

2013-14



Los Angeles Valley College

Your Future Begins Here

Catalog

Visit us on the web
www.lavc.edu





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



LAVC Telephone Directory

Campus Tel: (818) 947-2600

Administrative and College Services

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

DEPARTMENT	EXTENSION	DEPARTMENT	EXTENSION
Academic Affairs	2326	Job Resource Center	2333
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Los Angeles Valley College 2013-14 Catalog:

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

ON THE COVER

Wheat Fields in the City

by LAVC student Grigor Harutyunyan for Art 308: Oil Painting II.
 Exhibited in the LAVC Student Art Show 2013. USED BY PERMISSION



Los Angeles Valley College

Serving the community for 64 years



2013-2014 Catalog

Volume 64

2013-2014 Calendar

Fall Semester 2013

Classes: August 26 - December 15, 2013

Finals: December 9 - 15, 2013

Spring Semester 2014

Classes: February 10 - June 9, 2014

Finals: June 3 - June 9, 2014

Accredited by the Western Association of Schools and Colleges

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

Accuracy Statement

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

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PRESIDENT'S MESSAGE



Welcome to Los Angeles Valley College

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 on our web site at www.lavc.edu. We hope you will find answers to your questions as you browse through the pages.

Valley College has made an ongoing commitment to educational excellence. As a member college of the national Achieving the Dream initiative, we have publicly reaffirmed our commitment to doing all we can to *Prepare All Students for Success*. Our PASS team has done the research and we continue to implement changes that we know will help you, our students, achieve your educational goals.

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.

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



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

VISION:

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

MISSION:

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

CORE VALUES:

Student Success and Innovation in Teaching and Learning

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

Mutual Respect, Diversity, and Access to Education

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

Resourcefulness and Environmental Stewardship

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

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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 105-acre campus serves the communities of Van Nuys, Burbank, Studio City, Sherman Oaks, Valley Village, North Hollywood, Panorama City, North Hills, Encino and beyond. Today, there are about 18,000 students enrolled with 194 full-time faculty and 359 part-time instructors.

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

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

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

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

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

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

media arts center and a library & academic resource center. The college's renovated stadium is also home to the only 10-lane Mondo track in southern California.

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

Goals

The goals of Los Angeles Valley College are in keeping with the mission statement adopted by the Los Angeles Community College District Board of Trustees, which is to provide comprehensive lower-division general education, 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.

Programs and Services

Transfer

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

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

Associate Degree (AA/AS)

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

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 courses and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

Continuing Education

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

Guidance

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

Community Services Program

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

The Los Angeles Valley College Foundation

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

Academic Freedom

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

MATRICULATION/ADMISSION AND REGISTRATION PROCEDURES

Admission Eligibility

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

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

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

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

High School Students (9-12 Grades)

Admission

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

Deciding Which Classes To Take

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

Enrolling In Classes

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

■ After School Classes

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

■ General Courses/Intercession

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

Paying Your Fees

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

Elementary and Middle School Students (K-8 Grades)

Admission: K – 8

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

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

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

Federal Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.
2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.
4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information, which may be released without the written of the student.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

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

RESIDENCY REQUIREMENTS

California Residency Requirement

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

Non-Residents

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

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

Residency Reclassification

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

Residency Appeal

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

College Residency

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

FOREIGN STUDENT ADMISSION

F-1 Visa Applicants

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

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

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

Applicants within the U.S.

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

Applicants outside the U.S.

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

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

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

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

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

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

Applying from inside the U.S.

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

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

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

Assessment

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

ENL (English as a Native Language) Assessment

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

ESL (English as a Second Language) Assessment

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

Math Assessment

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

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

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

Special Assessment

Special assessment is provided upon request for 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.

Orientation

The Counseling Department provides both an ENL (English as a native language) and an ESL (English as a second language) orientation to college for new students. ENL orientations are available either in-person or online. ESL Orientations are currently available only in-person.

The orientation helps students get acquainted with the college and prepare for their first semester. 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
- Be provided with an explanation of their placement results and related course recommendations
- Complete a one-semester student educational plan
- Learn how to register for their first semester courses
- Get an overview of campus resources and special programs

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 Campus Services section of this catalog.

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.

Personal Development Courses

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

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

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

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

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

Challenge Procedures

A. Prerequisites/Corequisites

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

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

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

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

Unlawful Discrimination

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

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.-2 p.m. Students are encouraged to make counseling appointments for the following:

1. long-term educational planning,
2. career assessment and exploration,
3. academic or personal problems.

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

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

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

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

Registration Process

Enrollment Priority Policy Changes: Effective Fall 2014

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

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

Based on the changes, Enrollment Priority is:

Priority 1: active duty military and veterans; and foster youth or former foster youth who are new and fully matriculated or continuing in good standing with less than 100 units completed.

Priority 2: new and continuing fully matriculated Disabled Students Programs and Services (DSPS) students and Extended Opportunities Programs and Services (EOP&S) students in good standing with less than 100 units completed.

Priority 3: continuing and middle college students in good standing with less than 100 units completed.

Priority 4: new, fully matriculated students and returning students in good standing.

Priority 5: open registration for non-matriculated students or those without enrollment priority in any of the four groups above.

Priority 6: Special K-12 admits.

Notes:

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

District-wide Registration

Register at more than one college!

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

Search for classes on the web!

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

12,000 classes to choose from!

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

Register for Classes Online

How to register for classes

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

Fees

Enrollment Fee

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

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

Enrollment Fee Assistance

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

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

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

Enrollment Fee Refund Policy

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

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

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

Non-Resident Tuition Fee

The Board of Trustees adopted a non-resident tuition fee of \$190 per semester unit for students attending the District colleges who are non-residents of the state. Furthermore, for non-resident students who are both citizens and residents of a foreign country, the Board adopted a \$212 per semester unit fee AND a \$35 cash only application processing fee. These fees are subject to change each academic year.

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

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

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

International Student Medical Insurance Fee

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

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

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

Periods of Coverage

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

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

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

Refunds

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

Fees

For the Fall 2013 semester, the International Student Medical Insurance fee is \$576.00. This fee will provide the student with medical insurance coverage from August 15, 2013 through January 31, 2014. Spring 2014 \$576.00

Health Service Fee

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

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

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

Health Fee Exemptions

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

Instructional Materials

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

Fee And Refund Schedule

Enrollment Fee	\$46 per unit*	End of second week of the semester Deadline for short term classes will be different for each class
<i>*Subject to change by the California Legislature</i>		
Non-resident Tuition (All non-resident students must pay the \$46* per unit enrollment fee in addition to non-resident tuition. Non-resident tuition is due upon registration.)		
Students from another State:	\$190 per unit	End of second week of the semester Deadline for short term classes will be different for each class.
Students from another country:	\$212 per unit	
International Student Fees		
International Student (F1 VISA) Application Fee:	\$35	Non-refundable
SEVIS Processing Fee	\$25	Non-refundable
International Student Medical Insurance (IMED)	Estimated at \$498 for 6 months	Full refund before first day of instruction. Prorated by vendor thereafter.
Health Services Fee	\$11	End of second week of the semester Deadline for short term classes will be different for each class
Audit Fee	\$15 per unit (Students who have enrolled in 10 units or more of credit enrollment may audit up to 3 units without charge)	NOT REFUNDABLE OR TRANSFERABLE
Student Representation Fee	\$1	End of second week of the semester Deadline for short term classes will be different for each class
Parking Fee	\$20	End of second week of the semester Deadline for short term classes will be different for each class
Associated Students Organization Membership Fee	\$10	End of second week of the semester Deadline for short term classes will be different for each class
Other Fees		
Emergency Processing of Transcript or Verification of Enrollment	\$10	*The first two transcripts or verifications are free.
Verification of Enrollment*	\$3	
Record of Work in Progress*	\$3	
Transcript*	\$3	All fees owed must be paid before transcripts or verifications will be released.

All fee refunds must be claimed in person at the Business Office.

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

Parking Fee

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

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

Parking permit fee:

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

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

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

BUSINESS OFFICE

Office Hours

Monday – Friday 8:00 a.m. - 3:45 p.m.

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

Payment Methods

The Business Office accepts the following method of payments:

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

Enrollment Fees

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

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

Students remain financially responsible for enrollment fee and tuition charges unless they officially drop semester length classes by September 8, 2013.

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

Enrollment Fee Assistance (Financial Aid)

You may be eligible for a BOG Fee Waiver

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

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

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

Office hours are:

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

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

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

Campus Procedure on Fee Refunds

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

Student Representation Fee

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

Audit Fee

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

Non-Resident Tuition Refund Criteria And Schedule

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition. Such request must be made in writing on a form provided by the District.

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

Student ID Cards

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

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

Associated Students Organization Fee

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

Refunds

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

Check Acceptance Policy

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

Check Types Accepted

The Electronic Check Service only accepts:

- Personal checks

Check Types That Are Ineligible

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

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

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

Returned Check/Stop Payment Charge

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

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

STUDENT LEARNING OUTCOMES

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

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

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

Foundational Program Outcomes

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

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

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

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

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

Career-Technical Education Outcomes

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

to the field of study, and an emphasis on demonstrating professional behavior.

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

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

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

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

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

General Education/Transfer Program Outcomes

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

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

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

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

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

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

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

EDUCATIONAL PROGRAMS

INSTRUCTIONAL PROGRAMS AT LOS ANGELES VALLEY COLLEGE

Program	Degree	Certificate	Department	Page
A+/Net+ Certification Preparation		SC	Technology	59
Administration of Justice	AA	CA	Emergency Services	45
Anthropology	AA		Anthropology	46
Architecture		CA	Technology	61
Art History	AA		Art	48
Art: Graphic Design	AA	CA	Art	46, 47
Art: Three Dimensional Design	AA		Art	47
Art: Two Dimensional Studio	AA		Art	47
Bank Management		CA	Business	51
Banking		CA	Business	51
Basic Language Arts and Math		NC	Continuing Education	81
Biology	AS		Biological Sciences	48
Broadcasting	AA		Media Arts	48
Broadcasting: Performance	AA	CA	Media Arts	48, 49
Broadcasting: Radio	AA	CA	Media Arts	48, 49
Broadcasting: Television	AA	CA	Media Arts	49
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Business: Banking and Finance	AA		Business	50
Business: Management	AA	CA	Business	50, 51
Business: Marketing	AA	CA	Business	50, 52
Business: Real Estate	AA	CA	Business	50, 52
C/C++		SC	Technology	57
CAOT: Administrative Assistant	AA	CA	Computer Applications & Office Technology	55, 56
CAOT: Computer Applications Specialist	AA	CA	Computer Applications & Office Technology	55, 56
CAOT: General Office Assistant		CA	Computer Applications & Office Technology	56
CAOT: Website Software Specialist		SC	Computer Applications & Office Technology	57
Certified Nursing Assistant/Home Health Aide		NC	Continuing Education	81
Chemistry	AS		Chemistry/Physics	52
Child Development	AA		Child Development	53
Child Development: Associate Teacher, Preschool (A)		CA	Child Development	53
Child Development: Associate Teacher, Preschool Literacy (E)		SC	Child Development	54
Child Development: Associate Teacher, Special Education (F)		SC	Child Development	54
Child Development: Director, Preschool (B)		CA	Child Development	53
Child Development: Early Childhood Education	AA		Child Development	52, 53
Child Development: Infant/Toddler Care Teacher (D)		CA	Child Development	54
Child Development: School Age Day Care (C)		CA	Child Development	54
Child Development: Special Education	AA		Child Development	53
Child Development Teacher		CA	Child Development	54
Cinema Arts	AA		Media Arts	55
Cinema Styles		CA*	Media Arts	55
Commercial Music	AA		Music	72
Commercial Music: Instrumental/Vocal Performer		CA	Music	73
Commercial Music: Jazz Studies		CA	Music	73

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

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

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT	PAGE
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Commercial Music: Music Notation		CA	Music	73
Commercial Music: Music Technology		CA	Music	73
Communication Studies	AA-T		Speech Communication	43
Computer Graphics/Design		CA	Technology	62
Computer Science	AS		Technology	57
Computer Science Programming		CA	Technology	57
Correctional Science	AA	CA	Emergency Services	45
Credit Administration		CA	Business	51
CSU Breadth		CA*	See Counseling	66
Cultural Competency		SC*	Anthropology	46
Customer Service		NC	Continuing Education	81
Earth Science	AS		Earth Science	58
Economics	AA		Philosophy/Economics	58
Electronics	AS		Technology	59
Electronics Technician		CA	Technology	59
Electronics Technology		CA	Technology	60
Electronics: Biomedical Instrumentation	AS	CA	Technology	59
Engineering	AS		Technology	60
Engineering Technology: Industrial/Manufacturing	AS	CA	Technology	61, 62
Engineering Technology: Mechanical Engineering	AS		Technology	61, 62
English	AA		English	63
English as a Second Language I		NC	Continuing Education	81
English as a Second Language II		NC	Continuing Education	81
English as a Second Language III		NC	Continuing Education	81
English as a Second Language IV		NC	Continuing Education	81
English as a Second Language – Speech		NC	Continuing Education	81
Escrow		CA	Business	51
ESL Civics I		NC	Continuing Education	81
ESL Civics II		NC	Continuing Education	81
Ethnic Studies	AA		Sociology/Ethnic Studies	63
Finance		CA	Business	51
Fire Technology	AS	CA, SC	Emergency Services	64
Foreign Languages	AA		Foreign Languages	64
French	AA		Foreign Languages	64
General Studies: Arts	AA		See Counseling	65
General Studies: Natural Science	AA		See Counseling	65
General Studies: Social & Behavioral Sciences	AA		See Counseling	66
Geography	AA		Earth Science	67
Geology	AS		Earth Science	67
German	AA		Foreign Languages	67
Hebrew Studies	AA		Philosophy/Economics	68
History	AA		History/Humanities/Law/ Political Science	68
Homeland Security		CA	Emergency Services	46
Humanities	AA		History/Humanities/Law/ Political Science	68
Intersegmental General Education Transfer (IGETC)		CA*	See Counseling	66
Italian	AA		Foreign Languages	69

