayment of the Direct Loan Programs may extend up to 10 years. There are different repayment options that are available, whereby loan repayment may extend between 10- 25 years. Students may be eligible for deferment or cancellation of the loan obligation under certain circumstances. These terms and conditions are explained during loan entrance and exit counseling sessions.

Should a student experience unforeseen circumstances with any of the loan programs previously discussed which prevent repayment at the minimum level, please contact the Financial Aid Office immediately or the Loan Servicing Center. There may be other options available, so please do not hesitate to contact the Financial Aid Office for assistance.

Other Sources of Financial Assistance

Scholarships

Throughout the year, the college receives announcements about scholarship opportunities. Eligibility requirements differ based on the individual scholarship. Some scholarships are based on merit, program of study, leadership, financial need, and many other criteria. The Financial Aid Office maintains a list of current and previously offered scholarships from on and off-campus sources.

There may be other kinds of aid available such as Veterans Benefits and Vocational Rehabilitation Assistance. Students are encouraged to apply for other sources of aid because financial aid funds are limited. Contact the appropriate agencies for more information to learn about eligibility requirements.

Summer Financial Aid

Students must submit the 2010-2011 Free Application for Federal Student Aid to apply for summer financial aid. Please contact the Financial Aid Office for more information.

How is Financial Need Determined?

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC).

$$\text{COA minus EFC} = \text{Financial Need}$$

“Need” is determined based on the Financial Aid Office's review of the information reported on the FAFSA and supporting documents provided.

What is the Cost of Attendance?

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation.

Other expenses may include, but are not limited to, child care expenses, vocational/technical expenses, disability related expenses, and nursing home expenses. Adjustments may be made to the budget on a case-by-case basis if need can be shown and documented for unusual expenses.

2010-2011 Average Cost of Attendance Living At Home		
	9 Months	12 Months
Fees	\$ 698	\$ 1,044
Books & Supplies	\$ 1,620	\$ 2,430
Room & Board	\$ 4,806	\$ 6,408
Transportation	\$ 918	\$ 1,224
Personal Expenses	\$ 2,862	\$ 3,816
Total	\$ 10,904	\$14,922
<i>Note: Non-Resident Tuition is added to fees depending on the student's residency code.</i>		
2010-2011 Average Cost of Attendance Living Away From		
	9 Months	12 Months
Fees	\$ 698	\$ 1,044
Books & Supplies	\$ 1,620	\$ 2,430
Room & Board	\$ 11,556	\$15,408
Transportation	\$ 1,044	\$ 1,392
Personal Expenses	\$ 2,754	\$ 3,672
Total	\$17,672	\$23,946
<i>Note: Non-Resident Tuition is added to fees depending on the student's residency code.</i>		

Expected Family Contribution

Students and/or their parent(s) are expected to contribute to the cost of higher education. Parental and/or student contribution (EFC) is determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

Child Care Expenses

This is an adjustment to the Cost of Attendance provided to students with expenses for dependent/child care up to a maximum of \$1,000.

Technical /Vocational Expenses

Institutions may make adjustments for students in trade/vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Photography and others where documentation is submitted to support the additional cost.

Disability Related Expenses

As documented and in excess of amounts provided by other agencies.

Nursing Home Expenses

As documented and in excess of amounts not covered by insurance companies.

How is Financial Aid Awarded?

Financial aid eligibility is evaluated using Federal Methodology. Awards may consist of a combination of grants, work-study, and student loans. Please note: students may not receive financial aid at more than one college at a time.

Award Notification Letters (ANL) will be mailed or emailed to students (if an email address was provided on the FAFSA) and list the COA, EFC, total awards, resources, and unmet need amounts applicable to the academic year. Students may accept or reject all or part of their financial aid offer. If a student rejects or declines an award, a substitute may not be available. Students may receive a revised ANL during the academic year. The revisions may reflect additional fees or allowances added to the COA, educational resources which must be accounted for, semester or enrollment changes, and additions or deletions of specific awards. A Student Award Guide will be included with your ANL if it was mailed; if it was emailed, students will be provided with a link to our website to access the Award Guide online. It is the student's responsibility to read this information and abide by all standards.

Financial assistance is considered supplemental to the family's resources, student earnings, and aid received from other sources. Applicants are reminded that they should NOT depend on financial aid to meet basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time because of changes in a student's financial status, changes in the availability of funds, or changes in Federal, State, Los Angeles Community College District (LACCD), or Institutional regulations.

The amounts that appear on the ANL are based on full-time equivalent enrollment, 12 units or more. Should a student decide to take fewer classes, the disbursement will be adjusted accordingly. The following programs have limited funding and priority is given to students who are enrolled in a minimum of six (6) units, half-time status, at the home campus: Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Perkins Loan. All loan programs require a minimum unit enrollment of half-time, six (6) units, at Los Angeles Valley College. If you are awarded any of these funds and drop below half-time, you will be ineligible to receive these awards.

Fund Disbursement

Disbursement dates and deadlines are mandated by Federal, State, LACCD and Institutional policies and regulations and must be met. Students, who submit their required financial aid documents by the priority deadline may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines and requirements have been met. Financial aid funds may either be transferred electronically (Electronic Fund Transfer – EFT) to the student's bank account (preferred method) or mailed to the address on file in the Admissions & Records Office.

To expedite receipt of financial aid funds, we strongly encourage students to sign up for Electronic Fund Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants and also eliminates the problem of checks lost in the mail. To participate in Electronic Fund Transfer (EFT), students must go to the College Business Office to complete an EFT Authorization Form. Be sure to bring a voided check or photocopy marked "VOID" if financial aid funds will be deposited into a checking account. If depositing financial aid funds into a savings account, a copy of the top half of the student's bank statement showing the account number and branch address is needed. Deposit slips are not sufficient. Please allow four (4) weeks for the Business Office to process this request.

Note: Checks are never disbursed at the Financial Aid Office. Financial Aid warrants are not forwarded, so it is important that the mailing address in the Admissions Office be current. Students wishing to pick up their financial aid warrants on campus must file a request with the College Business Office.

Financial aid disbursements are based on the number of units the student is enrolled in at the time of disbursement. Full-time is considered 12 or more units per semester; three-quarter-time is considered 9-11.5 units per semester; half-time is considered 6-8.5 units per semester; and less than half-time is 1-5.5 units per semester. Disbursements will be adjusted if enrollment is less than full-time.

Supplemental check runs occur throughout the academic year. **Any outstanding institutional debt will be deducted from a student's financial aid disbursement.** The system has been programmed to issue additional payments to students for units not counted in earlier disbursements. Not all disbursements will adhere to this schedule because disbursement depends upon when the student's award was processed and the date classes begin. Payment for late starting classes will not be issued until the class begins.

If a student does not cash his/her financial aid check within six (6) months from the date of issue, it will be cancelled. If the Financial Aid Office is unable to reach the student, a check will not be reissued, funds will be returned to the appropriate agency, and the student will forfeit/lose his/her financial aid.

Federal Pell Grant is scheduled for payment twice a semester. FSEOG, ACG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units. Federal-Work Study (FWS) requires a minimum of six (6) approved units at the home campus and is paid through payroll every two weeks. Federal Student Loans are disbursed in two equal payments, once per semester, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units at the home campus. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

Any changes in enrollment may result in a reduction or cancellation of a student's financial aid award. If a student withdraws or drops classes, full or partial repayment of his/her financial aid may be required. It is the student's responsibility to drop classes if he/she does not attend.

Federal Refund Requirements

Students who receive financial aid and totally withdraw from ALL classes may have to repay some of the federal funds received prior to withdrawal.

All students receiving federal aid, who withdraw from the institution in the first 60% of the term, are subject to **Return Regulations**. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and **must** repay any federal grant funds received but not earned. **Failure to repay these funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.**

Students are advised to contact the Financial Aid Office **before withdrawing** from all of their classes so that they understand the results of their actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

Student Rights and Responsibilities

Rights

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
3. Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.

4. An explanation of how financial need is determined. This process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the information provided on the FAFSA and supporting documents provided.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid award is determined.
7. An explanation of financial aid programs a student is awarded. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
8. An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
9. Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
10. Knowledge of what facilities and services are available for disabled students.
6. Completing all financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional misreporting of information on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of Inspector General.
7. Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
8. Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
9. Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
10. Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
11. Performing the work that is agreed upon in accepting a Federal Work-Study assignment.
12. Knowing and complying with the deadlines for application or reapplication for financial aid.
13. Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

Responsibilities

Students must take responsibility for:

1. Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
2. Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of reporting a Cal Grant Grade Point Average, loan deferments, etc.
3. Enrolling in an eligible program which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an educational goal and major, and update changes with the Admissions and Records Office.
4. Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an LAVC academic counselor to develop or review a Student Educational Plan (SEP); the SAP Policy is also in the college catalog.
5. Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.

Financial Aid Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) standards apply to ALL federal and state aid applicants whether or not they have previously received aid. All students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make satisfactory academic progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.

The standards apply to all financial aid students and to all coursework taken, including coursework taken prior to the time a student establishes financial aid eligibility. All students receiving federal and state financial aid, except the BOGFW, must comply with the following satisfactory academic progress standards:

General Information

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

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

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

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

Consortium Classes

All classes throughout the LACCD will be included when reviewing satisfactory academic progress.

Los Angeles Valley College does not participate in outside consortium agreements.

General Requirements

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

- A Certificate Program that prepares a student for gainful employment in a recognized occupation.
- An Associate Degree (AA or AS), or,
- A two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree.

To meet satisfactory academic progress standards students must:

- Maintain a 2.0 cumulative GPA (Grade Point Average).
- Fewer than ninety (90) attempted units for students who indicated AA/AS Degree or Transfer as their educational goal.
 - Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.

- Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect the cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
 - Entries recorded in the student's academic record as Incomplete (INC), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

Application of Standards

- Satisfactory academic progress for financial aid students will be determined annually at the beginning of the academic year.
- Students who are disqualified from financial aid will be notified by mail and may inquire about the appeal procedure in the Financial Aid Office.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
- A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.
- **Disqualification**
 - Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester.
 - Total units attempted (excluding thirty (30) Remedial units) are equal to or greater than ninety (90).
 - Associate or higher degree has been earned.
 - Cumulative GPA is less than 2.0.
 - Cumulative Non-Grades are more than 33%
- **Warning Letter**
 - Students will receive a Warning Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
 - Cumulative GPA is less than 2.0.
 - Cumulative non-grades are greater than 33%
 - Number of units attempted reaches forty-five (45).
- **Advisory Letter**
 - Students whose number of units attempted reaches forty-five will receive a reminder/advisory letter.

Maximum Time Length

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

- Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit.
- Short Length Certificate Programs.
 - Some certificate objectives in the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives.

The following table shows the normal completion time and maximum time for certificate programs of varying length.

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a Certificate Program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent if they are planning to obtain an Associates Degree or to Transfer to a four-year college in addition to obtaining the Certificate.

Summer and Winter Financial Aid

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

Appeal Procedure for Reinstatement of Financial Aid

- Students who have been disqualified from receiving financial aid for unsatisfactory academic progress may appeal as long as the student is eligible to enroll at the College and submits the Satisfactory Academic Progress (SAP) Appeal Form to the Financial Aid Office within 30 working days from the date of the Disqualification Letter or the Financial Aid Office's deadline whichever is earlier. The appeal should be completed in ink or typed and consist of a written statement from the student as to why he/she is appealing the disqualification. Generally, the appeal will fall into one of two categories:

A. To apply for reinstatement after disqualification due to substandard progress, the student must complete a Satisfactory Academic Progress Appeal Form and schedule an appointment with a Los Angeles Valley College Academic Counselor to obtain a Substandard Student Educational Plan (SEP). The SEP must be submitted with the Appeal Form. The Appeal Form will be reviewed and reinstatement may be granted for documented medical problems, family emergencies, and other circumstances beyond the student’s control. If the appeal is approved, the student is only eligible for the payment period or period of enrollment in which he/she regains eligibility; eligibility is not retroactive to all earlier payment periods or periods of enrollment.