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

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

PROGRAM	DEGREE	CERTIFICATE	DEPARTMENT	PAGE
Jewish Studies	AA		Philosophy/Economics	69
Journalism: Magazine	AA	CA	Media Arts	69
Journalism: Newspaper	AA	CA	Media Arts	69, 70
Journalism: Photojournalism	AA	CA	Media Arts	69, 70
Liberal Studies: Multiple Subject Teacher Prep	AA		See Counseling	70, 71
Manufacturing Technology: Metal Machining	AS	CA	Technology	61, 62
Manufacturing Technology: Numerical Control	AS	CA	Technology	61, 62
Mathematics	AS-T		Mathematics	43
Mechanical Drafting/Design	AS	CA	Technology	60-62
Mechanical Engineering Technology		CA	Technology	62
Media Arts: Direction	AA	CA	Media Arts	71, 72
Media Arts: Post-Production	AA	CA	Media Arts	71, 72
Media Arts: Producing	AA	CA	Media Arts	71, 72
Media Arts: Screenwriting	AA	CA	Media Arts	71, 72
Microcomputer Applications Management Specialist		CA	Technology	57
Microcomputer Literacy		NC	Continuing Education	81
Microcomputer Systems		SC	Technology	58
Motion Picture Production Technician		CA	Media Arts	55
Music	AA		Music	72
Musical Theater		SC	Music	80
Philosophy	AA		Philosophy/Economics	75
Physical Education	AA		Physical Education	75
Physics	AS		Chemistry and Physics	76
Political Science	AA		History/Humanities/Law/ Political Science	76
Property Management		CA	Business	52
Psychology	AA		Psychology	76
Psychology: Developmental	AA		Psychology	76
Psychology: Social and Personality	AA		Psychology	76
Registered Nurse	AS		Health Sciences	73-75
Respiratory Therapy	AS	CA	Health Sciences	77, 78
Sociology	AA, AA-T		Sociology/Ethnic Studies	43, 78
Sociology: Social Welfare	AA		Sociology/Ethnic Studies	78
Solar Energy Design and Mangement	AS	CA	Technology	59, 60
Spanish	AA		Foreign Languages	79
Sustainable Construction Management	AS	CA	Technology	60, 63
Theater Arts	AA		Theater	79
Theater Arts: Acting	AA		Theater	79
Theater Arts: Directing	AA		Theater	79, 80
Theater Arts: Technical	AA		Theater	80
Theater Production		CA	Theater	80
Theatrical Performance		SC	Theater	80
Workplace Success		NC	Continuing Education	81

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

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

COURSE SUBJECT ABBREVIATIONS

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

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

* Noncredit course abbreviation

TRANSFER REQUIREMENTS

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

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

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

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

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

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

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

LAVC offers three Associate Degrees for Transfer: Communication Studies, Mathematics, and Sociology. See pages 42 and 43 for more information.

ASSIST is available at
www.assist.org

Special Transfer Programs

Transfer Alliance/Honors Program (TAP) Honors

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

Eligibility


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

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

Advantages

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

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

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

University of California

Transfer Admission Requirements

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

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

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

1. Students Eligible as Freshman

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

2. Students Transferring as a Junior

Students must complete the following:

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

a. Major Preparation Requirements

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

b. General Education Requirements

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

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

OR

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

c. Elective Unit Requirements

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

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

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

University of California, Los Angeles (UCLA) Transfer Requirements

College of Letters and Science

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

School of Engineering and Applied Sciences

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

UCLA transfer informational handouts are available in the Counseling Office.

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

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

Intersegmental General Education Transfer Curriculum (IGETC) 2013-14

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.

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

	C	IP	N
<p>AREA 1: ENGLISH COMMUNICATION C= COMPLETED IP= IN PROGRESS N= NEED</p> <p>UC: 2 courses, one from Group A and one from Group B. CSU: 3 courses, one from each group below.</p> <p>A. ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 101 Course: _____ College _____ AP _____</p> <p>B. CRITICAL THINKING – ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units) English 103 Comm (formerly Speech) 105 Course: _____ College _____ (No AP scores accepted for this area)</p> <p>C. ORAL COMMUNICATION – (CSU requirement only) (1 course, 3 semester/4-5 quarter units) Comm (formerly Speech) 101, 102, 151 Course: _____ College _____ (No AP scores accepted for this area)</p>			
<p>AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, minimum of 3 semester/4-5 quarter units) Math 225¹, 227, 238², 245³, 259, 260³, 265², 266, 267, 270, 275 Stat 1¹, 101¹ Course: _____ College _____ AP _____</p>			
<p>AREA 3: ARTS AND HUMANITIES (3 courses with at least 1 course from Arts and 1 course from Humanities, 9 semester/12-15 quarter units)</p> <p>A. ARTS Art 101, 102, 103, 105, 109, 111, 115, 116⁴, 125, 501 Human 3 Cinema 102, 104⁵, 105, 107 Music 101, 111, 121, 122, 136¹⁸, 141 DanceSt 801³³, 805 Theater 100, 110, 112</p> <p>Course: _____ College _____ AP _____</p> <p>B. HUMANITIES Afro Am 20 (English 234*) German 3, 4, 5 Anthro 121 Hebrew 9 (Jewish 9*), 10 (Jewish 10*) Chicano 37⁵ (Spanish 46^{5*}), 42⁷ (Spanish 12^{4*}), 44 (Spanish 16*) History 7¹⁰ (Philos 33^{10*}), 29, 49 Cinema 103 Human 1, 6⁶, 8⁶, 30, 31, 90 English 102⁷, 105⁸ (Ling 1*), 203, 204, 205, 206, 207, 208, 212, 213 (Theater 125*), 252 Italian 3, 4, 5, French 3, 4, 5, 6, 10 Jewish 2 Course: _____ College _____ AP _____ Course: _____ College _____ AP _____</p>			

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

Intersegmental General Education Transfer Curriculum (IGETC) 2013-14

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

*See page 26 for IGETC footnote descriptions.

IGETC and Advanced Placement Scores

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

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

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

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

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

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

IGETC footnote descriptions.

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

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

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

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

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

⁶Course repeatable but UC maximum credit: one course.

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

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

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

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

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

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

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

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

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

¹⁶Credit for Chemistry 210 or 211, not both.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

³²Credit for either Geography 1 and 15 or 17.

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

California State University Transfer Requirements

Transfer Admission Requirements

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

OR

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

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

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

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

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

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

c. Elective Unit Requirements

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

California State University, Northridge (CSUN) Transfer Requirements

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

Independent Universities

Transfer Admission Requirements

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

General Education Certification for California State Universities 2013-14

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

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

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

C= COMPLETED IP= IN PROGRESS N= NEED				C	IP	N									
<p>A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING: 9 units (3 courses) with at least one course chosen from each of the three subcategories below: <u>Note:</u> Effective SP 2002 grades in Area A must be "C" or better.</p> <p>1. Oral Communication: Comm (formerly 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, 7, 9 (Ef F00-SU04) & (reinstated Ef SP 06) Comm (formerly Speech) 104, 105 (No AP Scores accepted for this area)</p>															
<p>B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING: 9 units (3-4 courses) with at least one course from each of the four subcategories below. At least one of the courses chosen must be a laboratory course. Acceptable laboratory courses are indicated by a † in the lists below. Single courses that contain both lecture and lab may count as lab courses as well as Physical or Life Science courses.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 101†, 102† Env Sci 1 Geog 1, 3(Meteor 3*), 17 † Geology 1, 10 (Env Sci 7*) Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†, 39†</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>2. Life Science Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 22†, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p> </td> </tr> </table> <p>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="width: 50%; vertical-align: top;"> <p>Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Geology 6† Oceano 10† Phys Sc 14†</p> </td> </tr> </table>							<p>1. Physical Science: Astron 1 Chem 51†, 60†, 68†, 101†, 102† Env Sci 1 Geog 1, 3(Meteor 3*), 17 † Geology 1, 10 (Env Sci 7*) Oceano 1 Phys Sc 1 Physics 6†, 7†, 12, 37†, 38†, 39†</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>	<p>2. Life Science Anatomy 1† Anthro 101 Biology 3†, 6†, 7†, 22†, 40† Env Sci 2 Micro 20† Physiol 1† Psych 2</p>	<p>Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†</p>	<p>Geology 6† Oceano 10† Phys Sc 14†</p>					
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<p>Anthro 111† Astron 5† Env Sci 19†, 22† (Ef F05) Geog 15†</p>	<p>Geology 6† Oceano 10† Phys Sc 14†</p>														
<p>4. Mathematics/Quantitative Reasoning: Math 215, 225, 227, 238, 240, 245, 259, 260, 265, 266 Stat 1, 101 <u>Note:</u> Effective SP 2002 grade in this section (B4) must be "C" or better.</p> <p>Course: _____ College _____ AP: _____</p>															

General Education Certification for California State Universities 2013-14

	C	IP	N
<p>C. ARTS AND HUMANITIES: 9 units (3 courses) with at least one from area 1 and one from area 2 below:</p> <p>1. Arts: Arts, Dance, Music, Theater Art 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 501 Brdcstg 26 Cinema 102, 104 (Ef F99), 105, 107 DanceSt 801, 805 Music 101, 111, 121, 122, 136, 141 Theater 100, 110, 112</p> <p>2. Humanities: Literature, Philosophy, Foreign Language Afro Am 20 (English 234*) Chicano 37 (Spanish 46*), 42 (Spanish 12*) English 203, 204, 205, 206, 207, 208, 252 Jewish 35 (Philos 35*) Spanish 12 Cinema 103 Comm (formerly Speech) 130 Theater 125 (English 213*) Philosophy: Anthro 121 History 7, 49 Philos 1, 12, 14, 20, 28, 30, 35 (Jewish 35*), 45 Foreign Languages: French 1 (or 21 or 22), 2, 3, 4 German 1, 2, 3, 4 Hebrew 1 (Jewish 11*), 2 (Jewish 12*) Italian 1, 2, 3, 4 Spanish 1, 2, 3, 4, 5 (Ef F00), 6 (Ef F00), 35, 36 Interdisciplinary Humanities: Chicano 44 (Spanish 16) English 105 (Ling 1*) French 10 Hebrew 9 (Jewish 9*) 10 (Jewish 10*) Human 1, 2, 3, 30, 31, 90 Jewish 2 (Ef F97) Spanish 9, 10</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>			
<p>D. SOCIAL SCIENCES: 9 units (3 courses) from at least two numbered areas below. *The American Institutions Requirement may be completed as part of the 9 units required in Area D. *The AMERICAN INSTITUTIONS REQUIREMENT: (Effective Fall 05) may be completed with two courses: <u>History 6 or 20 AND History 11</u> OR <u>Pol Sci 1 AND one of the following: Afro Am 4, 5, Chicano 8, History 5, 11, 12, 18</u></p> <p>(0) Soc 1, 2, 3 (Ef F98), 4 (Ef SP 07), 25 (Ef F98), 31, 35 (1) Anthro 102, 103, 104 (Ef SP 07), 109, 110, 141 (2) Econ 1, 2, 30, 40, 60 (3) Soc 2, 11; Afro Am 4, 5; Anthro 132; Chicano 2, 7, 8 (4) Anthro 109; Human 6, 8; Soc 22, 31 (5) Geog 2, 9, 14 (6) Afro Am 4, 5; Chicano 7, 8; History 1, 2, 5, 6, 11, 12, 18, 29, 49, 86; Jewish 25 (7) Afro Am 4, 5; Brdcstg 1; Chicano 7, 8; Ch Dev 1, 42; Envsteds 101; Journal 105; Comm (formerly Speech) 122 (Ef SP07) (8) Afro Am 4, 5; Chicano 7, 8; History 5, 6, 11, 12, 20; Pol Sci 1, 2, 5, 7; Law 3 (9) Psych 1, 11, 12, 13, 14, 41</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p> <p>Course: _____ College _____ AP: _____</p>			
<p>E. LIFELONG LEARNING & SELF-DEVELOPMENT: 3 units (minimum 1 course) : (only 1 unit of DanceSt/DanceTq/Dncespc/Kin, Kin Ath, Kin Maj may be used)</p> <p>Afro Am 2 DanceSt 452, 801, 814, 820, 822 DanceTq 111, 112, 113, 114, 121, 122 141, 142, 151, 152, 221, 225, 434, 437, 469 Dncespc 490 Health 11 Jewish 1 Persdev 20 Kin 8, 9, 205-273, 286-371, 391-941 Kin Ath 503-552 Psych 3, 41, 60 Soc 12, 17, 21 Comm (formerly 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 or later. Continuing students maintaining "catalog rights" may be able to apply requirements in effect at the time they entered the college. "Catalog rights" is defined as follows:

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

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

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

- I. **Unit Requirement:** A minimum of 60 semester units of course credit in a selected curriculum. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
- II. **Scholarship Requirement:** A C (2.0) grade-point-average or better in all work attempted in the curriculum upon which the degree is based.
- III. **Residence Requirement:** (1) Completion of at least 12 units of credit in residence, (i.e., at Los Angeles Valley College), and (2) Attendance at the college during the semester in which the requirements are completed.

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

A. Reading & Written Expression Competency

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

English 101- College Reading and Composition

B. Mathematics Competency requirements may be met by:

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

OR

2. Placement into a transfer level mathematics course.

OR

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

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

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

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

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

The following table shows this difference between the two plans:

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

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

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

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

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

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

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

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

See page 42 for information on the Associate Degrees for Transfer.

Multiple or Additional Associate Degrees

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

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

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

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



LAVC 2012 Award Winning Speech Team

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN A 2013-2014

GENERAL EDUCATION REQUIREMENTS: Minimum of 30 semester units.

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

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

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

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

*This course has a prerequisite or co-requisite.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN A 2013-14

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N
3 Semester Units minimum				
C. HUMANITIES Afro Am 20 Anthro 121 Art 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 501 Brdcstg 26 Chicano 37, 42 (Spanish 12), 44 (Spanish 16) Cinema 102, 103, 104, 105, 106, 107 Comm 130 DanceSt 801, 805 English 203*, 204*, 205*, 206*, 207*, 208*, 213*, 252* French 1 (or 21 or 22), 2*, 3*, 4*, 10 German 1, 2*, 3*, 4* Other College _____	Hebrew 1 (Jewish 11), 2* (Jewish 12), 9 (Jewish 9), 10 (Jewish 10) History 7, 49 Human 1, 2, 3, 6, 30, 31, 90 Italian 1, 2*, 3*, 4* Jewish 2, 35 (Philos 35) Ling 1 (English 105) Music 101, 111, 121*, 122*, 136, 141 Philos 1, 12, 14, 20, 28, 30, 45 Spanish 1, 2*, 3*, 4*, 5*, 6*, 9, 10, 35, 36 Theater 100, 110, 112, 125* Advanced Placement _____			
12 Semester Units minimum				
D. LANGUAGE AND RATIONALITY D1. ENGLISH COMPOSITION (3 Semester Units minimum) Bus 32 CAOT 32 D2. COMMUNICATION AND ANALYTICAL THINKING (6 Semester Units minimum) Co Sci 801 Comm 101, 102, 104, 105*, 151 English 103* Math 120*, 125*, 215*, 225*, 227*, 238*, 240*, 245*, 259*, 260*, 265*, 266* D3. Minimum of 3 additional semester units from D1 or D2 above. Other College _____	English 28*, 101*, 102*, 363* Journal 101, 202* Philos 6, 9 Stat 1*, 101* Advanced Placement _____			
3 Semester Units minimum				
E. HEALTH AND PHYSICAL EDUCATION E1. HEALTH EDUCATION (2 Semester Units minimum) Health 11 Nrsce 101* E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) DanceSt 452, 801, 814, 819, 820, 822 DanceTq 111, 112, 113, 114, 121, 122, 141, 142, 151, 152, 221, 225, 434, 437, 469 Dncespc 490	Resp Th 2* Kin 8, 9, 205-273, 286-371, 391-941 Kin Ath 503 - 552 Kin Maj 116 Military Credit (if applicable) _____			
Major / Area of Emphasis: Major Courses (min. 18 units)				
Electives				
Competency Met: Eng: Course _____ Math: Course _____ Test _____				
TOTAL				

*This course has a prerequisite or co-requisite.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN B 2013-14

C= COMPLETED IP= IN PROGRESS N= NEED		C	IP	N
THIS FORM SUBJECT TO CHANGE EACH YEAR				
A. NATURAL SCIENCES	3 Semester Units minimum			
Anatomy 1* Anthro 101, 111* Astron 1, 5* Biology 3, 6*, 7*, 22, 40* Chem 51, 68*, 70*, 101*102* Env Sci 1*, 22* Geog 1, 15*, 17 Geology 1, 6*, 10 (Env Sci 7) Other College _____	Meteor 3 (Geog 3) Micro 20* Oceano 1, 10* Phys Sc 1, 14* Physics 6*, 7*, 37*, 38* Physiol 1*, 8*, 9* Psych 2* Advanced Placement _____			
B. SOCIAL AND BEHAVIORAL SCIENCES	3 Semester Units minimum			
B1. AMERICAN INSTITUTIONS Afro Am 4, 5 Chicano 8 Other College _____	History 5, 6, 11, 12, 18, 20 Pol Sci 1 Advanced Placement _____			
C. HUMANITIES	3 Semester Units minimum			
Afro Am 20 Anthro 121 Art 101, 102, 103, 105, 109, 111, 115, 116, 125, 201, 501 Brdcstg 26 Chicano 37, 42 (Spanish 12), 44 (Spanish 16) Cinema 103, 104, 105, 106, 107 Comm 130 DanceSt 801, 805 English 203*, 204*, 205*, 206*, 207*, 208*, 213*, 252* French 1 (or 21 or 22), 2*, 3*, 4*, 10	German 1, 2*, 3*, 4* Hebrew 1 (Jewish 11), 2* (Jewish 12), 9 (Jewish 9) 10 (Jewish 10) History 7, 49 Human 1, 2, 3, 6, 30, 31, 90 Italian 1, 2*, 3*, 4* Jewish 2, 35 (Philos 35) Ling 1 (English 105) Music 101, 111, 121*, 122*, 136, 141 Philos 1, 12, 14, 20, 28, 30, 45 Spanish 1, 2*, 3*, 4*, 5*, 6*, 9, 10, 35, 36 Theater 100, 110, 112, 125*			
D. LANGUAGE AND RATIONALITY	6 Semester Units minimum			
D1. ENGLISH COMPOSITION (3 Semester Units minimum) Bus 32 CAOT 32	English 28*, 101*, 102*, 363* Journal 101, 202*			
D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum) Co Sci 801 Comm 101, 102, 104, 105*, 151 English 103*	Math 120*, 125*, 215*, 225*, 227*, 238*, 240*, 245*, 259*, 260*, 265*, 266* Philos 6, 9 Stat 1*, 101*			
Other College _____ Advanced Placement _____				
E. HEALTH AND PHYSICAL EDUCATION	3 Semester Units minimum			
E1. HEALTH EDUCATION (2 Semester Units minimum) Health 11 Nrsce 101*	Resp Th 2*			
E2. ONE PHYSICAL EDUCATION ACTIVITY (1 Semester Unit minimum) DanceSt 452, 801, 814, 819, 820, 822 DanceTq 111, 112, 113, 114, 121, 122, 141, 142, 151, 152, 221, 225, 434, 437, 469	Dncespc 490 Kin 8, 9, 205-273, 286-371, 391-941 Kin Ath 503 - 552 Kin Maj 116 Military Credit (if applicable) _____			
Other College _____ Advanced Placement _____				

*This course has a prerequisite or co-requisite.

Los Angeles Valley College - Associate Degree General Education Requirements - PLAN B 2013-14

Major / Area of Emphasis: Major Courses (min. 18 units)			
Electives			
Competency Met: Eng: Course _____ Math: Course _____ Test _____			TOTAL

LAVC GE and External Examinations

ADVANCED PLACEMENT (AP) EXAM

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

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

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

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

College Level Examination Program (CLEP) Exams

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

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

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

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

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

College Level Examination Program (CLEP) Exams, continued

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

International Baccalaureate (IB) Exams

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

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

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

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

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

ASSOCIATE DEGREES FOR TRANSFERS

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

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does not accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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

REQUIREMENTS:

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

- 1. UNIT REQUIREMENT:** Minimum of 60 CSU-transferable semester units.
- 2. SCHOLARSHIP REQUIREMENT:** Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
- 3. RESIDENCE REQUIREMENT:** Completion of at least 12 units of credit in residence, and attendance at the college during the semester in which the requirements are completed.
- 4. MAJOR REQUIREMENT:** Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the program section of the catalog (page 33). All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass-no pass” basis (title 5 § 55063).
- 5. GENERAL EDUCATION REQUIREMENTS:** Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see pages 28-29 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 24-25 for more information).



Associate Degree for Transfers

AA-T in Communication Studies

(Program Code 150601, State Code 30699)

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

REQUIRED COURSES:

Comm 101 Oral Communication I 3

LIST A: SELECT TWO COURSES 6

Comm 104 Argumentation (3)
Comm 121 The Process of Interpersonal Communication (3)
Comm 151 Small Group Communication (3)

LIST B: SELECT TWO COURSES 6

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

SELECT ONE COURSE 3

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

Total: 18

AS-T in Mathematics

(Program Code 170101, State Code 31036)

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

REQUIRED COURSES:

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

SELECT ONE COURSE: 3-5

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

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

Total: 21-23

AA-T in Sociology

(Program Code 220802, State Code 30799)

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

REQUIRED COURSES:

Soc 1 Introduction to Sociology 3
Soc 4 Sociological Analysis 3

SELECT ONE OF THE FOLLOWING COURSES: 3-4

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

LIST A: SELECT TWO COURSES: 6

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

LIST B: SELECT ONE COURSE:

ANY LIST A COURSE NOT USED 3
Soc 21 Human Sexuality (3)
Soc 25 Drugs and Culture (3)
Soc 35 The Labor Movement (3)

Total: 18-19 units



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.



DEGREES AND CREDIT CERTIFICATES

ADMINISTRATION OF JUSTICE

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

(Program Code 210500, State Code 02979)

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

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

Total: 21

CORRECTIONAL SCIENCE (AA)

(Program Code 210510, State Code 30027)

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

PLAN A

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	Control and Supervision in Corrections	3
Adm Jus 309	Correctional Interviewing and Counseling	3
Adm Jus 425	Legal Aspects of Corrections	3

Total: 21

Certificate of Achievement in Administration of Justice

(Program Code 210500, State Code 21900)

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

Estimated time to complete: 1 year.

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

Total: 24

Certificate of Achievement in Correctional Science

(Program Code 210510, State Code 30028)

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

Estimated time to complete: 1.5 years.

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	Control and Supervision in Corrections	3
Adm Jus 309	Correctional Interviewing and Counseling	3
Adm Jus 425	Legal Aspects of Corrections	3

Total: 21

ADMINISTRATION OF JUSTICE, Continued next page

Administration of Justice, *Continued***Certificate of Achievement in Homeland Security***(Program Code 210501, State Code 30035)*

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.

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

Adm Jus 178	Terrorism: The First Responder	3
Adm Jus 427	Understanding Contemporary Terrorism	3
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: 21**ANTHROPOLOGY****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)***(Program Code 220200, State Code 18392)*

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

PLAN A**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:

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

Total: 20**CERTIFICATE REQUIREMENTS****Skills Certificate in Cultural Competency***(Program Code 220201)*

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

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)
Geog 45	Food and Culture	(3)
Anthro 121	Anthropology of Religion, Magic and Witchcraft	(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, State Code 08553)*

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

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

ART, *Continued next page*

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

Art, Continued

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING:		6
Art 125	History of Photography I	(3)
Art 202*	Drawing II	(3)
Art 204	Life Drawing I	(3)
Art 205*	Life Drawing II	(3)
Art 213	Color Theory	(3)
Art 300	Introduction to Painting	(3)
Art 606*	Graphic Design III	(3)
Art 619	Advertising Photo/Graphics II	(4)
Art 621*	Illustration I	(3)
		(6)

Option Total: 25

Total of Core plus Option: 40

Three Dimensional Design Option

(Program Code 100220, State Code 08544)

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

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	(1)
Art 213	Color Theory	(3)
Art 285	Directed Study – Art	(2)
Art 385	Directed Study – Art	(3)
Art 521	Art Gallery Techniques	(3)
Art 531*	Art Gallery Techniques II	(3)
Art 702*	Sculpture II	(3)
Art 709*	Ceramics I	(3)
Art 710*	Ceramics II	(3)
Art 711*	Ceramics III	(3)

Option Total: 21

Total of Core plus Option: 36

Two Dimensional Studio Option

(Program Code 100210, State Code 08543)

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

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	(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 213	Color Theory	(3)
Art 285	Directed Study – Art	(2)
Art 301	Watercolor Painting I	(3)
Art 302*	Watercolor Painting II	(3)
Art 304	Acrylic Painting I	(3)
Art 305*	Acrylic Painting II	(3)
Art 307	Oil Painting I	(3)
Art 308*	Oil Painting II	(3)
Art 309*	Oil Painting III	(3)
Art 385	Directed Study – Art	(3)
Art 407	Relief Printmaking I	(3)
Art 408*	Relief Printmaking II	(3)
Art 411*	Printmaking Studio	(1)
Art 521	Art Gallery Techniques	(3)
Art 531	Art Gallery Techniques II	(3)
Art 620*	Illustration I	(3)

Option Total: 24-25

Total of Core plus Option: 39-40

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Graphic Design

(Program Code 103000, State Code 08554)

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

Estimated time to complete: 2 years.

REQUIRED COURSES:

Art 201	Drawing I	3
Art 501	Beginning Two-Dimensional Design	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)

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

PLAN A

(Program Code 100200, State Code 02961)

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 111	History of Contemporary Art	(3)
Art 112	Current Art Events	(3)
Art 115	Intro Survey of Modern Art	(3)
Art 116	History of Women and Art	(3)
Art 125	History of Photography I	(3)
Art 521	Art Gallery Techniques	(3)
Art 531	Art Gallery Techniques II	(3)

Total: 21

BIOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

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

PLAN A

(Program Code 040100, State Code 02941)

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

BROADCASTING

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

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

PLAN A

(Program Code 060400, State Code 08549)

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, State Code 08537)

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	4

Option Total: 20

Total of Core plus Option: 39

Radio Option

(Program Code 060410, State Code 08536)

Brdcstg 5	Radio and Television Acting	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 & Television	3
Brdcstg 31*	Advanced Voice-Over	3

Option Total: 19

Total of Core plus Option: 38

BROADCASTING, Continued next page

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

Broadcasting, Continued

Television Option

(Program Code 060420, State Code 08535)

Brdcstg 5	Radio and Television Acting	3
Brdcstg 21	Radio and Television Advertising and Sales	3
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio and Television	3
Brdcstg 28	Television Announcing I	3
Brdcstg 45	Advanced Workshop for TV Acting and Directing	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

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 21	Radio and Television Advertising and Sales	3
Brdcstg 25	Radio/TV/Film Writing	3
Brdcstg 26	TV/Film Aesthetics	3
Brdcstg 46	Fundamentals of Television Production	4

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, State Code 21887)

Brdcstg 5	Radio and Television Acting	3
Brdcstg 45*	Advanced Workshop for TV Acting and Directing	4
PLUS 3 UNITS FROM:		
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)
Brdcstg 81*	Field Work I - Broadcasting	(1)
Brdcstg 82*	Field Work II - Broadcasting	(2)

Option Total: 10

Total of Core plus Option: 32

Radio Option

(Program Code 060410, State Code 21888)

Brdcstg 11	Digital Audio Editing and Production	3
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio & Television	3
PLUS 3 UNITS FROM:		
Brdcstg 17	Industrial and Commercial Voice-Over Techniques	(3)
Brdcstg 22*	Radio/Television Activities	(1)
Brdcstg 81*	Field Work I - Broadcasting	(1)
Brdcstg 82*	Field Work II - Broadcasting	(2)

Option Total: 9

Total of Core plus Option: 31

Television Option

(Program Code 060420, State Code 21889)

Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio and Television	3
Brdcstg 45*	Advanced Workshop for TV Acting and Directing	4
PLUS 3 UNITS FROM:		
Brdcstg 5	Radio and Television Acting	(3)
Brdcstg 11	Digital Audio Editing and Production	(3)
Brdcstg 22*	Radio/Television Activities	(1)
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	}	3
Bus 1	Introduction to Business		
Bus 32	Business Communications		3
Law 1	Business Law I		3
PLUS 6 UNITS CHOSEN FROM THE FOLLOWING:			
Bus 38	Business Computations		(3)
CAOT 82	Microcomputer Software Survey		(3)
Finance 8	Personal Finance and Investments		(3)
Mgmt 1	Principles of Management		(3)