If the appeal is denied for unsatisfactory academic progress or the student fails to submit the appeal within 30 working days from the date of the Disqualification Letter or the Financial Aid Office's deadline whichever is earlier, the student may submit a written request to have his/her situation reviewed after completing one semester without financial aid (with the exception of the Board of Governors Fee Waiver); a new Appeal Form is not needed. If the request is approved, the student will be reinstated for financial aid for the subsequent term; no retroactive payments are permitted. In a case where the student disagrees with the appeal decision, he/she may request to have the appeal reviewed again, provided new or additional information is submitted that was not contained in the first appeal.

B. To apply for reinstatement after disqualification due to 90 units attempted, or students who have already earned an AA, AS or higher degree, the student must complete a Satisfactory Academic Progress (SAP) Appeal Form. The Appeal Form must be accompanied by an Extension Student Educational Plan (SEP) completed by a Los Angeles Valley College Academic Counselor, listing all courses on the SEP (general education and major requirements) that are required to obtain the student’s immediate educational objective. Students who have attended colleges outside of the LACCD must submit official academic transcripts to the Admissions and Records Office; hand carried transcripts will not be accepted. The appeal will be reviewed and reinstatement may be granted only when the requirements of a student’s educational objective cause the student to exceed the maximum time limit.

If the appeal is approved, the student is only eligible for the payment period or period of enrollment in which he/she regains eligibility; eligibility is not retroactive to all earlier payment periods or periods of enrollment. Only approved courses listed on the SEP will be authorized for payment; no revisions to the SEP will be permitted once the appeal has been submitted to the Financial Aid Office.

If the appeal is denied, the student will not be eligible to receive any financial aid (with the exception of a Board of Governors Fee Waiver). In the case where the student disagrees with the decision, he/she may request to have the appeal reviewed again provided new or additional information is submitted that was not contained in the first appeal.

Fraud

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

Other Information You Should Know

Change of Enrollment/Recalculation/Overpayment

Awards must be recalculated if your enrollment status changes during the semester to reflect the correct number of units in which you were enrolled at the time of the second disbursement check run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Failure to repay your overpayment will prevent you from receiving federal financial aid from any post-secondary institution.

Return to Title IV

The Higher Education Amendment of 1998 governs the Return to Title IV Funds Policy for a student who completely withdraws from a period of enrollment (i.e. semester). This rule assumes that a student "Earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

The Los Angeles Valley College Financial Aid Office will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdrew from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received. A student who remains enrolled beyond the 60% point of the semester earns all his/her aid for the period.

Students who have borrowed loans will begin using their grace period and repayment of these loans will begin if enrollment ceases to be less than half-time when the grace period expires. Additionally, satisfactory academic progress requirements for financial aid eligibility may not have been met and this may jeopardize future financial aid eligibility.

If you have any outstanding debt at Los Angeles Valley College, a hold will be placed on your academic records until the debt has been paid. Failure to repay these funds will result in the denial of future federal financial aid at all colleges. We strongly encourage you to contact the LAVC Financial Aid Office before initiating a withdrawal to fully understand the consequences of this action.

State Tax Offset

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

Tax Credits

Students and their Families are encouraged to consult with a tax professional or the Internal Revenue Service to learn about educational tax credits.

Financial Aid Related Websites

1. Los Angeles Valley College Financial Aid website – www.lavc.edu
2. Sign up for the Personal Identification Number (PIN) to electronically sign your FAFSA – www.pin.ed.gov
3. Submit the Free Application for Federal Student Aid (FAFSA)- www.fafsa.ed.gov
4. Information about the Cal Grant Programs – www.calgrants.org
5. California Student Aid Commission – www.csac.ca.gov
6. Direct Loan Servicing Center – www.dl.ed.gov
7. National Student Loan Database System – www.nsls.ed.gov

Telephone Numbers

1. Los Angeles Valley College Financial Aid and Scholarship Office – (818) 947-2412
2. California Student Aid Commission – (888) 224-7268
3. Central Loan Administration Unit (Federal Perkins Loan) – (800) 822-5222
4. Department of Veterans Affairs – (800) 827-1000
5. Direct Loan Servicing Center – (800) 848-0979
6. Federal Student Aid Information Center – (800) 433-3243

Annual Campus Security Reports under the Cleary Act

The College's annual Security Report is posted at www.lavc.edu, the College website. Students may obtain a paper copy of the Report upon request at the Administrative Services office.

College Sheriff/Parking

"A partnership in school safety"

The College Sheriff is located in Parking Lot "D" and is open 24 hrs a day / 7 days a week. Our office number is extension 2911 (from any campus office phone) or *80 (from any campus payphone, at no charge to you). The College Sheriff office number is (818)-947-2911.

With the L.A. County Sheriff's Dept., service-oriented policing and crime prevention are our top priorities. We maintain high visibility in all areas of the campus to help prevent crime before it happens or witness crimes in progress. We welcome information from the students regarding any criminal activity. The students are a vital resource for the College Sheriff for crime prevention at LAVC.

Any student can inquire about crime on campus. All campus crime stats are posted in the College Sheriff's office lobby.

Any crimes that are committed at L.A. Valley College will be subject to arrest and campus administrative discipline will be imposed.

Below are certain actions students should be aware of to protect themselves and their property:

1. Always lock your vehicle.
2. Do not leave valuable items in plain sight in your vehicle (this creates temptation for criminals).
3. Record serial numbers to your valuable items (car stereo, cell phone, walkman, etc.).
 - This information is recorded into the "Automated Property System" (APS), which is statewide information to all law enforcement agencies if they should contact an individual with your property.
4. Do not leave your textbooks or personal items in a classroom unattended (if you go to the restroom, talk to an instructor, etc.). It may not be there when you return. Write your name on all of your items.
5. Be aware of your surroundings when walking through the campus or the parking lots. If you reasonably feel in fear for your safety, contact the College Sheriff's office and we will assist you.

Bus Routes

Bus transportation is available to the campus by MTA bus lines. Check with the MTA for schedules of bus lines 154 and 158 and joining bus routes. In addition, DASH buses serve the Van Nuys/Studio City area. Call the L.A. Dept. of Transportation at 1-800-2LA-RIDE for information.

Job Resource Center

The Job Resource Center is located in Bungalow 48, (818) 947-2333. Job listings, updated daily, are available to assist individuals in obtaining full and part-time employment.

A student attending Los Angeles Valley College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

Job Training Program

Los Angeles Valley College Job Training Program provides training in a variety of occupational programs and services which prepare individuals for employment in the community. Some of the classes that we offer include:

- Computerized Office
- Computerized Office with Accounting
- Customer Service Representative
- A+ Certification/Network Computer Technician
- General Office Specialist
- General Office Specialist with Accounting
- Certified Nursing Assistant (CNA)/Home Health Aide
- Child Care Provider

Entry into our program includes training, books, parking, counseling, job coaching, job development and placement. All Job Training Programs are individually priced. For further information regarding the Job Training Program please call us at (818) 947-2941.

Lost and Found

Lost and Found is located in the Campus Sheriff's Office 5851 Ethel Avenue, Valley Glen, CA 91401 or Lot "D".

Student Parking

The Campus Sheriff controls all parking lot security and parking citation issuance. At the beginning of each semester (Winter, Fall, Summer & Spring), all students are given a one-week grace period for parking (**in the student lots only**), in which they can register for classes and purchase a parking permit from the business office. In the second week of the semester, the Campus Sheriff's office will begin writing citations in the student parking lots. (All student parking lots are designated by a letter (A, B, C, D, E, G). Parking violations are strictly enforced.

There is no student parking in the Staff Parking Areas at any time (College Road North & South, Ethel Ave., Lot H & in front of the North Gym).

Your parking permit should be properly displayed, in plain view, either hanging from the rear view mirror or on the left side of the dashboard. Failure to do so will result in a parking citation.

Motorcycle riders may obtain a parking permit sticker (for the windshield) from the College Sheriff's office in Parking lot D upon showing proof of purchasing a parking permit from the business office.

All vehicles must be driven forward into a clearly designated parking space. Vehicles may not park backward into stalls. (Violation 21113a C.V.C.)

No vehicle may be parked overnight on campus.

VISITOR PARKING

There are 30 – minute metered parking areas in the front of the college off Fulton Ave. and on the south side of Parking Lot E (Stadium Lot), next to the Community Services Building.

SPEED LIMIT

The speed limit on all campus roads and parking lots is 8 miles per hour. Violators of any traffic or parking regulations are subject to citations and fines.

DISABLED STUDENT PARKING

The metered parking spaces on campus may be utilized at any time without charge by disabled individuals with valid DMV placards. To utilize handicapped parking spaces within the college parking lots, a valid DMV placard and a LAVC disabled student parking permit (obtain from the Services for Students with Disabilities Office) are required. All students using campus parking are required to pay parking fees. Regular parking permits are available from the Business Office.

Student Support Services

SSS is a student support services program that is funded by the U.S. Department of Education. The mission of the program is to increase college retention and graduation rates of students eligible for the program as well as increasing the transfer rates for these students from Valley College to 4-year universities. In response to this mission, academic support services will be provided to students who meet the following criteria and are willing to commit themselves to the requirements of LAVC's SSS program.

- Students must be a U.S. citizen or permanent resident and **meet one or more** of the following federal guidelines:
 - First generation college student – neither parent has a bachelor's degree from a university/college
 - Low income – according to federal guidelines
 - Have a documented disability
- Students must also meet all of the following criteria:
 - Have transfer and graduation as an educational goal
 - Need for academic and personal preparation
 - Assessed in English 21 or 28 and/or Math 112, 113, 114, 115 or 125.
- The Student Support Services program will provide eligible students who join the program with the following services:
 - Academic Counseling
 - Tutoring/Mentoring
 - Study Skills Workshops
 - Financial Aid Workshops
 - Career Counseling and Workshops
 - Cultural Activities and Field Trips
 - Transfer Information
 - College/University Visits
 - Computer Lab
 - Laptop Loan (short term)
 - Bluebooks & Scantrons
- Students must be willing to commit themselves to the following requirements of the Student Support Services program:
 - Students must enroll in at least 9 units fall and spring semesters
 - Students must meet with the SSS counselor at least twice each semester
 - Students must maintain at least a 2.0 G.P.A.
 - Students must attend at least 2 of the following activities each semester: workshops, club meetings, tutoring, cultural events or field trips
- If you would like to be part of this program contact Barbara Schneider at (818) 947-2483 or e-mail at schneib@lavc.edu.

Veterans Services

Los Angeles Valley College is a proud supporter of educational programs for the men and women who have faithfully served their country. Each year, we help more than 200 veterans who come to us with questions about their benefits and about educational and career opportunities available to them here at Valley College.