Core Total: 20-21

IN ADDITION, COMPLETE ONE OF THE FOLLOWING OPTIONS:

Accounting Option

(Program Code 050200, State Code 02942)

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

REQUIRED COURSES:

Acctg 2*	Introductory Accounting II	5
Acctg 3*	Intermediate Accounting	3
Acctg 15*	Tax Accounting I	3
CAOT 78	Microcomputer Accounting Applications for the Electronic Office	3

PLUS ONE COURSE CHOSEN FROM THE FOLLOWING:		
Acctg 11	Cost Accounting	(3)
Acctg 18	Computerized Payroll Accounting	(3)
Acctg 20*	Managerial Accounting	(3)

Option Total: 17

Total of Core plus Option: 37-38

BUSINESS, Continued next page

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

Business, *Continued***Banking and Finance Option**

(Program Code 050400, State Code 02943)

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

REQUIRED COURSES:

Acctg 2	Introductory Accounting II	5
Finance 8	Personal Finance and Investments	3
Mgmt 13	Small Business Entrepreneurship	3

PLUS TWO COURSES FROM THE FOLLOWING:

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

Option Total: 17**Total of Core plus Option: 37-38****Management Option**

(Program Code 050630, State Code 02945)

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

REQUIRED COURSES:

Mgmt 1	Principles of Management	3
Mgmt 13	Small Business Entrepreneurship	3
Mgmt 31	Human Relations for Employees	3
Mgmt 48	Management Systems and Procedures	3

PLUS TWO COURSES CHOSEN FROM THE FOLLOWING:

Acctg 2*	Introductory Accounting II	(5)
Acctg 20	Managerial Accounting	(3)
Finance 2	Investments	(3)
Intbus 1	International Trade	(3)
Market 21	Principles of Marketing	(3)
Real Es 14	Property Management	(3)

Option Total: 18-20**Total of Core plus Option: 38-41****Marketing Option**

(Program Code 050900, State Code 02947)

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

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

PLUS ONE COURSE FROM THE FOLLOWING:

Law 2	Business Law II	(3)
Mgmt 1	Principles of Management	(3)
Mgmt 13	Small Business Entrepreneurship I	(3)
Real Es 1	Real Estate Principles	(3)

Option Total: 18**Total of Core plus Option: 38-39****Real Estate Option**

(Program Code 051100, State Code 02948)

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

REQUIRED COURSES:

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

PLUS ONE COURSE FROM THE FOLLOWING:

Acctg 15*	Tax Accounting I	(3)
Law 2	Business Law II	(3)
Real Es 11	Escrow Principles	(3)
Real Es 14	Property Management	(3)
Real Es 18*	Real Estate Investment I	(3)
Real Es 21*	Real Estate Economics	(3)
Real Es 24	Common-Interest Developments	(3)

Option Total: 18**Total of Core plus Option: 38-39****CERTIFICATE REQUIREMENTS****Certificate of Achievement in Accounting**

(Program Code 050200, State Code 21874)

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

Estimated time to complete: 1.5 years.

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 78	Microcomputer Accounting Applications for the Electronic Office		3

PLUS 6 UNITS ELECTIVES FROM THE FOLLOWING LIST:

Acctg 11*	Cost Accounting	(3)	
Acctg 18*	Computerized Payroll Accounting	(3)	
Acctg 20*	Managerial Accounting	(3)	
CAOT 82	Microcomputer Software Survey	} —	(3)
	OR		
CAOT 85	Microcomputer Office Applications: Spreadsheets		

Total: 25-26BUSINESS, *Continued next page*

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

Business, Continued

Certificate of Achievement in Bank Management

(Program Code 050401, State Code 08529)

This certificate prepares students for first-level bank management and supervisory positions, for support positions in human resources, and positions for success in team-based bank work environments. Students are exposed to computer management simulation exercises.

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22*	Bookkeeping and Accounting I & II	}	
Bus 1	Introduction to Business		3
Bus 31	Business English		3
Bus 38	Business Computations		3
Finance 8	Personal Finance and Investments		3
Law 1	Business Law I		3
Mgmt 31	Human Relations for Employees		3
Real Es 7*	Real Estate Finance I		3

Total: 26-27

Certificate of Achievement in Banking

(Program Code 050402, State Code 08527)

This certificate prepares students for entry-level positions in banking such as teller, new account representative, and operations trainee. Students will use computer applications and the internet.

Estimated time to complete: 1 year.

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22*	Bookkeeping and Accounting I & II	}	
Bus 1	Introduction to Business		3
Bus 31	Business English		3
Bus 32	Business Communication		3
Finance 8	Personal Finance and Investments		3
PLUS ONE COURSE FROM THE FOLLOWING:			
Bus 38	Business Computations		(3)
CAOT 82	Microcomputer Software Survey		(3)

Total: 20-21

Certificate of Achievement in Business Management

(Program Code 050600, State Code 02944)

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

Estimated time to complete: 1 year.

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22*	Bookkeeping and Accounting I & II	}	
Bus 1	Introduction to Business		3
Bus 32	Business Communication		3
Law 1	Business Law I		3
Mgmt 1	Principles of Management		3
PLUS ONE COURSE FROM FROM ANY OF THE FOLLOWING:			
Acctg 20*	Managerial Accounting		(3)
Mgmt 13	Small Business Entrepreneurship		(3)
Mgmt 31	Human Relations for Employees		(3)
Market 21	Principles of Marketing		(3)

Total: 20-21

Certificate of Achievement in Credit Administration

(Program Code 050403, State Code 08528)

This certificate prepares students for entry level positions in credit administration such as loan documentation clerk and credit counselor. Students will use the internet and relevant computer applications.

Estimated time to complete: 1 year.

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22*	Bookkeeping and Accounting I & II	}	
Acctg 2*	Introductory Accounting II		5
Bus 31	Business English		3
Finance 8	Personal Finance and Investments		3
Law 1	Business Law I		3

Total: 19-20

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, State Code 21412)

This certificate prepares students for entry-level employment in escrow companies and related firms as junior escrow officer or escrow assistant. Students taking Real Es 1, Real Es 3, and a real estate electives will qualify to seek a California Real Estate Salesperson's License.

Estimated time to complete: 2 years.

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 7*	Real Estate Finance	3
Real Es 11	Escrow Principles	3
Real Es 12	Escrow Practices	3
PLUS ONE COURSE FROM THE FOLLOWING:		
Bus 38	Business Computations	(3)
Real Es 9*	Real Estate Appraisal	(3)
Real Es 18*	Real Estate Investments	(3)
Real Es 24	Common Interest Developments	(3)

Total: 21

Certificate of Achievement in Finance

(Program Code 050404, State Code 08530)

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

Estimated time to complete: 1 year.

REQUIRED COURSES:

Acctg 1	Introductory Accounting I	}	5-6
	OR		
Acctg 21 & 22*	Bookkeeping and Accounting I & II	}	
Finance 2	Investments		3
Finance 8	Personal Finance and Investment		3
PLUS 8-9 UNITS FROM THE FOLLOWING:			
Acctg 2*	Introductory Accounting II		(5)
Acctg 15*	Tax Accounting I		(3)
Acctg 20*	Managerial Accounting		(3)
Bus 38	Business Computations		(3)
Law 1	Business Law I		(3)
Real Es 7*	Real Estate Finance		(3)
Real Es 18*	Real Estate Investments		(3)

Total: 19-21

BUSINESS, Continued next page

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

Business, *Continued***Certificate of Achievement in Marketing**

(Program Code 050900, State Code 21876)

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

Estimate time to complete: 1 year.

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

Total: 18**Certificate of Achievement in Property Management**

(Program Code 051101, State Code 21411)

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

Estimated time to complete: 2 years.

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 TWO COURSES FROM THE FOLLOWING: 6-8		
Acctg 1	Introductory Accounting	} (5-6)
	OR	
Acctg 21 & 22*	Bookkeeping and Accounting I & II	} (5-6)
Bus 1	Introduction to Business	
Real Es 7*	Real Estate Finance	(3)
Real Es 21*	Real Estate Economics	(3)

Total: 21-23**Certificate of Achievement in Real Estate**

(Program Code 051100, State Code 21877)

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

Estimated time to complete: 2 years.

REQUIRED COURSES:

Real Es 3	Real Estate Practices	3
Real Es 5	Legal Aspects of Real Estate I	3
Real Es 7*	Real Estate Finance I	3
Real Es 9*	Real Estate Appraisal I	3
PLUS TWO COURSES FROM THE FOLLOWING: 6		
Real Es 1	Real Estate Principles	(3)
Real Es 11	Escrow Principles	(3)
Real Es 12	Escrow Practices	(3)
Real Es 14	Property Management	(3)
Real Es 18*	Real Estate Investments I	(3)
Real Es 21*	Real Estate Economics	(3)
Real Es 24	Common-Interest Developments	(3)

Total: 18**CHEMISTRY****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)**

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

PLAN B

(Program Code 190500, State Code 02977)

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

Total: 40**CHILD DEVELOPMENT****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**

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

PLAN A**Core:**

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

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

(Program Code 130501, State Code 02980)

12 OR MORE UNITS FROM THE FOLLOWING:		12
Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 3 or 4	Creative Experiences for Children I or II	(3)
	(whichever not already taken in Core classes above)	
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 12	Parent-Teacher-Child Interaction	(3)
Ch Dev 29*	Infant Toddler Practicum	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34*	Observing and Recording Children's Behavior	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood Programs I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 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)

CHILD DEVELOPMENT, *Continued next page*

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

Child Development, Continued

Ch Dev 65*	Adult Supervision/Early Childhood Mentoring	(2)
Soc 12	Marriage & Family Life	(3)

Option Total: 12

Total of Core plus Option: 21

Special Education Option

(Program Code 130520, State Code 08558)

Ch Dev 10	Health, Safety and Nutrition	3
Ch Dev 44*	Early Intervention for Children with Special Needs	3
Ch Dev 45	Programs for Children with Special Needs	3

IN ADDITION, ONE COURSE CHOSEN FROM THE FOLLOWING: 3

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

Option Total: 12

Total of Core plus Option: 21

PLAN B

(Program Code 130500, State Code 08559)

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

Core:

Ch Dev 1*	Child Growth & Development	3
Ch Dev 3 or 4	Creative Experiences for Children I or II	3
Ch Dev 11	Child, Family and Community	3
Ch Dev 22*	Practicum in Child Development I	4
Ch Dev 23*	Practicum in Child Development II	4

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 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 12	Parent-Teacher-Child Interaction	(3)
Ch Dev 29*	Infant Toddler Practicum	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34*	Observing and Recording Children's Behavior	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 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)
Soc 12	Marriage and Family Life	(3)

Total: 36

CERTIFICATE PROGRAMS

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

Certificate of Achievement in Associate Teacher, Preschool (A)

(Program Code 130543, State Code 10762)

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

Estimated time to complete: 1 year.

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	Child, Family and Community	3

PLUS ONE COURSE FROM THE FOLLOWING: 3

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

Total: 12

Certificate of Achievement in Director, Preschool (B)

(Program Code 130580, State Code 10763)

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

Estimated time to complete: 1 year.

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	Child, Family and Community	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 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 34*	Observing and Recording Children's Behavior	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood Programs II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 48	Positive Guidance in Early Childhood Settings	(3)

Total: 15

CHILD DEVELOPMENT, Continued next page

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

Child Development, *Continued***Certificate of Achievement in School Age Programs Teacher, Day Care (C)**

(Program Code 130551, State Code 10764)

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

Estimated time to complete: 1 year.

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	Child, Family and Community	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:		
Ch Dev 2	Early Childhood Principles & Practices	(3)
Ch Dev 7	Introduction to Curriculum in Early Childhood Education	(3)
Ch Dev 10	Health, Safety and Nutrition	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 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**Certificate of Achievement in Infant/Toddler Care Teacher (D)**

(Program Code 130591, State Code 10765)

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

Estimated time to complete: 1 year.

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	Child, Family and Community	3
Ch Dev 29*	Infant Toddler Practicum	3
Ch Dev 30*	Infant & Toddler Studies I	3
	OR	
Ch Dev 31*	Infant & Toddler Studies II	3

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

(Program Code 130505)

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

Estimated time to complete: 1 year.

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

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

(Program Code 130522)

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

Estimated time to complete: 1 year.

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

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

(Program Code 130502, State Code 10761)

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

Estimated time to complete: 2 years.

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

English 101*	College Reading & Composition	3
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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	Health, Safety and Nutrition	(3)
Ch Dev 29*	Infant Toddler Practicum	(3)
Ch Dev 30*	Infant & Toddler Studies I	(3)
Ch Dev 31*	Infant & Toddler Studies II	(3)
Ch Dev 34*	Observing and Recording Children's Behavior	(3)
Ch Dev 35	Fostering Literacy Development in Young Children	(3)
Ch Dev 36	Literature for Early Childhood	(1)
Ch Dev 37	Literature for School Age Children	(2)
Ch Dev 38*	Administration & Supervision of Early Childhood I	(3)
Ch Dev 39*	Administration & Supervision of Early Childhood II	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Ch Dev 44*	Early Intervention for Children with Special Needs	(3)
Ch Dev 45	Programs for Children with Special Needs	(3)
Ch Dev 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)

Total: 27-29

CINEMA ARTS

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN B

(Program Code 061220, State Code 02951)

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

PLUS ANY 12 UNITS FROM THE FOLLOWING OPTIONS:	12
Cinema 102	Film Genres (3)
Cinema 104	History of Documentary Films (3)
Cinema 106	The Art of Animation & Special Effects (3)
Brdcstg 1	Fundamentals of Broadcasting (3)
Brdcstg 5	Radio & Television Acting (3)
Brdcstg 17	Industrial & Commercial Voice-Over Techniques (3)
Brdcstg 23	News, Sports, and Live Remote Broadcasting for Radio and Television (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)
Art 604	Graphic Design I (3)
Art 618	Advertising Photo/Graphics I (4)
Mediart 100	Introduction to Media Arts (3)
Mediart 101	Introduction to Digital Film/Video Production (3)
Music 165	Introduction to Recording Arts (3)

Total: 36

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Cinema Styles

(Program Code 061200, State Code 31905)

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

Estimated time to complete: 1 years.