Benefits Available To Veterans

If you qualify for benefits and wish to attend Los Angeles Valley College, our office will act as the designated liaison with the regional office of the Department of Veteran Affairs (VA). We can provide you with one-on-one assistance and counseling in the administration of your benefits. There are four Chapters under which you may fall:

- The Post-9/11 GI Bill
www.gibill.va.gov/GI_Bill_Info/benefits.htm#CH33
- Montgomery GI Bill - Active Duty (MGIB-AD)
www.gibill.va.gov/GI_Bill_Info/benefits.htm#MGIBAD
- Montgomery GI Bill - Selected Reserve (MGIB-SR)
www.gibill.va.gov/GI_Bill_Info/benefits.htm#MGIBSR
- Reserve Educational Assistance Program (REAP)
www.gibill.va.gov/GI_Bill_Info/benefits.htm#REAP
- Veterans Educational Assistance Program (VEAP)
www.gibill.va.gov/GI_Bill_Info/benefits.htm#VEAP
- Educational Assistance Test Program (Section 901)
www.gibill.va.gov/GI_Bill_Info/benefits.htm#EATP
- Survivors and Dependents Educational Assistance Program (DEA)
www.gibill.va.gov/GI_Bill_Info/benefits.htm#DEA

Benefits are available for full, three-quarters, half, and less than half-time enrollment.

How can we help you?

During the enrollment process, you should visit the College Veterans Affairs Program office and meet with one of our representatives. Please bring a copy of your **DD-214**. The College Veterans Affairs Program office can provide you with information about:

- GI Benefits and Services
- Priority registration (Veterans discharged within the last two years of the semester for which they are registering are given priority registration).
- Selected Reserve Services
- Student Work-Study Program
- Vocational Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31)
- Survivor and Dependents Educational Assistance Program
- Los Angeles Valley College
Veterans Office
(818) 778-5627

Veterans Affairs-Related Information and Services

- Education Benefits Headquarters
(888) 442-4551
www.vba.va.gov/ro/muskogee/index.htm
- Online Veteran Benefits and Services
www.gibill.va.gov
- Education Benefits Certification
(877) 823-2378
- Department of Veteran Affairs of Los Angeles
(800) 827-1000
www.valaro.com

STUDENT ACTIVITIES

College Colors and Symbol

The College colors are green and gold. The college symbol is the Monarch Lion.

Scholastic Honor Societies

Tau Alpha Epsilon (TAE) is a scholastic honor society.

To be eligible a student must have attained a 3.3 GPA in 12 units or more the previous semester or a 3.3 GPA or better in 18 or more total units at LAVC.

TAE is both a service-oriented and social organization, which provide support for such activities as the Deans Reception and tutoring.

Phi Theta Kappa (PTK) is an international honor society for the two-year college. Founded in 1918, PTK recognizes and encourages scholarship, development of leadership and service, fellowship, and the pursuit of academic excellence. Eligibility in Los Angeles Valley College's chapter, Beta Delta Sigma, requires maintaining an over-all GPA of 3.5 or higher and completion of 30 or more semester units of accredited college courses while enrolled at LAVC.

Associated Student Union (ASU)

The Associated Student Union is the core of the student government and activities program at Los Angeles Valley College. In existence since 1949, the Associated Student Union (ASU) is based on a concept of student participation in shared governance and campus activities.

The Associated Student Union at Los Angeles Valley College consists of two (2) branches: Executive Council and Inter Club Council (campus clubs).

Executive Council

The responsibility of the Executive Council is to represent the student voice in the campus shared governance structure and sponsor events that promote cultural awareness, leadership development, academic improvement, student well-being and positive community relations. The Executive Council meets weekly throughout the fall and spring semesters. Each spring, elections are held for the following positions:

- President
- Vice President
- Treasurer

- Commissioner of Athletics
- Commissioner of Ethnic/Cultural Affairs
- Commissioner of Fine Arts
- Commissioner of Political Affairs
- Commissioner of Public Relations
- Commissioner of Student/Social Affairs
- Commissioner of Campus/Environmental Concerns
- Commissioner of Evening Division
- Chief Justice (appointed)
- Parliamentarian (appointed)
- Inter Club Council Representative (appointed)
- Secretary (appointed)

Executive Council officers are responsible for representing the student voice by participating in the college's shared governance structure. Executive Council officers participate on the following college committees: Budget, College Council, Curriculum, Student Discipline, Instructional Programs, Master Plan, Matriculation, Space and Work, Student Services, and Technology.

In addition, the ASU coordinates and/or assists with the following events:

- Armenian Genocide Remembrance
- Black Heritage Celebration
- Club Days
- Commencement
- Dean's Reception
- Holocaust Remembrance
- Homecoming
- International Festival
- Latino Heritage Celebration
- Scholarship Awards Night

Campus Clubs (Inter Club Council)

The other branch of the Associated Student Union is the Inter Club Council (ICC). The responsibility of the ICC is to encourage student membership, facilitate efficient coordination, and protect and maintain the integrity of campus clubs. Like the Executive Council, representatives from each of the clubs meet weekly. The Executive Council Vice President chairs the meetings and ICC Representative acts as co-chair.

Campus clubs provide students with the opportunity to interact with their peers around a common cause or topic. To form a club, students must recruit ten students, draft a club constitution and have a faculty advisor. Some clubs which have been active during the year include the following:

- Child Development Club
- Hillel
- Psychology Club
- Tau Alpha Epsilon
- Valley Collegiate Players

ASU Membership Fee

Each student is encouraged to become a member of the Associated Student Union by paying their \$10.00 membership fee per semester. ASU membership enables students to join clubs, admission to athletic events, and discounts at local business. Also, the membership fee funds ASU-sponsored events.

In addition, the ASU provides supplemental funding to a variety of programs and departments as listed below.

- Astronomy Department
- Supplemental Instruction
- Transfer Alliance Program
- Transfer/Career Center
- Writing Center

A.S.U. Membership Fee Refund

Students who withdraw from the college early in the semester will, on application to the college Business Office, receive refunds according to the following schedule:

Withdrawal from college during first week of instruction - Refund 75%.

Withdrawal from college during second week of instruction - Refund 50%.

Withdrawal from college during third week of instruction or later - No Refund.

First Week	Second Week
\$5.25	\$3.50

Student Representation Fee

Los Angeles Valley College has a mandatory Student Representation Fee of \$1.00. The money collected through this fee is used exclusively to cover the costs of students who may be sharing the student body viewpoint before city, country and district government, and before offices and agencies of the state and federal government as well as legislative training. You may petition to be exempt from paying this fee based on religious, political, moral or financial reasons. To petition for this exemption, you must go to the Business Office and do so in writing.

Qualification for ASU Officers

(Administrative Regulation E-22)

Administrative Regulation E-22 pertains to elected Associated Student Union (ASU) officers, officers appointed to elected positions and heads of ASU Standing Committees.

Administrative Regulation E-22 does not apply to clubs, club representatives, ASU special committees and all college committees.

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:
 - A. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
 - B. The candidate may seek only one campus office within the District.
 - C. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session.
 - D. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of “W” (withdrawal), “I” (Incomplete), “NC” (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.0.
 - E. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of five (5) units per semester. Students falling below this requirement will automatically forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
 - F. Exceptions on the maximum units requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student, who exceeds the requisite 80 degree- applicable unit maximum, must satisfy at least one of the following conditions:

1. The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
2. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
2. A candidate or officer is ineligible for ASO office:
 - A. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
 - B. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position (Board Rule, Article VIII, Sections 9801-9806).
6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
 - A. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.

- B. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 5 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.
- C. Procedures for requesting an accommodation under E-22:
 1. Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
 2. Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.
7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

The process contained in Board Rule 21001 provides for a thorough evaluation of the candidates qualifications and insures an equal opportunity for any individual from any District college seek the position of student representative to the Los Angeles Community College District Board of Trustees.

In accordance with the existing Board Rule 21001, candidates for Student Trustee must:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
2. Be currently enrolled in 5 units.
3. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum unit requirement may be considered according to Board Rule 21001.

For more information, contact the Associated Student Union Office in Student Service Center 2nd floor..

Intercollegiate Athletics and Eligibility

Athletic Program

Valley College is a member of the Western State Conference (WSC) for men's and women's athletics (except football).

Member colleges include:

- Allen Hancock College
- Bakersfield College
- College of the Canyons
- Citrus College
- Cuesta College
- Glendale College
- Los Angeles Pierce College
- Los Angeles Valley College
- Moorpark College
- Oxnard College
- Santa Barbara City College
- Santa Monica City College
- Ventura College
- West Los Angeles College

A full program of intercollegiate athletics is offered, including football, men's and women's basketball, men's and women's track, baseball, men's and women's cross country, men's and women's swimming, men's and women's water polo, softball, and women's soccer.

Valley College is a member of the Southern California Football Association (SCFA).

Athletic Eligibility

COA and WSC conference eligibility rules and Valley College regulations provide that to participate in intercollegiate sports during the first semester of competition the student must:

- have begun regular attendance not later than four weeks after the first day of instruction during his/her season of competition
- be enrolled in a minimum of 12 units, during competition in a sport (see Commission on Athletics, COA Constitution, Bylaw 1)*.

* Questions regarding eligibility should be directed to the Athletic Director or to the Office of Administrative Services.

Alumni and Friends Association

Valley College Alumni and Friends Association

All former Valley College students are eligible and encouraged to become members of the Valley College Alumni Association. Benefits come with membership. Application forms are available at the LAVC Foundation Office (Admin. Bldg., Rm. 100), or you may download online at: www.lavcfoundation.org. For information, please call (818) 947-2700.

Journalism Alumni Association

The Valley College Journalism Alumni Association is open to former journalism students. It was founded in 1956 and has as its aims to foster professional standards and interests among its members. Membership consists of alumni, most of whom are now working journalists or are continuing their education at a university. Group projects include financial aid to deserving students and recognition of outstanding journalistic work done by alumni in the field and by high school students through their publications.

Theater Arts Alumni Association

The Theater Arts Alumni Association is open to former Valley College students who either have been enrolled in the Theater and Cinema Arts curriculum or have worked in a Theater or Cinema Arts production of the department and pay such annual dues as may be fixed from time to time by the Board of Governors of the alumni. The purpose of the association is the following: (1) To advance the study and enjoyment of the performing arts at Valley College; (2) To establish and maintain a scholarship fund for students of the Theater and Cinema Arts Department; (3) To contribute good fellowship to its members; and, (4) In all of its activities to support the goals of the department and of the college.

Bequests

A bequest is a gift made through your Will or Living Trust. You can create a scholarship or assist a specific college program through a bequest. Bequests are easy to create. For information and guidelines, please call (818) 947-2619, or write:

The Los Angeles Valley College Foundation
5800 Fulton Avenue
Valley Glen, CA 91401-4096



FULL-TIME FACULTY

The academic ranks indicated in this faculty roster are as of Fall 2010.