REQUIRED COURSES:

Cinema 102	Film Genres	3
Cinema 103	Diversity in Cinema	3
Cinema 105	History of Motion Pictures	3
Cinema 107	Understanding Motion Pictures	3

Total: 12

Certificate of Achievement in Motion Picture Production Technician

(Program Code 061221, State Code 21890)

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

Estimated time to complete: 2 years.

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

PLUS 6 UNITS FROM THE FOLLOWING:

Cinema 102	Film Genres	(3)
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)

Total: 30

COMPUTER APPLICATIONS OFFICE TECHNOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN B

Core:

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

TWO COURSES CHOSEN FROM THE FOLLOWING: COURSES REQUIRED FOR YOUR CHOSEN OPTION CANNOT BE USED (DOUBLE-COUNTED) IN THIS SECTION 5-6

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: 28-29

CAOT, Continued next page

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

CAOT *Continued*

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

Computer Applications Specialist Option

(Program Code 051402, State Code 08532)

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

REQUIRED COURSES:

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: 40-41****Administrative Assistant Option**

(Program Code 051401, State Code 08531)

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

REQUIRED COURSES:

CAOT 33	Records Management and 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: 38-39****CERTIFICATE REQUIREMENTS****Certificate of Achievement in Administrative Assistant**

(Program Code 051401, State Code 21878)

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

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

CAOT 2*	Computer Keyboarding and Document Applications 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	Internet for Business	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**Certificate of Achievement in Computer Applications Specialist**

(Program Code 051402, State Code 21879)

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

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

CAOT 2*	Computer Keyboarding and Document Application 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	Internet for Business	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**Certificate of Achievement in General Office Assistant**

(Program Code 051405, State Code 30499)

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

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

Estimated time to complete: 1 year.

REQUIRED COURSES:

CAOT 1	Computer Keyboarding and Document Applications I	3
CAOT 2	Computer Keyboarding and Document Applications II	3
CAOT 31	Business English	3
CAOT 33	Records Management and filing	2
CAOT 43	Office Procedures	3
CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 84	Microcomputer Office Applications: Word Processing	3
CAOT 92	Computer Windows Applications	2

Total: 22

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

CAOT *Continued*

Skills Certificate in Website Software Specialist

(Program Code 051408)

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

Estimated time to complete: 0.5 year.

CAOT 82	Microcomputer Software Survey in the Office	3
CAOT 92	Computer Windows Applications	2
CAOT 97	Internet for Business	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)

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

PLAN B

(Program Code 070711, State Code 02952)

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	} 3
	OR	
Co Sci 895	Programming in C#	} 3
	OR	
PLUS 13 UNITS CHOSEN FROM THE FOLLOWING:		13
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	
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: 36		

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Computer Science Programming

(Program Code 070712, State Code 30425)

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

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

Co Sci 802	Introduction to Computer Science	5
Co Sci 808*	Beginning Basic Programming	3
Co Sci 836*	Introduction to Data Structures	3
Co Sci 839*	Intermediate Programming using C/C++	3
Co Sci 840*	Object-Oriented Programming in C++	3
Co Sci 870	Windows and Web Database Programming	3
Co Sci 895	Programming in C#	3
PLUS 8 UNITS CHOSEN FROM THE FOLLOWING:		8
Co Sci 830	Microcomputer Application Software	(3)
Co Sci 832*	Advanced Data Structures and Intro. to Databases	(3)
Co Sci 834*	Operating Systems	(3)
Co Sci 861*	Advanced Computer Programming	(3)
Co Sci 863*	Intro. To Computer Networking	(4)
Co Sci 884	Navigating the Internet	(2)
Co Sci 890*	Object-Oriented Programming in Java	(3)

Total: 31

Certificate of Achievement in Microcomputer Applications Management Specialist

(Program Code 070210, State Code 08538)

This is a two-part 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. The certificate can lead to jobs such as administrative specialist, office manager, supervisor, and secretary.

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

Co Sci 802	Introduction to Computer Science	5
Co Sci 830	Microcomputer Application Software	3
Co Sci 884	Navigating the Internet	2
PLUS 3 COURSES CHOSEN FROM THE FOLLOWING:		9-10
Co Sci 808*	Programming in Visual Basic	(3)
Co Sci 819*	Information Technology and Applications in Business	(4)
Co Sci 839*	Intermediate Programming using C/C++	(3)
Co Sci 890*	Object-Oriented Programming in Java	(3)

Total: 19-20

Skills Certificate in C/C++

(Program Code 070711)

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

Estimated time to complete: 1 year.

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

COMPUTER SCIENCE, *Continued next page*

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

Computer Science, *Continued***Skills Certificate in Microcomputer Systems**

(Program Code 093411)

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

Estimated time to complete: 1 year.

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)**

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

PLAN A

(Program Code 193001, State Code 08561)

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

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:

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)
Geology 6*	Physical Geology Laboratory	(2)
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 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)
Stat 101*	Statistics for the Social Sciences	(4)
Math 227*	Statistics	(4)

Total: 18**ECONOMICS****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**

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

PLAN A

(Program Code 220400, State Code 02984)

COMPLETE PARTS I, II, AND III

Core:

Econ 1	Principles of Economics I	3
Econ 2*	Principles of Economics II	3
Math 245*	College Algebra	
	OR	
Math 238*	Calculus for Business and Social Sciences I	3-5
	OR	
Math 265*	Calculus with Analytic Geometry I	
	ONE COURSE CHOSEN FROM THE FOLLOWING:	4-6
Acctg 1 (or 21 & 22*)	Introductory Accounting I (or Bookkeeping & Acctg. I & II)	(5-6)
Math 227*	Statistics	(4)
Math 266*	Calculus with Analytic Geometry II	(5)

ONE OR MORE COURSES, NOT ALREADY USED ABOVE

	CHOSEN FROM THE FOLLOWING IN ORDER TO COMPLETE AT LEAST 18 UNITS:	3-5
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 30	Comparative Economic Systems	(3)
Econ 40	History of Economic Thought	(3)
Econ 50	Principles of Financial Economics	(3)
Math 227*	Statistics	(4)
Math 238*	Calculus for Business & 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)
Stat 101*	Statistics for the Social Sciences	(4)

Total: 18-22

ELECTRONICS

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

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

PLAN A

(Program Code 093400, State Code 02955)

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 10	Mathematics of Electronics I	3
Electrn 20*	Electronics Circuits I	4
Electrn 22*	Electronics Circuits II	4
Electrn 54	Computer Logic	4

Total: 26

PLAN B

Electronics: Biomedical Instrumentation

(Program Code 093460, State Code 02957)

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

Core:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 10	Mathematics of Electronics I	3
Electrn 20*	Electronic Circuits I	4
Electrn 34	Introduction to Biomedical Electronics	3
Electrn 36*	Biophysical Measurements I	4
Electrn 38*	Biophysical Measurements II	4
Electrn 54	Computer Logic	4

PLUS 4 UNITS CHOSEN FROM THE FOLLOWING:	4
Electrn 22*	Electronic Circuits II (4)
Electrn 64*	Technical Computer Applications (4)
Electrn 113	Computer Networking (4)
Electrn 941	Cooperative Education-Electronics (4)

Total: 37

Solar Energy Design and Management

(Program Code 094610, State Code 31281)

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

REQUIRED COURSES:

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

TOTAL: 38

CERTIFICATE REQUIREMENTS

Skills Certificate in A+/Net+ Certification Preparation

(Program Code 070800)

The three-course sequence required for this certificate prepares students for the nationally recognized A+ Certification Examination. Upon completion of the three, four-unit courses, the student is eligible to receive an A+ Certificate Preparation Certificate. Students must take and pass the two-part examination offered by the Computing Technology Industry Association (Comp TIA) to earn the official A+ Certificate. Estimated time to complete: 1 year.

REQUIRED COURSES:

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

Total: 12

Certificate of Achievement in Electronics: Biomedical Instrumentation

(Program Code 093460, State Code 21893)

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

Estimated time to complete: 2 years.

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 10	Mathematics of Electronics I	3
Electrn 20*	Electronic Circuits I	4
Electrn 34	Introduction to Biomedical Electronics	3
Electrn 36*	Biophysical Measurements I	4
Electrn 38*	Biophysical Measurements II	4
Electrn 54	Computer Logic	4

PLUS 4 UNITS CHOSEN FROM THE FOLLOWING:	4
Electrn 22*	Electronic Circuits II (4)
Electrn 64*	Technical Computer Applications (4)
Electrn 113	Computer Networking (4)
Electrn 941	Cooperative Education-Electronics (4)

Total: 37

Certificate of Achievement in Electronics Technician

(Program Code 093402, State Code 10758)

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

Estimated time to complete: 2 years.

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 10	Mathematics of Electronics I	3
Electrn 20*	Electronics Circuits I	4
Electrn 22*	Electronics Circuits II	4
Electrn 34	Introduction to Biomedical Electronics	3
Electrn 54	Computer Logic	4
Electrn 109	Computer Hardware	4

ELECTRONICS, Continued next page

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

ELECTRONICS, *Continued*

PLUS 4 UNITS CHOSEN FROM THE FOLLOWING:		4
Electrn 34	Introduction to Biomedical Electronics	(3)
Electrn 36*	Biophysical Measurements I	(4)
Electrn 38*	Biophysical Measurements II	(4)
Electrn 113	Computer Networking	(4)
Electrn 211	Photovoltaic Systems	(4)
Electrn 212	Renewable Energy Systems	(4)
Electrn 240*	Industrial Electronics	(4)
Electrn 185	Directed Study - Electronics	(1)
Electrn 285	Directed Study - Electronics	(2)
Electrn 385	Directed Study - Electronics	(3)

Total: 37**Certificate of Achievement in Electronics Technology***(Program Code 093401, State Code 10757)*

The Electronics Technology Certificate can lead to positions such as: Entry-level Electronics Technician; Electronics Assembler Technician; Electronics Supply Salesperson; and Test Technician Trainee. Estimated time to complete: 1 year.

REQUIRED COURSES:

Electrn 2	Introduction to Electronics	3
Electrn 4*	Fundamentals of Electronics I	4
Electrn 6*	Fundamentals of Electronics II	4
Electrn 10	Mathematics of Electronics I	3
Electrn 20*	Electronic Circuits I	4
Electrn 54	Computer Logic	4

Total: 22**Certificate of Achievement in Solar Energy Design & Management***(Program Code 094610, State Code 31275)*

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

Estimated time to completion: 1.5 years.

REQUIRED COURSES:

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

TOTAL: 24**ENGINEERING****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)**

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

PLAN A*(Program Code 090100, State Code 02954)***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 131^*	Engineering Statics	3
Eng Gen 151^*	Materials of Engineering	3

Total: 18

^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.

SUSTAINABLE CONSTRUCTION MANAGEMENT (AS)*(Program Code 095700, State Code 21326)*

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

PLAN A

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**PLAN B****MECHANICAL DRAFTING/DESIGN (AS)***(Program Code 095340, State Code 02958)*

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

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

ENGINEERING, *Continued next page*

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

Engineering, *Continued*

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, State Code 02959)

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

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 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, State Code 08541)

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

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, State Code 02960)

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

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, State Code 08542)

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

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: 22

Total of Core plus Option: 38

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Architecture

(Program Code 020100, State Code 08526)

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

Estimated time to complete: 1.5 years.

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
ARC 173	Architectural Drawing II	3
ARC 271	Architectural Drawing III	3
ARC 161	Introduction to Computer Aided Architecture Drawing	3
EGT 211*	Elementary Engineering Graphics	3

Total: 22-24

ENGINEERING, *Continued next page*

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

Engineering, *Continued***Certificate of Achievement in Computer Graphics/Design**

(Program Code 095301, State Code 10759)

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

Estimated time to complete: 1.5 years.

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, State Code 21895)

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

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

Eng Gen 101	Introduction to Science, Engineering and Technology	2
Electrn 4	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, State Code 21894)

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

Estimated time to complete: 1.5 years.

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, State Code 21896)

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

Estimated time to complete: 1.5 years.

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, State Code 21897)

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

Estimated time to complete: 1.5 years.

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**Certificate of Achievement in Manufacturing Technology: Numerical Control**

(Program Code 095631, State Code 21898)

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

Estimated time to complete: 2 years.

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

Engineering, *Continued*

Certificate of Achievement in Sustainable Construction Management

(Program Code 095700, State Code 21327)

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

Estimated time to complete: 1 year.

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)

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

PLAN A

(Program Code 150100, State Code 02972)

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*	Composition and Critical Thinking	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 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 213*	Dramatic Literature (3)
	(If not used in Part II)

Total: 18

ETHNIC STUDIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 220300, State Code 02983)

REQUIRED COURSES:

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

PLUS 6 UNITS FROM THE FOLLOWING:

Afro Am 2	The African-American in Contemporary Urban Society	(3)
Afro Am 20	African-American Literature I	(3)
Soc 2	American Social Problems	(3)
Soc 11	Race and Ethnic Relations	(3)
History 20	History of California and the Pacific Coast	(3)
Jewish 2	The Jewish Religious Heritage	(3)
Jewish 9#	Hebrew Civilization I	(3)
Jewish 10#	Hebrew Civilization II	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Chicano 2	The Mexican-American in Contemporary Society	(3)
Chicano 37#	Chicano Literature	(3)
Chicano 44#	Mexican Civilization	(3)

Total: 24



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

FIRE TECHNOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

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

PLAN A

(Program Code 213300, State Code 02981)

Core:

Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention	3
Firetek 203	Fire Protection Equipment and Systems	3
Firetek 204	Building Construction for Fire Protection	3
Firetek 205	Fire Behavior and Combustion	3
PLUS 6-8 UNITS FROM THE FOLLOWING:		6-8
Firetek 27	Wildland Firefighter	(4)
Firetek 96	Emergency Medical Technician	(8)
Firetek 97	Emergency Medical Technician - Refresher	(2)
Firetek 206	Hazardous Materials	(3)
Firetek 208	Fire Hydraulics	(3)
Firetek 209	Fire Fighting Tactics and Strategy	(3)
Firetek 213	Fire Investigation	(3)
Firetek 217	Fire Apparatus	(3)

Total: 21-23

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Fire Technology

(Program Code 213300, State Code 21901)

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

Estimated time to complete: 1.5 years.