Aksoy, Ercument 1995

Professor of Economics
B.A., Middle East Technical University
M.S., Eastern Michigan University
Ph.D., Michigan State University

Allen, Sylvia E. W. 1992

Professor of Business
B.S., M.B.A., University of California,
Los Angeles

Andrade, Argelia 2010

Instructor of Foreign Language
M.A., University of California, Los Angeles
C. Phil., University of California, Los Angeles
Ph.D. University of California, Los Angeles

Ardavany, Juanita F. 1976

Professor of Law
B.S., Rider College
M.Ed., University of California, Los Angeles
J.D., Southwestern University School of Law

Arias, Rafael 2000

Associate Professor of Foreign Language
B.A., University of Santiago, Spain
M.A., University of Kansas
M.A., Teachers College, Columbia University
M.Ed., Teachers College, Columbia University
Ed.D., Teachers College, Columbia University

Arshagouni, Michael H., 2002

Associate Professor of Music
B.A., University of California, Los Angeles
M.F.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Avila, Michael A 2004

Instructor in Technology
A.A., Los Angeles Valley College
B.Ve., University of California, Long Beach
Ryan, California State University, Long Beach

Baca, Tracey J., 1999

Associate Professor of Child Development
B.A., M.S., University of Tennessee

Baghdaserians, Elmida 2001

Associate Professor of Child Development
B.A., Pacific Oaks College
M.A., Loyola Marymount University

Ballew, Betty A. 1989

Professor of Speech
A.A., Pasadena Play House
B.A., M.A., California State University,
Los Angeles

Barakat, Mostapha 2010

Instructor of Mathematics
M.S. California State University, Los Angeles

Behlendorf-Liu, Xiaoyang 2001

Associate Professor of Library Science
B.A., Beijing University, Beijing China
M.A., Beijing University, Beijing China
M.A., Louisiana State University

Berger, Sheri L., 1999

Professor of Mathematics
B.A., M.S., California State University,
Northridge

Bishop, Carol L. 2010

Assistant Professor of Art
B.S., M.A., Northern Illinois University
Ph.D., Union University, Cincinnati

Brossman, Richard S. 2002

Associate Professor of Counseling
B.A., University of California, Berkeley
M.S.W., University of California, Los Angeles

Brower, Lynne D. 2001

Associate Professor of Learning Skills
B.A., University of California, Los Angeles
M.A., Loyola Marymount University

Buchanan, David 1986

Professor of Physical Education
A.A., Los Angeles Valley College
B.A., University of the State of New York,
Albany
M.A., Azusa-Pacific College

Byrd-Williams, Pamela B. 2001

Associate Professor of Biology
B.A., West Georgia College
M.A., Mississippi State University

Calder, Pat P. 1980

Professor of Speech
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Northridge
C.C.C., American Speech, Language and
Hearing Assn.

Carlos, Glenn, M. 2007

Assistant Professor of Music
B.M., Wayne State University
M.M., University of Southern California

Carter, Jamison, H. 2010

Instructor of Art
B.F.A., University of North Carolina,
Greensboro
M.F.A., Cranbrook Academy of Art

Carthew, Bret J. 2001

Assistant Professor of Mathematics
B.A., University of California, Santa Cruz
M.A., University of California, Santa Cruz
M.A., California State University, Hayward
M.A., California State University, Hayward

Castillo, Steven J., 2000

Assistant Professor of Mathematics
B.A., University of California, Riverside
M.A., University of California, Berkeley
M.A., State University of New York, Buffalo

Chen, (Liang) Shui-Tain, 1999

Associate Professor of Mathematics
B.Ed., National Taiwan Normal University
M.S., Lamar University
Ph.D., University of Houston

Christian, Bernie 1969

Professor of Physical Education
B.A., California State University, Los Angeles
M.A.E., California Lutheran College

Chung, Siu N. 1995

Associate Professor of Business
B.S., California State University, Los Angeles

Ciufo, Leonard A. 1978

Professor of Business
B.A., University of Colorado
M.A., California Lutheran College

Cowen, Alan R. 2001

Associate Professor of Fire Technology
B.A., California State University, Northridge
M.A., California State University, Northridge
D.C., Los Angeles College of Chiropractic

Cox, Mary A. 2000

Associate Professor of Nursing
A.D.N., Los Angeles Pierce College
P.H.N., California State University,
Northridge
B.S.N., California State University,
Northridge
M.S.N., California State University,
Dominquez Hills

Daccurso, Joseph A. 1978

Professor of Cinema Arts
B.A., Northwestern University
M.A.T., Fairleigh Dickinson University
M.F.A., University of Southern California

Dauber, William J. 2001

Assistant Professor of Journalism
B.A., University of California, Irvine
M.A., University of California, Berkeley

Davis, Ellen G. 1969

Professor of English
B.A., Stanford University
M.A., University of California, Los Angeles

Dea, Fay S. 1988

Professor of Counseling
A.B., two M.A.s, University of California,
Los Angeles

FACULTY, continued**Drummond, Rose B. 1991**

Professor of History
B.A., M.A. University of California,
Los Angeles

DuFour, Wendy J. G., 2002

Associate Professor of Nursing
B.S.N., Loyola University, Chicago
M.N., University of California, Los Angeles

Elias, Woodrow M. 1992

Associate Professor of Chemistry
B.A., M.S., California State University,
Northridge

Esten, Dora 1995

Professor of Library Science
B.A., Boston University
MSLIS, Catholic University of America
M.Phil., George Washington University

Falk, David J. 1996

Assistant Professor of Astronomy
A.S., Los Angeles Valley College
B.S., California State University, Northridge

Fenwick, Jim C. 2009

Instructor of Physical Education
B.A., Wichita State University, Kansas
M.A., California Lutheran University

Fickel, Theodore E. 1995

Professor of Chemistry
B.A., Rice University
M.A., Princeton University
Ph.D., Princeton University

Fielding, Robert A. 1995

Instructor in Physics
B.S., University of California, Berkeley
M.S., California State University, Northridge

Fink, Harry A. 1994

Associate Professor in Psychology
B.A., M.A., California State University,
Northridge

Fornataro, Gayle L. 1999

Associate Professor of English
B.A., California State University, Long Beach
M.A., Humboldt State University
Ph.D., State University of New York, Buffalo

Fontaine, Helen 1996

Professor of Speech
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge
C.C.C., American Speech, Language and
Hearing Assn.

Frances-Benitez, Maria Elena 1989

Professor of Spanish
B.A., Mount St. Marys College
M.A., University of California, Los Angeles

Frantz, Joseph C. 1981

Professor of Biology
B.A., M.S., California State University,
Northridge
Ph.D., University of Southern California

Friedman, Elizabeth S. 1984

Professor of Chemistry
A.S., Merced College
B.S., California State University, Stanislaus
Ph.D., University of California, Los Angeles

Fulkerson, M. Dale, Jr. 1969

Professor of Art
B.A., California State University, Northridge
M.F.A., University of Southern California

Fusilero, Victor M. 2009

Assistant Professor of Foreign Language
B.A., Princeton University
M.A., University of California, Los Angeles

Garcia, Frances R. 2002

Associate Professor of Physical Education
A.A., Fullerton College
B.A., California State University,
Dominquez Hills
M.A., California State University,
Dominquez Hills

Gauthier, Donald J. 2001

Associate Professor of Geography
A.A., Santa Monica College
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Ghassemi, Ali R. 2000

Associate Professor of Counseling
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California School of Professional
Psychology
Psy.D., California School of Professional
Psychology

Gold, Michael C. 1988

Professor of Counseling
B.A., University of California, Los Angeles
M.Ed., Harvard University
Ph.D., University of Southern California

Goldberg, Barbara A. 1996

Associate Professor of Counseling
B.A., Indiana University Pennsylvania
M.A., California State University, Northridge

Green-Marroquin, Becky L., 1999

Associate Professor of Biology
B.S., M.S., Western Kentucky University
Ph.D., Mississippi State University

Hams, Jacquelyn E. 2002

Associate Professor of Oceanography
B.A., California State University, Los Angeles
M.S., California State University, Los Angeles

Hang, Monica 2010

Instructor of Physical Education
M.S., California State University, Los Angeles
B.S., Comberland College

Heister, Cynthia 1991

Professor of Nursing
B.S.N., California State University,
Los Angeles
M.N., University of California, Los Angeles

Hernandez, Librada, 1997

Associate Professor of Spanish
A.A., Los Angeles City College
B.A., M.A., Ph.D., University of California,
Los Angeles

Heyn, Marion G. 1994

Professor of English
A.A., Los Angeles Valley College
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Hito, Mary 1989

Professor of Mathematics
B.A., Boston University
M.S., University of Southern California

Hope, Leslie A. 1968

Professor of English
B.A., M.A., University of California,
Los Angeles

Holdredge, Richard E. 1980

Professor of Instructional Media
B.A., University of Wisconsin
M.A., University of Southern California

Hollingshead, Kim E. 2004

Associate Professor of Nursing
B.S.N. California State University, Northridge
M.S.N. California State University,
Dominguez Hills

Honjio, Gary 1976

Professor of Physical Education
B.A., M.A., California State University,
Northridge
M.S., California Lutheran University

Hoyer, Pavla 1995

Professor of Biology
B.A., M.A. California State University,
Long Beach

Hu, Yih-Mei 2010

Instructor of Music
M.M., Eastman School of Music
M.A., Eastman School of Music
D.M.A., Eastman School of Music

Huang, Songqiao Sara 1996

Professor of Biology
B.S., Capital Normal University, China
M.S., Appalachian State University,
North Carolina

Hubbard, Reginald S. 1996

Professor of English as a Second Language
B.A., Boston University
M.S., University of Southern California
M.S., Kenington University

Huynh, Phung S. 2010

Assistant Professor of Art
B.F.A., Art Center College of Design
M.F.A., New York University

Iyer, Kalavathi K. 1988

Professor of Mathematics
B.Sc. Gujarat University of India
M.Sc. University of Jabalpur, India
M.S., University of Southern California

FACULTY, continued**Jennings, Annette H. 1989**

Professor of Computer Applications & Office Technologies
B.A., University of Utah
M.Ed., University of Utah

Johnson, Charles S. 1985

Professor of Mathematics
B.A., M.S., California State University,
Los Angeles

Johnson, Christopher 1989

Assistant Professor of Physical Education
B.A., M.A., California State University,
Northridge

Julian, Michael J. 1997

Instructor in Music
Diploma, Grove School of Music

Kahn, Richard N., 2000

Assistant Professor of Music
B.A., Washburn University
M.A., California State University,
Los Angeles

Kent, Jeffrey A. 1999

Professor of Computer Science
B.S., University of California, Los Angeles
J.D., Loyola Law School

Kovnat, Gary D. 2000

Associate Professor of Biology
B.A., University of California, Santa Cruz
M.S., Stanford University
Ph.D., Claremont Graduate University

Kurz, Meredith J. 2001

Associate Professor of English
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge

LaCarra, Robert D., 2000

Instructor in Chicano Studies
B.A., Loyola Marymount University
M.S., Mount Saint Mary's College
M.A., California State University, Northridge
M.A.S., University of California, Irvine
Ph.D., Claremont Graduate University

Lanoix, Tiffany R., 2007

Assistant Professor of Sociology
B.A., University of California,
Dominquez Hills
M.A., University of California,
Dominquez Hills

Leonard, Meredith L. 2005

Assistant Professor of Environmental Science
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Lewis, Ian D. 1996

Professor of Special Education
ARCM, London, England
B.A. (Hons), University of York, England
P.G.C.E., University of Cambridge, England
M.A., California State University, Northridge

Lewis, Michelle M. 2005

Assistant Professor of History
B.A. University of California, Los Angeles
M.A. University of California, Riverside

Littig, Adam H., 2010

Instructor of Mathematics
B.S., University of California, Irvine
M.A., University of California, Los Angeles
M.B.A., Santa Clara University

Lopez, Mary G. 1976

Associate Professor of Child Development
B.A., California State University, Northridge
M.A., Pacific Oaks College

Lopez, Peter 1997

Associate Professor of Chicano Studies
B.A., Loyola Marymount University
M.S., California State University, Los Angeles

Lubow, Dana N., 1999

Associate Professor of Library Science
M.L.S., University of Oregon
B.A., University of California, Berkeley
M.A., California State Polytechnic University,
Pomona

Lyons, Roderick J. 2000

Associate Professor of Journalism
A.A., Cypress College
M.S., California State University, Long Beach

Makhluף, Rafiq A. 1986

Instructor in Mathematics
B.S., University of Tripoli
Ph.D., University of Southern California

Mallas, David C. 2008

Instructor of Adapted Physical Education
B.A., California State University Chico
M. ed., Azusa Pacific University

Maltese, Adrienne M. 1992

Professor of Nursing
A.A., Kingsborough Community College,
New York
B.S.N., Hunter College
M.S.N., University of California, Los Angeles

Marteneý, James I. 1977

Professor of Speech
B.A., M.A., University of California,
Santa Barbara

Martinez, Anita 2002

Assistant Professor of Counseling
A.A., Santa Monica College
B.A., California State University, Northridge
M.S., California State University, Northridge

May, David G. 1976

Professor of Library Science
B.A., University of California, Santa Cruz
M.L.S., University of California, Los Angeles

McMillan, James M. 2004

Instructor in Physical Education
A.A., Santa Ana Community College
B.A., Pepperdine University
M.A., Azusa Pacific University

Melkonian, Sheyda 2010

Assistant Professor of Learning Disability Specialist
B.A., University of CA, Irvine
M.A., Ph.D., Alliant International University
(CSPP)

Melody, Patty E. 2001

Associate Professor of Physical Education
B.A., California State University, Northridge
M.A., California State University, Northridge

Merrill, Dominique L., 1999

Professor of French
B.A., M.A., University of California,
Los Angeles

Mertens, Michael D. 1995

Associate Professor of Music
B.A., University of California, Los Angeles
M.M., University of Oregon

Metzger, Robert A. 1989

Professor of English
B.A., Yale University
M.A., Ph.D., University of California,
Los Angeles

Miller, Joshua E. 2002

Assistant Professor of Speech-Forensics
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles
M.A., California State University, Los Angeles

Milligan, John A. 1996

Professor of Chemistry
B.S., University of Illinois
M.S., Ph.D., University of California,
Los Angeles

Mintz, Jessica L. 2001

Associate Professor of English
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Miyasaki, June 2005

Assistant Professor of French
B.A., University of California, Berkeley
M.A., Middlebury College, Middleburg, VT
and Paris, France
Ph.D. University of Wisconsin, Madison, WI

Moore, Rod 1988

Associate Professor of English
B.A., University of California Berkeley
M.A., University of California, Davis
M.A., University of Southern California

Morris, Keidra 2009

Assistant Professor of African American Studies
B.A., California State University, Los Angeles
M.A., Ph.D., California State University,
Los Angeles

Morrison, Gregory S. 2004

Assistant Professor of Respiratory Therapy
A.S., Pierce College
B.S., California State University, Northridge

Mossler, Ronald A., 1999

Associate Professor of Psychology
B.A., University of California, Los Angeles
M.A., California State University, Northridge
Ph.D., University of California, Los Angeles

Mossman, Thomas L. 1977

Instructor in Art
B.F.A., Kent State University
M.A., California State University,
Los Angeles

FACULTY, continued**Murray, Rick F. 2009**

Assistant Professor
A.A., Moorpark College
B.A., University of California, Los Angeles
M.M., California State University, Northridge

Mushegyan, Anaid 2001

Associate Professor of Counseling EOPS
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.S., California State University, Northridge

Nakamura, Lawrence T. 1996

Professor of Microbiology
B.S., M.S., Colorado State University
Ph.D., University of California, Los Angeles

Nastasia, Gail M. 1996

Associate Professor of Broadcasting
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles

Natian, Albert 1987

Professor of Mathematics
Two B.Ss, M.S., Northern Illinois University
M.S., University of Southern California

Neal, Earl B., Jr. 1992

Associate Professor of Business
A.A., Compton College
B.S., California State University, Los Angeles
M.B.A., California State University,
Dominguez Hills

Nova, Christian P., 2005

Assistant Professor of Music
B.A., Pomona College
M.F.A., University of California, Los Angeles
D.M.A., University of California, Los Angeles

O'Connell, Marla C. 1977

Professor of Physical Education
B.A., M.A., California State University,
Northridge

O'Regan, Anthony 2000

Assistant Professor of Political Science
B.A., University of California, Los Angeles
M.A., University of California, Santa Barbara
Ph.D., University of California, Santa Barbara

Ogawa, Ann H. 1988

Professor of Counseling
B.S., California State University, Northridge
M.S., Mount St. Marys College

Okayama, Lauren 1998

Professor of Child Development
B.A., University of California, Los Angeles
M.A., California State University,
Dominguez Hills

Olivares-Luera, Alma 1997

Professor of Counseling
B.A., University of California, Los Angeles
M.S., California State University, Northridge

Pablico-Holm, Maria 1988

Professor of Nursing
B.S.N., Central Philippine University
M.S.N., Case Western Reserve University
Ph.D., California Coast University,
Santa Ana, California

Paget, Glen J. 1985

Professor of Mathematics
A.A., Los Angeles Valley College
B.A., M.A., University of California,
Los Angeles

Pallotti, Christopher 2010

Instructor of Philosophy
M.A., California State University,
Los Angeles
M.A., Duquesne University

Pierce, Susan 1989

Associate Professor of English
A.A., Los Angeles Valley College
B.A., M.A., University of California,
Los Angeles
M.A., California State University, Northridge

Placencia, Nathan 2010

Instructor of Philosophy
M.A., Westminster Seminary
M.A., University of California, Riverside
Ph.D., University of California, Riverside

Polasek, Lynn 1989

Professor of Microbiology
B.A., California State University, Northridge
M.T. (ASCP), St. Johns Hospital and Health
Center
M.A., University of California, Los Angeles

Pyles, Cathy 2004

Assistant Professor of Theater
B.S.A., West Virginia University
M.S.A., University of Minnesota

Raskoff, Sally A. 2002

Associate Professor of Sociology
B.A., California State University, Northridge
M.A., California State University, Northridge
Graduate Certificate, University of Southern
California
Ph.D., University of Southern California

Reed, Reginald K. 1996

Associate Professor of Counseling
B.A., University of California, Riverside
M.A., Point Loma College

Reis, Ronald A. 1996

Associate Professor of Electronics
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Los Angeles

Rice, Joan K. 1993

Professor of Nursing
R.N., St. Charles Hospital
B.S.N., California State University,
Los Angeles
M.N., University of California, Los Angeles

Roberts, Neil C. 2002

Associate Professor of Counseling
B.A., California State University, Northridge
M.S., California State University, Northridge

Rodriguez, Arantzanu 1997

Professor of Cinema Arts
B.A., Universidad Complutense, Madrid
M.F.A., University of California, Los Angeles

Rodriguez, Sylvia H. 2001

Assistant Professor of Counseling
B.A., University of Houston
M.A., Texas Southern University

Ross, Josephine, 1995

Professor of Nursing
A.A., El Camino College
B.S.N., California State University,
Long Beach
M.S.N., University of California, Los Angeles

Rosow, LaVergne, D., 1999

Professor of English
A.A., Orange Coast College
B.A., Chapman University
M.A., California State University, Long Beach
M.S. TESL, University of Southern California
Ed.D., University of Southern California

Roy, Karen 1987

Professor of Biology
B.S., M.S., University of California,
Los Angeles

Russell, James A. 1983

*Assistant Professor of
Developmental Communications*
B.S., Northeastern University
E.D.M., Harvard University

Sachs, Steven Mark 1989

*Professor of Computer Applications & Office
Technologies*
B.A., University of California, Los Angeles
M.A., California State University,
Los Angeles
Ed.D., Nova University

Saltoun, Synthia R. 1976

Professor of Counseling
B.A., University of California, Berkeley
M.S., Ed.D., University of Southern California

Sampler, Georgianna 1985

Professor of Library Science
B.A., California State University, Los Angeles
M.L.S., University of California, Los Angeles

Santana, Salvador A. 2008

Assistant Professor
B.S., University of California, Los Angeles

Schneider, Dewie 1989

Professor of Computer Science
B.A., University of California, Los Angeles
M.S., California State University, Northridge

Scott, Eugene S. 2001

Assistant Professor of Anthropology
B.A. University of LaVerne
M.A., California State University, Fullerton

Scott, Laura 2010

Instructor of Sociology
M.A., California State University, Northridge

Sefiani, Sako 1998

*Instructor in Computer Science Information
Technology*
B.S., University of Wisconsin
M.S., Azusa Pacific University

FACULTY, continued**Shin, Luzviminda V. 1989**

Professor of Mathematics
B.S., Philippine Normal College
Ph.D., Ateneo de Manila University

Shipman, Amanda M. 1994

Associate Professor of Child Development
B.S., Tuskegee University
M.A., California State University,
Dominguez Hills

Sims, James A. 2002

Assistant Professor of Physical Education
A.A., American River College
B.A., Azusa-Pacific University
M.S., California State University,
Dominguez Hills

Sioukas, Anastasios V. 2005

Assistant Professor of Business Administration
B.S. Aristotle University of Thessaloniki,
Greece
M.S. University of California, Berkeley
Ph.D. University of Southern California

Smith, Duane W. 2001

Assistant Professor of Speech
A.A., Los Angeles Valley College
B.S., Northern Arizona University
M.A., California State University,
Los Angeles

Snider, Kathleen E. 1994

Professor of Nursing
Diploma in Nursing, St. Vincent College
of Nursing
B.S.N., Mount St. Marys College
M.S.N., California State University,
Los Angeles

Southgate, Darby 2010

Instructor of Sociology
M.A., California State University,
Dominguez Hills
Ph.D., Ohio State University

Stark, Diedra K. 1974

Professor of Physical Education
A.A., Los Angeles Valley College
B.A., M.A., California State University,
Long Beach

Stark, Jacqueline M. 1968

Professor of English
B.A., University of California, Los Angeles
M.A., University of Pennsylvania

Stein, Rebecca L. 2001

Associate Professor of Anthropology
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Stoneham, Cheryl A. 2001

*Associate Professor of English as a Second
Language*
B.A., Scripps College
M.A., California State University, Northridge

Sullivan, Kathleen M. 1987

Professor of Counseling
B.A., University of California, Irvine
M.A., University of California, Irvine
Ph.D., University of California, Irvine

Sumnik-Levins, Eugenia 1989

Professor of Art
B.A., Oakland University, Rochester,
Michigan
M.A., University of California, Los Angeles

Sutcliffe, Teresa V., 1999

Associate Professor of Mathematics
B.A., M.A., Ph.D., University of the
Philippines

Swelstad, Eric J. 2001

Associate Professor of Media Arts
B.A., Ohio State University
M.A., Ohio State University

Tejeda-May, Katherine M. 2002

Assistant Professor of Counseling
A.A., Los Angeles Valley College
B.A., Cal State University of Northridge
M.S., Cal State University of Northridge

Thomas, Bruce J. 1976

Professor of Counseling
B.A., California State University, Northridge
M.S., California State University, Los Angeles
Ph.D., California Graduate Institute

Thornock, Roana M. 2010

Assistant Professor
M.A., University of Denver

Torquato, Richard D., 1999

Associate Professor of Psychology
B.A., Willamette University
M.A., University of North Carolina at
Greensboro

Trombetta, Giovanni N. 1989

Professor of Italian
B.A., Assumption College, Worcester, MA
M.A., University of California, Los Angeles

Trombley, Cherine M. 2000

Assistant Professor of Psychology
B.A., California State University, Long Beach
Ph.D., California Graduate Institution

Vivian, Michael D. 1976

Professor of Sociology
A.A., Los Angeles Valley College
B.A., California State University,
San Francisco
M.A., University of California, Los Angeles
C.Phil., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Vo, Susan H. 2009

Assistant Professor of Mathematics
B.S.C., National University of Singapore
M.S.C., California State University,
Northridge

Waddell, Joanne S. 1979

Professor of Physical Education
B.A., University of California, Santa Barbara
M.A., California State University, Long Beach

Wade, Nicholas M. 1999

Assistant Professor of Administration of Justice
A.A., Los Angeles Valley College
A.A., West Los Angeles College

Watson, Virgil E. 2006

Instructor of Physical Education
B.A., California State University Northridge
M.A., Azusa Pacific University