REQUIRED COURSES:

Firetek 96	Emergency Medical Technician	8
Firetek 201	Fire Protection Organization	3
Firetek 202	Fire Prevention	3
Firetek 206	Hazardous Materials I	3
Firetek 208	Fire Hydraulics	3
Firetek 209	Fire Tactics and Strategy I	3
Firetek 213	Fire Investigation	3
Firetek 217	Fire Apparatus	3

Total: 29

Skills Certificate in Fire Technology

(Program Code 213301)

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

Estimated time to complete: 1 year.

REQUIRED COURSES:

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

Total: 15

FOREIGN LANGUAGES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 110100, State Code 02964)

REQUIRED COURSES:

Semester 4 or higher in a primary language	5
Two classes in a sequence in a secondary language	10
Ling 1 Introduction to Language and Linguistics	3

Total: 18

FRENCH

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 110200, State Code 02965)

THREE COURSES CHOSEN FROM THE FOLLOWING:		15
French 1	Elementary French I	(5)
French 2*	Elementary French II	(5)
French 3*	Intermediate French I	(5)
French 4*	Intermediate French II	(5)
French 5*	Advanced French I	(5)
French 6*	Advanced French II	(5)

3-4 UNITS CHOSEN FROM THE FOLLOWING COURSES:		3-4
French 10	French Civilization	(3)
French 8*	Conversational French	(2)
Ling 1	Introduction to Language & Linguistics	(3)

Total: 18-19

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, State Code 18169)

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

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 102 Film Genres	(3)
Cinema 103 Diversity in Cinema	(3)
Cinema 104 History of Documentary Films	(3)
Cinema 105 History of Motion Pictures	(3)
Cinema 107 Understanding Motion Pictures	(3)
DanceSt 805 History and Appreciation of Dance	(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 I	(3)
Theater 112 History of the World Theater II	(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)
DanceSt 801 Modern Dance I	(3)
Music 321 Elementary Piano I	(2)
Music 411 Elementary Voice 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, State Code 18170)

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

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 68	Preparation for General Chemistry	(5)
Chem 101*	General Chemistry I	(5)
Chem 102*	General Chemistry II	(5)
Env Sci 1	The Human Environment: Physical Processes	(3)
Env Sci 7/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 15‡*	Physical Geography Laboratory	(2)
Geog 17‡	Physical Geography and Laboratory	(5)
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 6*	General Physics I	(4)
Physics 7*	General Physics II	(4)
Physics 37*	Physics for Engineers and Scientists I	(5)
Physics 38*	Physics for Engineers and Scientists II	(5)

BIOLOGICAL SCIENCES

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

Total: 18

GENERAL STUDIES, Continued next page

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

General Studies, *Continued***Social and Behavioral Science Option**

(Program Code 490105, State Code 18171)

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

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 4-5 COURSES FROM THE FOLLOWING –

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

Anthro 102	Human Ways of Life: Cultural Anthropology	(3)
Anthro 103	Archaeology: Reconstructing the Human Past	(3)
Anthro 104	Human Language and Communication	(3)
Anthro 109	Gender, Sex, and Culture	(3)
Anthro 141	Culture, Illness and Healing	(3)
Brdcstg 1	Fundamentals of Radio and Television Broadcasting	(3)
Ch Dev 1*	Child Growth and Development	(3)
Ch Dev 42	Teaching in a Diverse Society	(3)
Comm 122	Communication Across Cultures	(3)
Econ 1	Principles of Economics I	(3)
Econ 2*	Principles of Economics II	(3)
Econ 30	Comparative Economic Systems	(3)
Econ 40	History of Economic Thought	(3)
Econ 60	Economics and the Environment	(3)
Envstds 101	Introduction to Environmental Studies	(3)
Geog 2	Cultural Elements of Geography	(3)
Geog 9	People and the Earth's Ecosystem	(3)
Geog 14	Geography of California	(3)
Geog 45	Food and Culture	(3)
History 1	Introduction to Western Civilization I	(3)
History 2	Introduction to Western Civilization II	(3)
History 29	Asian Civilization: The Middle East	(3)
History 86	Introduction to World Civilization I	(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 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)
Soc 1	Introduction to Sociology	(3)
Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12	Marriage and Family Life	(3)
Soc 21	Human Sexuality	(3)
Soc 22	Sociology of Women	(3)
Soc 25	Drugs and Culture	(3)
Soc 31	Sociology of Gender	(3)
Soc 35	The Labor Movement	(3)

American Institutions

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

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

Total: 18**CERTIFICATE OF ACHIEVEMENT REQUIREMENTS****CSU Breadth**

(Program Code 490112, State Code 17958)

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

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

REQUIRED COURSES:

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

Total: 39**Intersegmental General Education Transfer (IGETC)**

(Program Code 490113, State Code 17959)

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

REQUIRED COURSES:

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

Total: 39

GEOGRAPHY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 220600, State Code 02986)

Core:

Geog 1	Physical Geography	3
Geog 2	Cultural Elements of Geography	3
Geog 3/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 45	Food and Culture	(3)
Geology 1	Physical Geology	(3)
Oceano 1	Introduction to Oceanography	(3)
Stat 1*	Elementary Statistics I for the Social Sciences	(3)

Total: 20

GEOLOGY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

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

PLAN B

(Program Code 191400, State Code 08560)

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)
Stat 101*	Statistics for the Social Sciences	(4)
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)

Part II Total: 6-13

Total of Parts I & II: 36

GERMAN

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 110300, State Code 08555)

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)

CHOOSE 3 UNITS FROM THE FOLLOWING COURSES: 3-4

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

Total: 18-19

HEALTH SCIENCE

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN B

Please refer to page 73-75 for the Nursing major and pages 77-78 for the Respiratory Therapy major.

CERTIFICATE REQUIREMENTS

The Health Science Department offers the following Certificate programs:

Respiratory Therapy (see pages 77-78)

HEBREW STUDIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 111101, State Code 16979)

Core:

Hebrew 1#	Elementary Hebrew I	5
Hebrew 2#	Elementary Hebrew II	5
PLUS 9 UNITS FROM THE FOLLOWING:		9
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 25	The History of the Jewish People	(3)
Jewish 27	Holocaust: A Prototype of Genocide	(3)
Jewish 35/Philos 35	Judaism, Christianity, and Islam	(3)

Total: 19

HISTORY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 220500, State Code 02985)

REQUIRED COURSES:

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 7	The Worlds Great Religions	(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)
Human 6	Great People, Great Ages	(3)
Human 8	Great Women, Great Eras	(3)

Total: 18

HUMANITIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 490300, State Code 02989)

Core:

Human 1	Cultural Patterns of Western Civilization	3
Human 3	The Arts of Contemporary Society	3
Human 30	The Beginning of Civilization	3

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

The Arts

Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
English 203*	World Literature I	(3)
English 204*	World Literature II	(3)
English 213*	Dramatic Literature	(3)
Human 90	The Hero and Heroine Through Film Over the Ages	(3)
Music 121	Music History and Literature I	(3)
Music 122	Music History and Literature II	(3)
Theater 110	History of the World Theater	(3)
Theater 125	Dramatic Literature	(3)

Additional Civilization Courses

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

Religious and Philosophical Ideas

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)

Total: 18

ITALIAN

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 110400, State Code 02966)

Ling 1	Introduction to Language and Linguistics	4
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)
Total:		19

JEWISH STUDIES

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 220301, State Code 08563)

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 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/Philos 35	Judaism, Christianity, and Islam	(3)
Total:		18

JOURNALISM

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

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

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, State Code 08533)

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, State Code 02950)

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, State Code 08534)

Photo 10	Beginning Photography	} — 3
	OR	
Photo 101	Beginning Digital Photography	} — 4
Photo 20*	Beginning Photojournalism	
Photo 21*	News Photography	
Photo 11	Advanced Photography	

Option Total: 15

Total of Core plus Option: 24

CERTIFICATE REQUIREMENTS

Certificate of Achievement in Magazine

(Program Code 060201, State Code 21884)

This certificate can lead to positions such as: Article Writer; Magazine Editor; Speech Writer; In-house Publications Editor; Writer for Online Publications; and Proof Reader.

Estimated time to complete: 1 year.

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

Journalism, Continued next page

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

Journalism, *Continued*

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, State Code 21885)*

This certificate can lead to positions such as: Broadcast Writer; Public Relations Writer; Copy Editor; Reporter; Proof Reader; Sports Writer; Publicist; Technical Writer; and Writer for Online Publications.

Estimated time to complete: 1 year.

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, State Code 21886)*

This certificate can lead to positions such as: Freelance Photographer; Newspaper Photographer; Magazine Photographer; and Photo Prepress Technician.

Estimated time to Complete: 1.5 years.

REQUIRED COURSES:

Journal 101	Collecting and Writing News	3
Journal 218*	Practical Editing	3
Journal 220*	Magazine Editing	3
Photo 10	Beginning Photography	3
	OR	
Photo 101	Beginning Digital Photography	4
Photo 11*	Advanced Photography	
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**LIBERAL STUDIES****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN B****Multiple Subject Teacher Prep Option***(Program Code 490121, State Code 18168)*

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

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
Comm 101	Oral Communication I	3
Math 215*	Principles of Mathematics I	3

Critical Thinking

CHOOSE ONE COURSE FROM THE FOLLOWING: 3

Comm 105*	Critical Thinking	(3)
English 103*	Composition and Critical Thinking	(3)
Philos 6	Logic in Practice	(3)
Philos 9	Symbolic Logic	(3)

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)
History 7	The World's Great Religions	(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 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)

LIBERAL STUDIES, *Continued next page*

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

Liberal Studies, *Continued*

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	Early Intervention for Children with Special Needs		
	OR	}	(3)
Educ 203	Education in American Society		
Geog 2	Cultural Elements of Geography	}	(3)
History 11	Political and Social History of the United States I		
	OR	}	(3)
Afro Am 4	The African American in the History of the United States I		
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

See Associate Degrees for Transfer, page 43.

MEDIA ARTS

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

Estimated time to complete certificates is: 2 years.

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, State Code 17624)

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

PLUS 9 UNITS FROM:

Brdcstg 5	Radio and Television Acting	(3)
Cinema 102	Film Genres	(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, State Code 17625)

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 104	Photoshop for Motion Picture and Television	3
Mediart 110*	Digital Sound	3
Mediart 120*	Digital Film/Video Editing	3

PLUS 6 UNITS FROM:

Mediart 103*	Digital Imaging and Motion Graphics for Film and TV	(3)
Mediart 121*	Advanced Digital Film/Video Editing	(3)
Cinema 102	Film Genres	(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, State Code 17626)

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:

Brdcstg 21	Radio and Television Advertising and Sales	(3)
Brdcstg 81*	Field Work I	(1)
Brdcstg 82*	Field Work II	(2)
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	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, State Code 17627)

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:

Brdcstg 81*	Field Work I	(1)
Brdcstg 82*	Field Work II	(2)
Cinema 102	Film Genres	(3)
Cinema 104	History of Documentary Film	(3)
Cinema 106	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

MEDIA ARTS, *Continued next page*

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

Media Arts, *Continued***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, State Code 21880)*

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:		3
Brdcstg 5	Radio and Television Acting	(3)
Cinema 102	Film Genres	(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-Production Option***(Program Code 060104, State Code 21881)*

Mediart 101*	Introduction to Digital Film/Video Production	3
Mediart 104	Photoshop for Motion Picture and Television	3
Mediart 110*	Digital Sound	3
Mediart 120*	Digital Film/Video Editing	3
PLUS 1 APPROVED COURSE (3 UNITS) FROM:		3
Mediart 103*	Digital Imaging and Motion Graphics for Film and TV	(3)
Mediart 121*	Advanced Digital Film/Video Editing	(3)
Cinema 102	Film Genres	(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, State Code 21882)*

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:		3
Cinema 102	Film Genres	(3)
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, State Code 21883)*

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****MUSIC****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)****PLAN B****Commercial Music***(Program Code 100500, State Code 08545)*

Students earning the Commercial Music AA Degree have obtained skills for entry-level employment in the music industry or for career advancement.

Music 137	Music As A Business	3
Music 141	Jazz Appreciation	3
Music 161	Introduction to Electronic	3
Music 165	Introduction to Recording Arts	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 241	Music Notation and Copying I	1
Music 242*	Music Notation and Copying II	1
Music 251	Jazz Improvisation Workshop	2
Music 265*	Recording Arts Workshop	3
Music 271	Songwriter's Workshop I	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 321	Elementary Piano I	2
Music 322*	Elementary Piano II	2
Music 323*	Elementary Piano III	2
Music 324*	Elementary Piano IV	2
Performance ensembles (2 semesters, 1 - 1.5 units each)		2-3
	(Music 501,531,563,721,751,771)	

Total: 44-45**Music***(Program Code 100400, State Code 02962)*

The Music AA degree can serve as the basis for further undergraduate education in music.

Music 121*	Music History & Literature I	3
Music 122*	Music History & Literature II	3
Music 152	Current Musical Events	1
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, 1 unit each)	2
Music 324*	Elementary Piano IV	2
Performance ensembles (4 semesters, .5-1 units each)		2-4
	(Music 501,531,563,721,751,771)	
Electives in Music		3
	(Music 101, 111, 136, 137, 141, 161, 165, 205*, 206*, 265*, 281*, 282*)	

Total: 36-38*MUSIC, Continued next page*

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

Music, *Continued*

CERTIFICATE REQUIREMENTS

Commercial Music Certificates

The following certificates can lead to positions such as: Recording Technician; Composer/Arranger; Music Copyist; and Musician/Performer.

Estimated time to complete: 1- 2 years depending on certificate.