Wallis, William G. 1988

Professor of English
B.A., Southern Illinois University
M.A., Ph.D., University of Nebraska

Weigand, Scott M., 2007

*Director of Writing Center, Assistant Professor of
English*
B.A., California State University, Northridge
M.A., California State University, Northridge

Wright, George Anne 2001

Associate Professor of Dance
B.F.A., California Institute of the Arts
M.A., California State University, Long Beach

Yasuda, Phyllis, J., 2000

Director, Learning Center
Associate Professor of Learning Skills
A.A., Los Angeles Mission College
B.A., University of California, Los Angeles
M.A., University of California, Northridge

Yigezu, Samson Z. 2002

Associate Professor of Nursing
A.A., Los Angeles Valley College
B.A., California State University,
Dominguez Hills
M.S., California State University,
Dominguez Hills

Zucker, Alfred J. 1988

Professor of English
A.A., Los Angeles Valley College
Two A.B.s, University of California,
Los Angeles
M.A., University of California, Los Angeles
Two M.A.'s, California State University,
Long Beach
M.A., California State University,
Los Angeles
Ph.D., University of California, Los Angeles

CHILD DEVELOPMENT CENTER

Jones, Linda 1979

Instructor, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University, Northridge

Teplin, Terry 2004

Director, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University,
Northridge
M.A., Pacific Oaks College

ADMINISTRATORS

Carleo, A. Susan 2008

President
Professor of Family and Consumer Studies
 B.A., M.S., San Diego State University
 Ph.D., University of California, Los Angeles

Delahoussaye, Yasmin E. 1996

Vice President, Student Services
 B.A., California State University, Los Angeles
 M.A., California State University, Northridge
 Ed.D., University of California, Los Angeles

di Cesare, Deborah, 2001

Dean, Economic Development
 B.B.A., Pace University
 M.A., Antioch University
 Ed.D., University of LaVerne

Fowles, Michelle R. 2008

Dean, Research & Planning
 B.A., Stanford University
 M.A., Princeton University

Green, David M. 2008

Associate Dean of Services for Students with Disabilities (formerly DSPS)
 B.A., University of California, Los Angeles
 M.S. Ed., University of Southern California

Jacobsmeier, Thomas 2001

Vice President, Administrative Services
 B.A., California State University, Long Beach
 M.B.A., Pepperdine University

Manzano, Florentino 1999

Dean of Enrollment Management
 B.A., California State University, Northridge
 M.A., California State University, Northridge

Mayo, Sandra L. 2007

Vice President, Academic Affairs
 B.A., University of California, Riverside
 M.S., Westcoast University, Los Angeles
 Ed.D., University of Southern California

Nalepa, Laurie L. 2002

Dean, Academic Affairs
 B.A., University of California, Los Angeles
 M.B.A., University of Southern California
 Ed.D., Nova Southeastern University

Ortiz, Elizabeth 2008

Associate Dean, Student Services,
Associated Student Union (ASU) Advisor
 B.S., University of Southern California
 M.P.A., University of Southern California

Reed, Annie G. 1995

Associate Dean, Student Services
 M.A., Pepperdine University
 J.D., West Los Angeles School of Law

Reed, Dennis J. 1980

Dean, Academic Affairs
Professor of Art
 B.A., M.A., California State University, Fullerton

Rodriguez, Sherri 2001

Associate Dean, EOPS/CARE
 B.A., California State University, Fullerton
 Ed.D., University of California, Los Angeles

Yee, Carole, 2007

Dean, Academic Affairs
Professor of English
 B.A., University of Pittsburgh
 M.A., University of New Mexico, Albuquerque
 Ph.D., University of New Mexico, Albuquerque

EMERITI

Akers, Kathryn R., 1965-1980
 Professor of English

Alaniz, Victoria C., 1971-1985
 Professor of Office Administration

Allen, Patricia, 1965-2005
 Professor of Sociology

Anderson, Homer, 1956-1979
 Professor of Geography

Arnot, Jack, 1988-2006
 Professor of History

Attarian, George J. 1980-1999
 Professor of Music

Auerbach, Milton, 1975-1985
 Professor of Mathematics

Bertholdo, Robert, 1954-1985
 Professor of Law

Biermann, June A., 1949-1981
 Professor of Library Science

Birenbaum, Betti H., 1969-1983
 Professor of Nursing

Bjornsen, Betty Kay., 1974-2009
 Professor of Nursing

Blakeslee, Pat T., 1965-1991
 Professor of Psychology

Blyth, Marion D., 1963-1972
 Associate Professor of English

Broslawsky, Farrel., 1970-2009
 Professor of History

Brotherton, Winifred G., 1970-1987
 Professor of Nursing

Brown, Helen L., 1967-1975
 Associate Professor of Nursing

Brown, I. Jack, 1950-1995
 Professor of Accounting

Brown, Marion C., 1969-1989
 Professor of Office Administration

Buchanan, John A., 1975-1982
 Associate Professor of Speech

Campbell, James L., 1955-1995
 Professor of Biology

Chookolingo, Evamarie R., 1957-1983
 Professor of Chemistry

Clarke, Philip S., 1949-1995
 Professor of Mathematics

Colichman, Eugene L., 1964-1983
 Professor of Chemistry

Cooney, Robert L., 1965-1981
 Professor of Geology

Curtis, Steven J., 1960-1987
 Professor of German

Cutler, Sylvia S., 1967-1980
 Professor of Nursing

Davis, Doris M., 1987-1995
 Associate Professor of Family and Consumer Studies

Deutsch, Maurice N., 1955-1984
 Associate Professor of Engineering

DeWitt, Eugenia B., 1966-1982
 Professor of Biology

Dodson, James L., 1949-1975
 Professor of History

Dowlin, John L. Jr., 1965-1987
 Professor of Mathematics

Duncan, Lydia M., 1968-1975
 Instructor of Nursing

Dunn, William C., 1965-1978
 Professor of Mathematics/Counselor

Economides, Frances C., 1950-1980
 Professor of Speech

Edler, William C., 1981-2003
 Professor of Speech

Erhardt, Rosanne H., 1969-1989
 Professor of Office Administration

Ettinger, Virginia M., 1976-2004
 Professor of Respiratory Therapy

Fay, Gordon S., 1952-1977
 Associate Professor of Earth Science

EMERITI, continued

- Feldman, Beverly N., 1975-1987
Professor of Child Development
- Follosco, Raymond C., 1958-1993
Professor of Physical Education
- Foster, Ellis S., 1959-1978
Professor of Engineering
- Fraser, Owen H., 1962-1989
Professor of Mathematics
- Freeman, Margaret H., 1989-2002
Professor of English
- Fujii, Gertrude S., 1966-1985
Professor of English
- Garber, Zev, 1970-2007
Professor of Jewish Studies
- Gilbert, Samuel D., 1965-1987
Professor of Psychology
- Giovinazzo, Nick V., 1962-1985
Professor of Physical Education
- Glater, Julius, 1954-1991
Professor of Chemistry
- Golz, Gladys, 1954-1970
Associate Professor of Nursing
- Gordon, Louis, 1954-1985
Professor of Chemistry
- Graham, Roger J., 1968-1993
Professor of Journalism
Professor of Photography
- Griner, Verda M., 1959-1989
Professor of Counseling
- Hastings, Elizabeth S., 1963-1980
Professor of Nursing
- Holloway, George L., 1967-1989
Professor of Mathematics
- Holton, Judith Ann Gavin, 1978-2003
Professor of Nursing
- Holtzman, Natalie F., 1989-1995
Assistant Professor of Journalism
- Hunt, Alfred, 1951-1975
Associate Professor of Physical Education
- Hyek, James L., 1965-1989
Professor of Business Administration
- Immel, Earle, 1956-1978
Professor of Music
- Ingram-Cotton, Brenda, 1996-2010
Professor of CAOT
- Irwin, Edward A., 1961-1984
Professor of Journalism
- Jaqua, Ida C., 1963-1984
Professor of Family and Consumer Studies
- Jenks, W. Everett, 1950-1979
Professor of Philosophy
- Johnson, Ernest Y., 1949-1964
Associate Professor of Physical Education
- Johnson, Mae M., 1963-1979
Professor of Nursing
- Jorgenson, Ethel K., 1966-1982
Professor of Business Administration
- Jur, Chester, 1963-1982
Associate Professor of Electronics
- Kaspin, Solomon, 1977-1984
Professor of Physics
- King, Ruth L., 1964-1975
Associate Professor of English
- Kinstad, Conrad G., 1960-1985
Professor of History
- Klein, Henry F., 1979-2008
Professor of Art
- Knox, Richard A., 1950-1975
Professor of Music
- Kopoulos, George T., 1970-1991
Professor of Counseling,
Assistant Dean of Administration
- Kraus, Joseph, 1965-1989
Professor of German
- Kuhner, Merle L., 1962-1989
Professor of Anthropology
- Kuljian, Martha W., 1973-1985
Professor of Library Science
- Labok, Joseph A. Jr., 1959-1989
Professor of Electronics
- Lalane, Henry A., 1967-1983
Professor of Journalism
- Lane, Fredric V., 1956-1999
Professor of Mathematics
- Lash, Dorothy M., 1965-1977
Professor of Art
- Levine, Allen M., 1966-2006
Professor of Psychology
- Lubow, Sylvia B., 1969-1990
Professor of History
- Lundgren, Tirzah G., 1958-1978
Professor of Physical Education
- Lynn, Theodore A., 1966-1992
Professor of Music
- Maddox, John S., 1965-2008
Professor of History
- Maguire, Patrick D., 1965-1984
Professor of Philosophy
- Mann, Charles W., 1950-1982
Professor of Physical Education
- Mann, Myron A., 1964-1995
Professor of Physics
- Martin, Ann D., 1959-1977
Professor of Mathematics
- Marzillier, Leon F., 1971-2007
Professor of Mathematics
- Masse, Socorro O., 1970-2005
Professor of Nursing
- Mauk, E. Peter Jr., 1960-1987
Professor of Theater Arts
- Mayers, Jackson, 1954-1982
Professor of Sociology
- Mayo, Samuel H., 1965-1995
Dean of Student Services,
Professor of History
- McCarthy, James E., 1956-1987
Professor of Philosophy
- McCurry, Spencer L., 1989-2008
Professor of Business
- McGovern, Edythe M., 1964-1989
Professor of English
- McGuire, Thomas G., 1954-1981
Professor of English
- Merson, Jay R., 1962-1989
Professor of French
- Metzger, Dianna P., 1966-1979
Professor of English
- Milner, Glenn., 1973-2009
Professor of Economics
- Mohan, Richard D., 1956-1982
Professor of Library Science
- Mulkey, Roberta, 1967-1982
Associate Professor of Physical Education
- Munns, Virginia, 1959-1979
Assistant Professor of Business Admin.
- Nelligan, Don, 1968-1990
Professor of Music
- Nelson, William A., 1969-1989
Professor of Speech
- Nery, Josefina, 1961-1985
Professor of Nursing
- Nordman, Joseph B., 1950-1978
Professor of Chemistry
- Olson, Velma Jewett, 1949-1961
Counselor
- Pagliaro, Frank J., 1958-1983
Professor of Psychology
- Parada, Raymond, J. 1982-2005
Professor of Psychology
- Payden, William R., 1970-1990
Professor of Journalism
- Pittenger, Aura-Lee A., 1956-1983
Professor of Economics
- Polak-Recht, Jeanne, 1975-1998
Professor of Family & Consumer Studies
- Pollyea, Sharlene, 1972-1995
Professor of Office Administration
- Pope, Irvin A., 1971-1995
Professor of Music
- Porges, Irwin, 1961-1973
Associate Professor of English
- Potsic, George M., 1973-2008
Professor of Speech
- Pottharst, Barbara, Ph.D., 1965-1993
Professor of Psychology
- Pritchard, Robert L., 1967-2007
Professor of History
- Raskoff, Richard M., 1963-2002
Professor of Geography