Certificate of Achievement in Commercial Music: Instrumental/Vocal Performer

(Program Code 100504, State Code 11546)

REQUIRED COURSES:

Music 137	Music As a Business	3
Music 200	Introduction to Music Theory	4
Music 201*	Harmony I	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 211*	Musicianship I	2
Music 212*	Musicianship II	2
Music 250*	Music Performance Workshop	1
Music 321	Elementary Piano I	2

MUSIC PERFORMANCE IN ONE OR MORE OF THE FOLLOWING FOR A TOTAL OF: 3-4.5

Music 501	College Choir	(1)
Music 531	Philharmonic Choir	(1)
Music 563	Chamber Singers	(1.5)
Music 721	Orchestra	(1)
Music 751	Wind Ensemble	(1)
Music 771	Guitar Ensemble	(1)

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

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, 650, 651, 652, 653, 654)		(.5-2)

Total: 35-36.5

Commercial Music: Jazz Studies

(Program Code 100500, State Code 31765)

The Jazz Studies certificate provides the student with career preparation for entry-level positions in the growing field of jazz studies. Students gain requisite skill sets, including mastery of jazz theory and techniques. Students collaborate with other students, arranging and performing jazz in a variety of situations, developing partnerships indicative of those that exist in a professional environment. Students benefit from the hands-on approach offered by Commercial Music faculty, with labs and ensembles being a primary source of both direct and collateral learning.

Estimated time to complete: 1.5 years.

Music 137	Music as a Business	3
Music 141	Jazz Appreciation	3
Music 205	Commercial Harmony I	3
Music 206	Commercial Harmony II	3
Music 251	Jazz Improvisation Workshop	2
Music 281	Commercial Techniques I	3
Music 282	Commercial Techniques II	3

Music 321	Elementary Piano I	2
Music 322	Elementary Piano II	2
Music 780	Jazz Combo Workshop	1

Total: 25

Certificate of Achievement in Commercial Music: Music Arranging

(Program Code 100503, State Code 11545)

REQUIRED COURSES:

Music 141	Jazz Appreciation	3
Music 137	Music As a Business	3
Music 161	Introduction to Electronic Music	3
Music 205*	Commercial Harmony I	3
Music 206*	Commercial Harmony II	3
Music 241	Music Notation and Copying I	1
Music 242	Music Notation and Copying II	1
Music 271	Songwriter's Workshop I	3
Music 281*	Commercial Music Techniques I	3
Music 282*	Commercial Music Techniques II	3
Music 321	Elementary Piano I	2

Total: 28

Certificate of Achievement in Commercial Music: Music Notation

(Program Code 100505, State Code 31399)

REQUIRED COURSES:

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

Total: 13

Certificate of Achievement in Commercial Music: Music Technology

(Program Code 100502, State Code 08546)

REQUIRED COURSES:

Music 101	Fundamentals of Music	3
Music 137	Music As a Business	3
Music 161	Introduction to Electronic Music	3
Music 165	Introduction to Recording Arts	3
Music 265	Recording Arts Workshop I (two semesters, 3 units each)	6
Music 321	Elementary Piano I	2

Total: 20

NURSING

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AS)

PLAN B

(Program Code 123010, State Code 02969)

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

Registered Nursing Program

The Associate Degree Registered Nursing Program is approved by the California Board of Registered Nursing (BRN) www.rn.ca.gov and accredited by the National League for Nursing Accrediting Commission (NLNAC) www.nlnac.org. The nursing program is designed to prepare graduates to function at entry level Registered Nurses in the Health Care delivery system.

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

Nursing, *Continued*

The Nursing Program is comprised of 42 units of Nursing Theory and Clinical experience plus approximately 36 units of science and general education courses. Clinical experiences are provided in hospitals and various health care facilities in the community. The clinical experience correlates with classroom teaching of nursing theory, skills laboratory practicum, computer assisted instruction (CAI), and simulation. Students who complete the BRN requirements and the college degree requirements will receive an Associate Degree of Science in Nursing. Students are encouraged to complete the degree requirements (i.e. attain graduation status) before taking the National Council Licensure Examination (NCLEX) www.ncsbn.org.

Required Steps to Apply to the Nursing Program

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

1. All students except current and returning LAVC students need to submit a college application to the LAVC Admissions Office. International students must first apply to the International Student Program.
2. All U.S. transcripts outside of the Los Angeles Community College District (LACCD) must be mailed directly from the college attended to the LAVC Admissions Office. Hand-carried U.S. transcripts of any kind are **NOT** acceptable. Students must confirm with the Counseling office that transcripts have arrived prior to making a counseling appointment.
3. All transcripts outside of the U.S. must be evaluated according to the following procedures:
 - Must complete 12 units with a “C” average within the LACCD prior to submitting any petition for credit.
 - Submit foreign transcripts to an LAVC approved foreign transcripts evaluation service to obtain credit recommendations.
 - LAVC will not accept foreign transcript credit conferred by another college toward program prerequisites.
 - Submit to the college’s Petitions Committee a sealed copy of the evaluation service’s credit recommendations along with a petition for approval of credit. Credit approval by the Petitions Committee is **NOT** automatic (see a counselor for details).
4. Schedule an appointment with a counselor to evaluate your transcripts **well in advance of the application deadline and only after completion of Steps 1 through 3**. The counselor will provide students with a signed “Evaluation of transcripts for Nursing Program Prerequisites” form verifying that all nursing program prerequisites are completed with a “C” or better.
5. Apply to the Nursing Program during the application period. Students must bring the **“Evaluation of Transcripts for Nursing Program Prerequisites”** signed form to the Nursing Department, Allied Health and Science Room 100.

Selection Process

- Nursing Program application and transcripts will be evaluated using the criteria from the Chancellor’s Office Validation Study. The Chancellor’s Office Validation Study is based on predicting student success in the nursing program. The Chancellor’s Office Validation Study evaluates the student’s overall grade point average (GPA of Anatomy, Physiology, Microbiology, and English, and the repetitions of Anatomy, Physiology and Microbiology. This evaluation criterion establishes a “cut score”. Students must receive a cut score of 80 or above on the Chancellor’s Office Validation Study to be considered for admission into the nursing program.

- Students who successfully receive a cut score of 80 or above on the Chancellor’s Office Validation Study will be required to take the “TEAS” (Test of Essential Academic Skills) admission examination. Students who have previously taken the TEAS exam must call ATI to submit their results to LAVC. Only the **FIRST** score received on the TEAS will be accepted. All TEAS except TEAS V is a minimum score of 67%. “TEAS V” admission examination consists of 150 questions, proctored, standardized assessment which evaluates each student on skills in reading, math, science, and English language. Students may prepare for the “TEAS V” admission examination by purchasing from the bookstore the TEAS V Pre-Test Study Manual prior to taking the admission examination. The minimum required “TEAS V” score is 62% to pass.
- If the number of eligible applicants exceeds the number of seats available for entrance into the nursing program a random drawing of the eligible applicants is conducted.
- All applicants will receive a letter of acceptance or denial from the nursing department by email after the process is completed.
- Students accepted into the nursing program must return an acceptance card by the posted date or their seat will be given to the next eligible applicant.
- All students not selected into the nursing program may reapply to the nursing program may reapply to the nursing program for the next following semester.
- **NO** application will be kept on file and all applications will be destroyed.

Nursing Program Prerequisites

1. Anatomy 1*, minimum of: (4 semester units or 6 quarter units) and Physiology 1*, minimum of: (4 semester units or 6 quarter units.)
2. Microbiology 20 -or- an equivalent General Microbiology course with lab minimum of: (4 semester units or 6 quarter units).
3. English 101* minimum of: (3 semester units or 4.5 quarter units).
4. Psychology 1 minimum of: (3 semester units or 4.5 quarter units).
5. Psychology 41* minimum of: (3 semester units or 4.5 quarter units).
6. One college Chemistry course with a lab, Chemistry 51 or equivalent, (or one year High School Chemistry with a lab).
7. Math 115* or higher or placement in Math 120/125 or higher level math course.

To graduate from the college and receive an AS degree in nursing, the following Program and General Education requirements must be completed in the order listed below and prior to graduation. The Nursing Faculty strongly encourages students to complete all coursework prior to entering the Nursing Program.

- Communication Studies 101 minimum of: 3 semester or 4.5 quarter units must be completed prior to entering the 3rd semester of the nursing program.
- Sociology 1 or Anthropology 102 minimum of 3 semester or 4.5 quarter units completed prior to entering the 4th semester of the nursing program.
- Humanities - three semester units, under graduation Plan B, completed prior to entering the 4th semester of the nursing program.

NURSING, *Continued next page*

Nursing, Continued

- Social and Behavioral Science Requirement – three semester units, under graduation Plan B, completed by the end of the 4th semester of the nursing program.
- Physical education - one semester unit course, completed by the end of the 4th semester of the nursing program
- Math 125* – “For students who began their continuous enrollment within the Los Angeles Community College District, Fall 2009 or later”)

Nursing Science Courses

Nrsce 101	Introduction to Nursing	3.5
Nrsce 102	Fundamentals of Nursing	3.5
Nrsce 103	Nursing Process	1
Nrsce 104	Nursing Communication	1
Nrsce 105	Nursing Pharmacology	2
Nrsce 106	Medical/Surgical Nursing I	5.5
Nrsce 107	Medical/Surgical Nursing II	5.5
Nrsce 108	Medical/Surgical Nursing III	3.5
Nrsce 109	Gerontology/Community Health Nursing	2.25
Nrsce 110	Psychiatric/Mental Health Nursing	3.25
Nrsce 111	Reproductive Nursing & Women's Health	4
Nrsce 112	Care of Children & Family	4
Nrsce 114	Nursing Leadership & Management	3

Total: 42

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

Graduation

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

Student Discipline

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

Attendance

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

Transportation

Each student is responsible for his or her own transportation to the clinical facilities..

Evening and Alternative Clinical Rotations

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

Advanced Placement

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

LVN 30-Unit Option

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

Credit by Examination

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

Advisement

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

PHILOSOPHY

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

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

PLAN A

(Program Code 150900, State Code 02974)

Core:

Philos 9	Symbolic Logic	3
Philos 12	History of Greek Philosophy	3
Philos 14	History of Modern European Philosophy	3
Philos 20	Ethics	3

IN ADDITION, TWO COURSES CHOSEN FROM THE FOLLOWING:

Econ 40	History of Economic Thought	(3)
Philos 1	Intro. to Philosophy	(3)
Philos 6	Logic in Practice	(3)
Philos 28	Environmental Ethics	(3)
Philos 30	Asian Philosophy	(3)
Philos 35/Jewish 35	Judaism, Christianity, & Islam	(3)
Philos 45	Philosophy of Labor	(3)

Total: 18

PHYSICAL EDUCATION

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

Students earning the Physical Education AA Degrees have obtained skills for entry-level employment in the fitness industry.

PLAN A

(Program Code 083500, State Code 02953)

REQUIRED COURSES:

Biology 3	Introduction to Biology	4
Health 11	Principles of Healthful Living	3

SELECT 7 UNITS FROM THE FOLLOWING PHYSICAL EDUCATION MAJORS COURSES:

Kin Maj 100	Introduction to Kinesiology	(3)
Kin Maj 103	Introduction to Coaching Athletics	(3)
Kin Maj 104	Officiating Competitive Sports I	(2)
Kin Maj 105	Officiating Competitive Sports II	(2)
Kin Maj 106	Sports Ethics	(3)
Kin Maj 126	Fundamentals of Athletic Training	(3)
Kin Maj 127	Advanced Athletic Training	(3)
Health 3	Cardiopulmonary Resuscitation	(1)

PLUS 4 UNITS OF ACTIVITY ELECTIVES CHOSEN FROM THE FOLLOWING:

Kin 8 - 391, Kin Ath 503 - 552	4
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Total: 18

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

PHYSICS

ASSOCIATE DEGREE REQUIREMENTS (AS)

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

PLAN B

(Program Code 190200, State Code 02976)

REQUIRED COURSES:

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)

Political Science is the academic study of the state, government, and politics. The discipline deals with the theory and practice of politics, political systems, and political behavior. The Political Science AA degree helps prepare students for careers in fields such as law, education, journalism, and governmental service. This degree can serve as the basis for further undergraduate education in political science.

PLAN A

(Program Code 220700, State Code 02987)

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)

The Psychology AA degrees can serve as the basis for further undergraduate education in psychology. It provides a foundation for preparation in such diverse fields as social services, law, education, healthcare, government, and business. Three degree options are offered. The General option provides a broad introduction to the field of psychology; Developmental option focuses on psychology of the developmental process throughout the lifespan; the Social and Personality option focuses on human interactions within a social context.

PLAN A

Core:

Psych 1	General Psychology I	3
Psych 2*	General Psychology II	3
Stat 1*	Elementary Statistics I for the Social Sciences	3.4
	OR	
Stat 101	Statistics for the Social Sciences	

Core Total: 9-10

PLUS COMPLETE ONE OF THE FOLLOWING OPTIONS:

General Option

(Program Code 200100, State Code 02978)

12 UNITS CHOSEN FROM THE FOLLOWING: 12

Psych 3	Personality and Social Development	(3)
Psych 11*	Child Psychology	(3)
Psych 12*	Adolescent Psychology	(3)
Psych 13*	Social Psychology	(3)
Psych 14*	Abnormal Psychology	(3)
Psych 17*	The Exceptional Child	(3)
Psych 41*	Life-Span Psychology: From Infancy to Old Age	(3)
Psych 60	Stress Management	(3)

Option Total: 12

Total of Core plus Option: 21-22

Developmental Option

(Program Code 220101, State Code 10766)

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 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, State Code 10767)

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, State Code 02970)

Respiratory Therapy Program

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

PROGRAM REQUIREMENTS

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

REQUIREMENTS NECESSARY FOR ACCEPTANCE INTO PHASE II INCLUDE:

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

Respiratory 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

Resp Th 2* Fundamentals of Respiratory Therapy 4

The following Resp Th 2 corequisites must be completed before or during the Fall Semester:

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
Psych 1	General Psychology I	3
Micro 20*	General Microbiology or a 4-unit General Microbiology Course	4
Physiol 1*	Introduction to Human Physiology	4

Spring

(REQUIRED COURSES Phase II)

Resp Th 15*	Introduction to Clinical Experience	4
Resp Th 6*	Respiratory Physiology	4

REQUIRED COURSES: (PHASE II)

Summer

Resp Th 3*	Applications of Respiratory Therapy and Clinical Experience I	5
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Fall

Resp Th 4*	Applications of Respiratory Therapy and Clinical Experience II	5
Resp Th 7*	Applied Medicine and Pathology	3
Resp Th 8	Administrative Procedures of Respiratory Therapy	1
Resp Th 23	Advanced Cardiopulmonary Pathology	1

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

Total: 61

RT Course schedule effective Spring 2011.