EMERITI, continued

Rathbone, Rowena T., 1959-1973
Professor of Psychology

Ravise, Juliette S., 1965-1977
Professor of French

Raxten, Eugene D., 1958-1982
Professor of Psychology

Riffenburgh, Angelyn K., 1974-1989
Professor of Microbiology

Rogers, Eileen P., 1965-1984
Associate Professor of Nursing

Rosillo, Ramiro S., 1974-2006
Counselor

Ross, Martin N., 1982-1987
Professor of Electronics

Salazar, Carmen, 1973-2007
Professor of Spanish

Saltzman, Stephen M., 1993-2004
Professor of Psychology

Saluzzi, Michael, 1974-1995
Professor of Counseling

Saul, Martha S., 1969-1984
Professor of English

Shields, Nancy L., 1960-1975
Assistant Professor of English

Siever, Norman., 1968-2009
Professor of Mathematics

Sinsheimer, Frank A., 1974-2008
Professor of Health Sciences

Slosson, James E., 1950-1984
Professor of Geology

Soper, Vera R., 1955-1976
Professor of German

Spingarn, Lawrence P., 1959-1985
Professor of English

Statham, Stephen H., 1962-1987
Professor of English

Stearns, Jean E. 1989
Professor of English

Stern, Broncha S., 1967-1993
Professor of Family and Consumer Studies

Sugarman, Elien M. 1979
Professor of Computer Science

Thomas, George L., 1976-1981
Instructor of Administration of Justice

Tinei, Joan B., 1977-1980
Professor of Nursing

Toohy, Barbara M., 1959-1983
Professor of Library Science

Toon, Ernest R., 1955-1983
Professor of Chemistry

Valdez, Michael, 1969-1985
Professor of English

Villa, Angelo S., 1950-1991
Dean of Academic Affairs,
Professor of Spanish

Villa, Maryamber S., 1966-1989
Professor of History

Warren, Lepska M., 1970-1983
Professor of Philosophy

Weinman, Ernest O., 1956-1992
Professor of Chemistry

West, Harrison N., 1959-1987
Professor of English

Weyman, Charles F., 1966-1991
Professor of Political Science

Whitten, Elizabeth B., 1953-1974
Counselor

Wojcik, Gerald F., 1966-1989
Professor of English

Wood, Jan M., 1969-1986
Professor of Physical Education

Wood, Mary T., 1949-1972
Associate Professor of Secretarial Science

Zahler, Adrienne C., 1970-2006
Professor of Speech

Zentz, George H., 1955-1977
Professor of Spanish

Zuckerman, Marvin S., 1975-2002
Dean of Academic Affairs,
Professor of English



IN MEMORIAM

Harless-Chang, Jacqueline, 1999-2010
Professor of Computer Applications
& Office Technologies

Stack, Shannon C., 1971-2007
Professor of History

Yigebu, Mikre S., 1989-2009
Professor of Mathematics

DEPARTMENTAL ORGANIZATION

ART

SUBJECT FIELDS:

Art

CHAIRPERSON:

Ms. Eugenia Sumnik-Levins,
Art 108c, Ext. 2780
Ms. Carol L. Bishop
Mr. Jamison Carter
Mr. Dale Fulkerson
Ms. Phung X. Huynh
Mr. Thomas Mossman

ADJUNCT:

***Ms. Nina F. Berson
Ms. Pamela A. Blackwell
Ms. Anna B. Bonds
Mr. Jacques C. deBeaufort
Ms. Sarah A. Dwyer
Mr. Walter W. Impert
Ms. Alexandra L. Lezo
Mr. Marcello Petrocelli
Mr. Vance D. Studley

BIOLOGICAL SCIENCES

SUBJECT FIELDS:

Anatomy, Biology, Environmental
Science, Microbiology, Physiology

CHAIRPERSON:

Ms. Karen Roy, AHS 227 Ext. 2514
Ms. Pamela B. Byrd-Williams
Dr. Joseph Frantz
Dr. Becky Green-Marroquin
Ms. Pavla Hoyer
Ms. Songqiao (Sara) Huang
Dr. Gary D. Kovnat
Ms. Heather L. Lyon
Dr. Lawrence T. Nakamura
Ms. Lynn M. Polasek

ADJUNCT:

Mr. Sulaiman Abdulmalek
Ms. Chander P. Arora
***Mr. Shahram Bakhtiari
Ms. Suzanne L. Baldwin
Mr. Ronald H. Bigelow
Mr. Geoffrey Frank
Ms. Carol A. Gagne
Mr. Roy M. Havenhill
Ms. Jacki L. Houghton
Ms. Michelle K. Le
Mr. Paul D. Lonquich
Ms. Patricia E. Mora-Garcia
Ms. Kathryn Watson
Mr. Roy Withers

BUSINESS ADMINISTRATION

SUBJECT FIELDS:

Accounting, Business, Finance,
International Business, Law,
Management, Marketing, Real Estate

CHAIRPERSON:

Dr. Juanita Ardavany,
Business-Journalism 102b, Ext. 2439
Mrs. Sylvia Allen
Ms. Siu Chung
**Mr. Leonard A. Ciufu
Mr. Earl B. Neal, Jr.
Dr. Tasos Sioukas

ADJUNCT:

Ms. Adeline C. Englund
Mr. Stephen Gordon
Ms. Maryjane Greene
Ms. Dean L. Goings
Ms. Alicia L. Hamner
Mr. Herbert H. Hoffman
Mr. Steven Z. Kaller
***Mr. Howard J. Levine
Mr. Spencer McCurry
Ms. Dana Nasser
***Ms. Stephanie O'Neal
Mr. Ronald Ozur
***Mr. Marco Perez
***Mr. David L. Polachek
***Mr. James M. Powder
Mr. Philip Shapiro
Ms. Susan S. Singer
Mr. George Traver
Mr. Stuart I. Waterstone

CALWORKS

DIRECTOR:

Ms. Elahi Rabani, Bungalow 13,
Ext. 4069

CAMPUS CHILD DEVELOPMENT CENTER

DIRECTOR:

Ms. Terry Teplin, CDFC, Ext. 5551
Ms. Catherine L. Gish Persi
Ms. Linda Jones
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CHEMISTRY AND PHYSICS

SUBJECT FIELDS:

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Ext. 2974

CHILD DEVELOPMENT

SUBJECT FIELDS:

Child Development, Family &
Consumer Studies

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COMPUTER APPLICATIONS & OFFICE TECHNOLOGY

SUBJECT FIELDS:

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 Technology

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CONTINUING EDUCATION

SUBJECT FIELDS:

Basic Skills, English as a Second
 Language - Noncredit, ESL Civics,
 Learning Skills, Parenting, Vocational
 Education

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 Mr. Amadeo W. Quilici

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 Ms. Shelley W. Seltzer
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COOPERATIVE EDUCATION

SUBJECT FIELDS:

Cooperative Education
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COUNSELING

SUBJECT FIELD:

Counseling, Personal Development

CHAIRPERSON:

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 Ms. Fay Dea
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 Ms. Sylvia Rodriguez
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 Dr. Kathleen Sullivan

EARTH SCIENCE/ANTHROPOLOGY

SUBJECT FIELDS:

Anthropology, Astronomy, Earth
 Science, Environmental Science,
 Environmental Studies, Geography,
 Geology, Meteorology, Oceanography

CHAIRPERSON:

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ENGLISH

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Education, English

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FOREIGN LANGUAGE

SUBJECT FIELDS:

Armenian, French, German, Italian,
 Linguistics, Spanish

CHAIRPERSON:

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 Dr. Rafael Arias
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CONSULTING INSTRUCTOR:

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 Learning Center, Ext. 2750

ADJUNCT:

Ms. Kristene McClure

HEALTH SCIENCE

SUBJECT FIELDS:

Nursing, Nursing Science,
 Respiratory Therapy

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HISTORY/HUMANITIES/ LAW/POLITICAL SCIENCE

SUBJECT FIELDS:

History, Humanities,
 Law, Political Science

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(Institute for Developing Entertainment Arts & Studies)

INSTRUCTOR SPECIAL ASSIGNMENT:

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 Center 235, Ext. 2453

JOURNALISM**SUBJECT FIELDS:**

Journalism, Photography

CHAIRPERSON:

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Ms. Sarah Reingewirtz

LAIR**(Lab for Academic and Instructional Resources)**

Office in Temporary Learning Center,
Ext. 2744

LIBRARY**SUBJECT FIELDS:**

Library Science

CHAIRPERSON:

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Mrs. Xiaoyang Behlendorf-Liu
Mrs. Dana Lubow
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MATHEMATICS**SUBJECT FIELDS:**

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Admissions & Records,
Student Services Center
(First Floor), Ext. 2418

MEDIA ARTS**SUBJECT FIELDS:**

Broadcasting, Cinema, Media Arts

CHAIRPERSON:

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Robert Dodds, Office in Temporary
Learning Center 104, Ext. 2485

MUSIC**SUBJECT FIELDS:**

Music

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Philosophy

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Health, Health and Safety Education,
Physical Education, Recreation

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Mr. David Buchanan
Mr. Bernie Christian
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PHYSICAL EDUCATION - WOMEN**SUBJECT FIELDS:**

Dance Specialties, Dance Studies,
Dance Techniques, Health, Physical
Education, Women Athletics

CHAIRPERSON:

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Ext. 2904
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PSYCHOLOGY**SUBJECT FIELDS:**

Developmental Communications,
Psychology, Statistics

CHAIRPERSON:

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Science 109, Ext.2523
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SERVICES FOR STUDENTS WITH DISABILITIES (formerly DSPS)**SUBJECT FIELDS:**

Learning Skills

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Center 100, Ext. 2679

COUNSELOR:

Katherine Teyeda-May, Campus Center
100, Ext. 2685
Eliza Uzunyan, Campus Center 100,
Ext. 2683

LEARNING DISABILITY SPECIALIST:

Ms. Sheyda Melkonian,
Campus Center 100, Ext. 2703
Adaptive P.E. – Mr. David C. Mallas,
Instructor Special Assignment,
South Gym 7 or South Gym 103,
Ext. 2509

SOCIOLOGY/ETHNIC STUDIES**SUBJECT FIELDS:**

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Chicano Studies, Sociology

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Speech

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Ext. 2981

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Information Technology, Electronics,
Engineering, Machine Shop-CNC,
Numerical Control, Tool & Mfg.
Technology

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Theater

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Ms. Cathy Pyles, Theater Arts 100,
Ext. 2787

Mr. Chris R. Coddington

VCAP**(Valley College Accelerated Program)/WEEKEND COLLEGE****PROGRAM DIRECTOR:**

Ms. Roana Thornock, Campus Center
215, Ext. 2455

Mr. Neil Roberts, Campus Center 216,
Ext. 2476

**VIRTUAL VALLEY
(Academic Computing
& Distance Learning)****SUBJECT FIELDS:**

Educational Technologies

DIRECTOR:

Dr. Michelle Priest, Bungalow 82
818-778-5677, Priestma@lavc.edu

TRAINER:

Mr. James Marteney,
Martenji@lavc.edu, Ext. 2808

**WORKFORCE DEVELOPMENT
CENTER****DIRECTOR:**

Mr. Leonard A. Ciufu, Office of
Job Training, Ext. 2941

WRITING CENTER**DIRECTOR:**

Mr. Scott Weigand, Humanities 100,
Ext. 2811

GLOSSARY OF TERMS

Academic Probation-After attempting 12 units, a student whose cumulative grade-point-average (beginning Fall 1981) falls below 2.0 is placed on academic probation. A student whose cumulative grade-point-average falls below 2.0 for three consecutive semesters is subject to dismissal from the college.

Academic Renewal-Removal from a student's academic record, for the purpose of computing the grade-point-average, previously recorded substandard academic performance which is not reflective of the student's demonstrated ability.

Add Permit-A card issued by an instructor upon presentation of a valid ID Card (Registration Fee Receipt) which permits the student to add the class if the instructor determines that there is room. Enrollment in the class is official only if the Add Permit is processed by Admissions & Records before the published deadline.

Admissions and Records-The office and staff that admits a student and certifies his legal record of college work; maintains all student records; provides legal statistical data for the college.

Administration-Officials of the college who direct and supervise the activities of the institution..

Application for Admission-A form provided by the college on which the student requests admittance to a specific semester or session. A student may not register and enroll in classes until the application has been accepted and a Permit to Register issued.

A.S.U.-Organization to which all enrolled students are eligible to join called the Associated Student Union.

Associate Degree (A.A. or A.S.)-A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 60 to 64 semester units.

Bachelors Degree (B.A., A.B., B.S.)-A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of a minimum of 120 to 130 semester units.

Career Program-A group of courses planned to lead to competency in a particular field of study and to either a Certificate or an A.A. Degree.

Class Section-A group of registered students meeting to study particular courses at a definite time. Each class has a section number listed in the Schedule of Classes before the scheduled time of class meeting.

College Catalog-A comprehensive publication containing general information about the college; procedures for admission and registration; information about student services, academic resources, student activities, and academic policy; descriptions of the different educational programs and courses offered at the college; and a listing of the college faculty and departmental organization.

Community College-A two-year college offering a wide range of programs of study, many determined by local community need.

Concurrent Enrollment-Enrollment during the same semester in two or more classes which are specified by departmental requirements.

Continuing Student-A student registering for classes who was active in the college during one of the two immediately preceding regular semesters. A student registering for the fall semester is a continuing student if he or she was active in the college during the previous spring or fall semester.

Corequisite-A requirement that must be satisfied at the same time a particular course is taken.

Counseling-Guidance provided by professional counselors in collegiate, vocational, social, and personal matters.

Course-A particular portion of a subject selected for study. A course is identified by a subject title and course number; for example: Accounting 1.

Course Title-A phrase descriptive of the course content, for example the title of Accounting 1 is Introductory Accounting 1.

Credit by Examination-Course or unit credit granted for demonstrated proficiency through testing.

Dismissal-A student on academic or progress probation may be dismissed from the college. Any student who is dismissed may petition for reinstatement, but if denied, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for re-admittance at the end of that period of time.

Educational Program-A planned sequence of credit courses leading to a defined educational objective such as a Certificate or Associate Degree.

Electives-Courses which a student may choose without the restriction of a particular major program-curriculum.

Enrollment-That part of the registration process during which students select classes by section number to reserve a seat in a selected class and be placed on the class roster. A student may also enroll in a class by processing an Add Permit obtained from the instructor of the class.

Full-time student-A student may be verified as a full-time student if he/she is enrolled and active in 12 or more units during the fall or spring semester, and 6 units during the summer session.

General Education Requirements-(also called Breadth Requirements). A group of courses selected from several disciplines which are required for graduation.

Grade Points-The numerical value of a college letter grade: A-4, B-3, C-2, D-1, F-0.

- Grade-point-average**-A measure of academic achievement, and transfer; the GPA is determined by dividing the total grade points earned by the number of attempted units.
- Grade Points Earned**-Grade points times the number of units for a class.
- Incomplete**-The administrative symbol I is recorded on the students permanent record in situations in which the student has not been able to complete a course due to circumstances beyond the students control. The student must complete the course within one year after the end of the semester or the I reverts to a letter grade determined by the instructor. Courses in which the student has received an Incomplete (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.
- IP**-In Progress. An IP is recorded on the students permanent record at the end of the first semester of a course which continues over parts or all of two semesters. The grade is recorded at the end of the semester in which the course ends.
- Lower Division**-Courses at the freshman and sophomore level of college.
- Major**-A planned series of courses and activities selected by a student for special emphasis which are designed to teach certain skills and knowledge.
- Minor**-The subject field of study which a student chooses for secondary emphasis.
- 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-penalty Drop Period**-The first four weeks of a regular semester during which a students enrollment in a class is not recorded on the students permanent record if the student drops by the deadline. This deadline will be different for short-term and summer session courses.
- Certificate**-A certificate granted by a community college which recognizes a students satisfactory completion of an organized program of study.
- Parent Course**-A course which may be offered in modules. Credit for all modules of a parent course is equivalent to credit for the parent course. Parent courses are all courses without letters in the course number field.
- Pass/No Pass**-A form of grading whereby a student receives a grade of P or NP instead of an A, B, C, D, or F. A P is assigned for class work equivalent to a grade of C or above.
- Permit to register**-A form listing an appointment day and time at which the student may register. The permit is issued to all new students upon acceptance to the college, and to all continuing students.
- Placement Tests**-Tests given prior to admission which are used to recommend students to the appropriate class level.
- Prerequisite**-A requirement that must be satisfied before enrolling in a particular course-usually a previous course or equivalent skill level.
- Progress Probation**-After enrolling in 12 units a student whose total units for which a W, NC, or I has been assigned equals 50 percent or more of the units enrolled is placed on progress probation. A student whose cumulative number of units (beginning Fall 1981) for which a W, NC, or I has been assigned equals 50 percent or more for three consecutive semesters is subject to dismissal from the college.
- RD-Report Delayed**. This temporary administrative symbol is recorded on the students permanent record when a course grade has not been received from the instructor. It is changed to a letter grade when the grade report is received.
- Registration**-The process whereby a continuing student or a new or reentering student whose application has been accepted formally enters the college for a specific semester and receives an ID card (Registration Fee Receipt). The student may enroll in open classes as part of the registration process.
- Returning Student**-A student who at one time attended the college and is registering for classes, but was not active in the college during the previous two semesters.
- Schedule of Classes**-A booklet used during registration giving the subject title, course number, course title, units, time, instructor, and location of all classes offered in a semester.
- Section Number**-A term used interchangeably with Class Section Number; See Class Section, above.
- Semester**-One-half of the academic year, usually 18-20 weeks.
- Subject**-A division into which knowledge customarily is assembled for study, such as Art, Mathematics, or Zoology.
- Subject Deficiency**-Lack of credit for a course or courses required for some particular objective, such as graduation or acceptance by another institution.
- Transfer**-Changing from one collegiate institution to another after having met the requirements for admission to the second institution.
- Transferable Units**-College units earned through satisfactory completion of courses which have been articulated with four-year institutions.
- Transcript**-An official list of all courses taken at a college or university showing the final grade received for each course.
- Transfer course**-Courses designed to match lower division courses of a four-year institution and for which credit may be transferred to that institution.
- Units**-The amount of college credit earned by satisfactory completion of a specific course taken for one semester. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation.
- Units Attempted**-Total number of units in the courses for which a student received a grade of A, B, C, D, or F.
- Units Completed**-Total number of units in the courses for which a student earned credit.
- Units Enrolled**-Total number of units in which the student is enrolled at any point during the semester, determined by the total number of units for all courses appearing on the students transcript.
- W**-An administrative symbol assigned to a students permanent record for all classes which a student has dropped or has been excluded from by the instructor after the end of the non-penalty drop date but before the last day to drop.
- Withdrawal**-The action a student takes in dropping all classes during any one semester and discontinuing coursework at the college.

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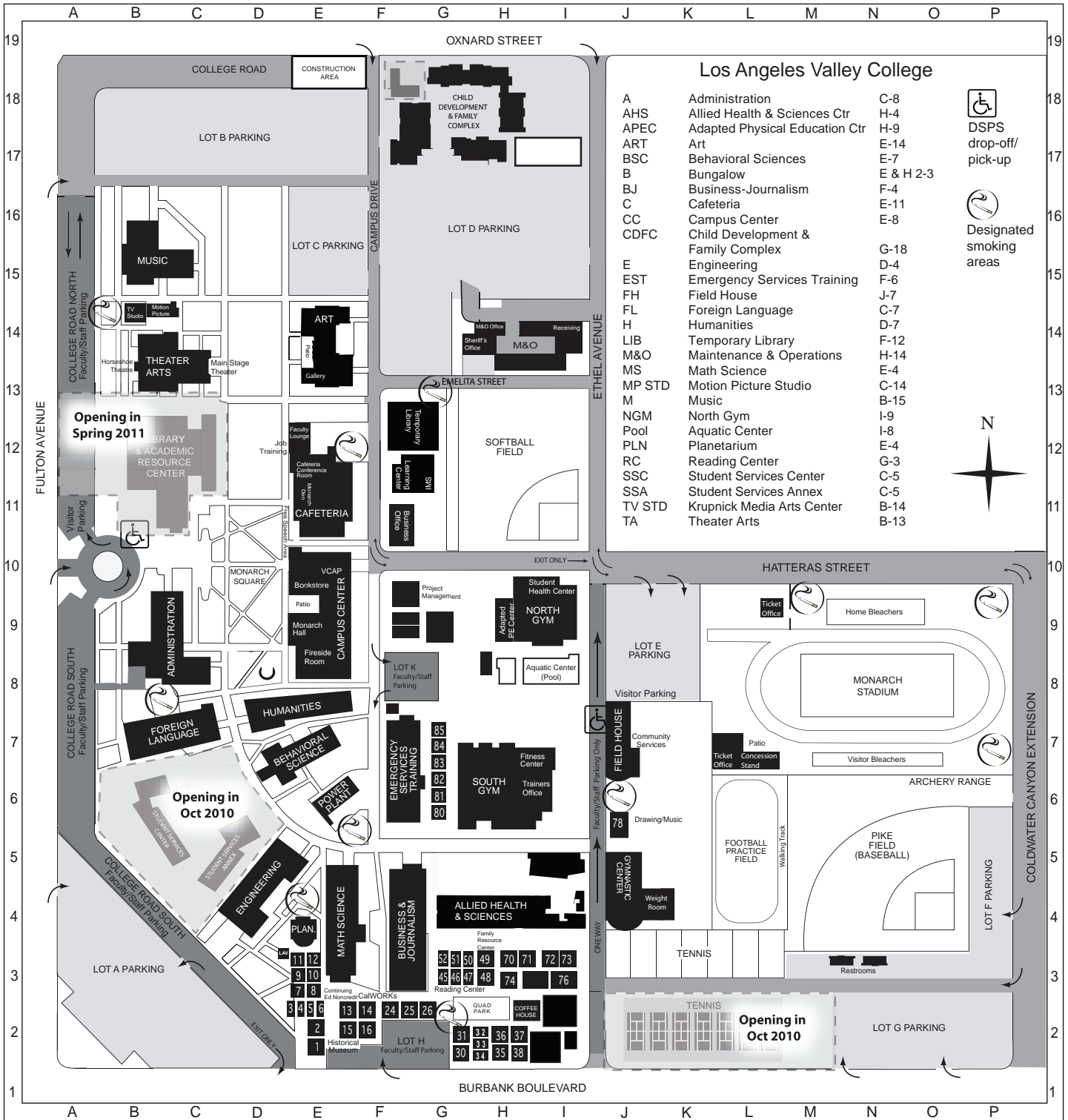
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2010-11

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Catalog

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Child Development Center.....	(818) 947-2931
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EOPS	(818) 947-2432
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