Accreditation

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

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

Clinical Area Performance

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

Associate Degree

Certificates may be issued to students completing requirements in the Respiratory Therapist Program. Pursuant to California RCP license law, an Associate Degree will be required. Students obtaining an AS Degree in Respiratory Therapy must complete General Education Requirements under Plan B, described on page 37 as well as the unit, scholastic, residence, and general competency requirements described on page 37. Previously attained higher than an AS degrees may be applicable. For further information regarding graduation requirements please contact (818) 947-2559. Foreign medical or Academic degrees are not recognized by the NBRC or California RCB.

ADDITIONAL PROGRAM REQUIREMENTS

National Accredited Exams

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

NBRC Executive Office

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

RESPIRATORY, Continued next page

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

Respiratory Therapy, *Continued***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 fall semester for students who have enrolled in or have completed RT 2. All Students must consult with a counselor to have all RT 2 prerequisites verified before enrolling in RT 2. Complete application process information is available at the counseling department, Allied health Science Department, and the LAVC RT web site. @ lavc.edu/restherapy/index.htm

Additional requirements for Phase II students:

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

CERTIFICATE REQUIREMENTS

(Program Code 121000, State Code 21899)

Please see description of Respiratory Therapy Program above.

Estimated time to complete: 2 years.

**SOCIOLOGY****ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)**

The Sociology Program offers an Associate Degree for Transfer (AA-T) in Sociology and two options for an Associate's Degree (AA) in Sociology (General and Social Welfare). These degrees provide a strong foundation in the social sciences and build skills in the ability to communicate to different audiences, examine multiple sources of information and data, and more effectively work toward social justice. The AA-T in Sociology prepares students to transfer to a CSU with their lower division preparation work in Sociology completed and offers priority admission to CSUs in our service area (see page 43). The AA in Sociology (Social Welfare) prepares students to work in social and human services. The AA in Sociology (General) can serve as a basis for employment in a diverse workforce or further undergraduate education in sociology.

PLAN A**General Option**

(Program Code 220800, State Code 02988)

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 25	Drugs and Culture	(3)
Soc 31	Sociology of Gender	(3)
Soc 35	The Labor Movement	(3)
Soc 84	SIMSOC: Simulated Society	(1)
Stat 101	Statistics for the Social Sciences	(4)

Total 18

Social Welfare Option

(Program Code 220801, State Code 10768)

Core:

Soc 1	Introduction to Sociology	3
Soc 17	Introduction to Counseling	3
Soc 19	Introduction to the Social Services	3
Soc 20	Directed Practice in Social Welfare	3

PLUS 6 UNITS CHOSEN FROM THE FOLLOWING: 6

Soc 2	American Social Problems	(3)
Soc 3	Crime and Delinquency	(3)
Soc 4	Sociological Analysis	(3)
Soc 11	Race and Ethnic Relations	(3)
Soc 12	Marriage and Family Life	(3)
Soc 21	Human Sexuality	(3)
Soc 25	Drugs and Culture	(3)
Soc 31	Sociology of Gender	(3)
Soc 35	The Labor Movement	(3)
Soc 84	SIMSOC: Simulated Society	(1)
Stat 101	Statistics for the Social Sciences	(4)

Total: 18

SPANISH

ASSOCIATE DEGREE REQUIREMENTS (AA)

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

PLAN A

(Program Code 110500, State Code 02967)

THREE OR FOUR COURSES CHOSEN FROM THE FOLLOWING:		15-16
Spanish 1	Elementary Spanish I	(5)
Spanish 2*	Elementary Spanish II	(5)
Spanish 3*	Intermediate Spanish I	(5)
Spanish 4*	Intermediate Spanish II	(5)
Spanish 5*	Advanced Spanish I	(5)
Spanish 6*	Advanced Spanish II	(5)
Spanish 35	Spanish for Spanish Speakers I	(5)
Spanish 36*	Spanish for Spanish Speakers II	(5)
3-4 UNITS CHOSEN FROM THE FOLLOWING:		3-4
Spanish 8*	Conversational Spanish	(2)
Ling 1	Introduction to Language and Linguistics	(3)
Spanish 9	Hispanic Civilization	(3)
Spanish 12#	Contemporary Mexican Literature	(3)
Spanish 16#	Mexican Civilization	(3)
Total:		18-20

SPEECH COMMUNICATION

See Associate Degrees for Transfer, page 43.

THEATER ARTS

ASSOCIATE DEGREE MAJOR REQUIREMENTS (AA)

PLAN A

Theater Arts

(Program Code 100700, State Code 02963)

This degree can serve as a basis for further undergraduate education in theater arts.

Theater 100	Introduction to the Theater	}	3
	OR		
Theater 125	Dramatic Literature	}	3
Theater 110	History of the World Theater I		
	OR		
Theater 112	History of the World Theater II	}	3
Theater 270	Beginning Acting		
Theater 301	Stage Craft		3
CHOOSE 1-3 UNITS FROM THE FOLLOWING:			1-3
Theater 232	Play Production II		(2)
Theater 233	Play Production III		(3)
Theater 291	Rehearsals and Performances I		(1)
Theater 292	Rehearsals and Performances II		(2)
Theater 293	Rehearsals and Performances III		(3)

CHOOSE 3-5 UNITS FROM THE FOLLOWING:		3-5
Theater 110	History of the World Theater I	(3)
	(if not used above)	
Theater 120	History of the World Theater II	(3)
	(if not used above)	
Theater 185	Directed Study - Theater	(1)
Theater 225	Beginning Directing	(3)
Theater 240	Voice and Articulation for the Theater	(3)
Theater 272	Applied Intermediate Acting	(3)
Theater 275	Scene Study	(2)
Theater 317	Color and Design for the Theater	(3)
Theater 325	Stage Management and Advanced Stage Craft	(3)
Theater 450	Beginning Stage Make-Up	(2)

Total: 18

PLAN B

Students earning the Theater Arts AA Degrees with an option in Acting, Directing, and Technical have obtained skills for entry-level employment in theater or for career advancement.

Theater Arts: Acting Option

(Program Code 100701, State Code 10760)

Theater 110	History of the World Theater I	3
Theater 112	History of the World Theater II	3
Theater 240	Voice and Articulation for the Theater	3
Theater 270	Beginning Acting	3
Theater 272	Intermediate Applied Acting	3
Theater 274	Advanced Applied Acting	3
Theater 301	Stage Craft	3
Theater 450	Beginning Stage Make-up	2
Theater 100	Introduction to the Theater	}
	OR	
Theater 125	Dramatic Literature	}
	OR	
English 213	Dramatic Literature	3

CHOOSE ONE FROM THE FOLLOWING:		1-3
Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

PLUS 7-9 UNITS CHOSEN FROM THE FOLLOWING:		7-9
Theater 232	Play Production	(2)
Theater 233	Play Production	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
Theater 185	Directed Study - Theater	(1)
Theater 285	Directed Study - Theater	(2)
Theater 385	Directed Study - Theater	(3)

Total: 36

Theater Arts: Directing Option

(Program Code 100703, State Code 08550)

Theater 100	Introduction to the Theater	}	3
	OR		
Theater 125	Dramatic Literature	}	3
	OR		
English 213	Dramatic Literature		3
Theater 110	History of the World Theater I		3
Theater 112	History of the World Theater II		3
Theater 225	Beginning Direction		3
Theater 227	Advanced Direction		3
Theater 270	Beginning Acting		3
Theater 301	Stage Craft		3
Theater 310	Introduction to Lighting Design		3
Theater 325	Stage Management and Advanced Stage Craft		3

THEATER ARTS, Continued next page

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

Theater, *Continued*

CHOOSE ONE FROM THE FOLLOWING:		1-3
Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
PLUS 6-8 UNITS CHOSEN FROM THE FOLLOWING:		6-8
Theater 125	Dramatic Literature	} (3)
OR		
English 213	Dramatic Literature	} (3)
Theater 130	Playwriting	
Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 272	Intermediate Applied Acting	(3)
Theater 275	Scene Study	(2)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
Theater 315	Introduction to Theatrical Scene Design	(3)
Theater 317	Color and Design for the Theater	(3)
Theater 450	Beginning Stage Make-up	(2)
Theater 185	Directed Study - Theater	(1)
Theater 285	Directed Study - Theater	(2)
Theater 385	Directed Study - Theater	(3)
Art 102	Survey of Art History	(3)

Total: 36**Theater Arts: Technical Option***(Program Code 100600, State Code 08548)*

Theater 100	Introduction to the Theater	} 3
OR		
Theater 125	Dramatic Literature	} 3
Theater 110	History of the World Theater I	
Theater 112	History of the World Theater II	3
Theater 270	Beginning Acting	3
Theater 301	Stage Craft	3
Theater 310	Introduction to Theatrical Lighting	3
Theater 315	Introduction to Theatrical Scenic Design	3
Theater 317	Color and Design for Theater	3
Theater 325	Stage Management and Advanced Stage Craft	3
CHOOSE ONE FROM THE FOLLOWING:		1-3
Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
PLUS 6-8 UNITS FROM THE FOLLOWING:		6-8
Art 101	Survey of Art History I	(3)
Art 102	Survey of Art History II	(3)
Theater 225	Beginning Direction	(3)
Theater 232	Play Production I	(2)
Theater 233	Play Production II	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)
Theater 405	Costume Design	(3)
Theater 450	Beginning Stage Make-up	(2)
Theater 451	Advanced Stage Make-up	(2)
Theater 185	Directed Study - Theater	(1)
Theater 285	Directed Study - Theater	(2)
Theater 385	Directed Study - Theater	(3)

Total: 36**CERTIFICATE REQUIREMENTS****Skills Certificate in Musical Theater***(Program Code 100704)*

This certificate program is designed to channel the student who wishes to emphasize performance in the musical theater. Completion of the

certificate will enable a student to more effectively audition and seek professional acting, singing and dancing jobs in the specialized area of musical theater stage performance.

Estimated time to complete: 1 year.

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, State Code 08551)*

Students earning this certificate have obtained skills for entry-level employment in the theater.

Estimated time to complete: 2 years.

REQUIRED COURSES:

Theater 110	History of the World Theater I	3
Theater 225	Beginning Direction	3
Theater 270	Beginning Acting	3
Theater 301	Stage Craft	3
Theater 310	Introduction to Theatrical Lighting	3
Theater 315	Introduction to Theatrical Scene Design	3

CHOOSE ONE FROM THE FOLLOWING:

Theater 232	Play Production II	(2)
Theater 233	Play Production III	(3)
Theater 291	Rehearsals and Performances I	(1)
Theater 292	Rehearsals and Performances II	(2)
Theater 293	Rehearsals and Performances III	(3)

PLUS 2 COURSES FROM THE FOLLOWING:

Theater 227	Advanced Direction	(3)
Theater 130	Playwriting	(3)
Theater 317	Color and Design for the Theater	(3)
Theater 325	Stage Management and Advanced Stage Craft	(3)
Theater 450	Beginning Stage Make-Up	(2)
EGT 213*	Introduction to AutoCAD	(3)
Art 501	Beginning Two-Dimensional Design	(3)

Total: 24-27**Skills Certificate in Theatrical Performance***(Program Code 100601)*

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

Estimated time to complete: 1 year.

REQUIRED COURSES:

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

Total: 14-15

NONCREDIT CERTIFICATES OF COMPLETION

Basic Language Arts and Math

(Program Code 493020, State Code 24019)

The goal of the Basic Language Arts and Math certificate is to enhance test taking techniques, language arts, and math skills to successfully complete college courses for a recognized career field, and/or improve employability or job opportunities. Students will be prepared in the critical areas of language arts and math. After successfully completing the certificate, students will have gained the following skills: test taking techniques with language arts, including vocabulary, grammar, reading comprehension, and writing, as well as basic mathematical concepts needed for personal, collegiate, and career advancement.

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

Certified Nursing Assistant/Home Health Aide

(Program Code 123080, State Code 24461)

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

Estimated time to complete: 0.5 years.

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

Customer Service

(Program Code 051800, State Code 24131)

The goal of the customer service certificate is to enhance employability skills. Completion of the certificate will lead to job opportunities in the field of customer service representative, which currently shows high employment potential with this short-term training.

Estimated time to complete: 1.5 years.

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

English as a Second Language

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

English as a Second Language I

(Program Code 493084, State Code 24170)

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

English as a Second Language II

(Program Code 493083, State Code 24216)

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

English as a Second Language III

(Program Code 493082, State Code 24315)

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

English as a Second Language IV

(Program Code 493080, State Code 24116)

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

English as a Second Language - Speech

(Program Code 493085, State Code 24464)

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

ESL Civics

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

ESL Civics I

(Program Code 493091, State Code 24283)

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

ESL Civics II

(Program Code 493092, State Code 24139)

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

Microcomputer Literacy

(Program Code 051400, State Code 24103)

Students will be able to identify, organize, and save word-processing documents, create an e-mail account and access the internet to research topics, as well as create, arrange and move Microsoft Power Point slides and compose a simple spreadsheet using basic cell formula. Equipped with this knowledge, students can transition into employment in the general office field where computer applications are used or enroll in credit courses in the CAOT discipline.

Estimated time to complete: 0.5 years.

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

Workplace Success

(Program Code 493012, State Code 24247)

Students will be able to create workplace short and long-term goals and understand how to achieve them, recognize common interview questions and be able to deliver answers by employing language etiquette and appropriate nonverbal communication. In addition, students will be able to address colleagues, customers, and workplace duties while finding a balance between work and home. Students will learn how to increase their level of effectiveness in the workplace.

Estimated time to complete: 0.5 years.

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

Special Programs

Cooperative Work Experience Education (Coop Ed)

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

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

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

Benefits Of Cooperative Work Experience Education

The student:

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

Student Qualifications

1. Pursue a planned program based on measurable learning objectives agreed to with Coop Ed instructor/director.
2. A student must be enrolled in and complete one additional class at Los Angeles Valley College or a US regionally accredited institution during the regular semesters.

Occupational Work Experience

Units: 1-4 units.

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

Campus Procedure

For additional information regarding Cooperative Work Experience Education at Los Angeles Valley College, contact the Cooperative Education Office, Bungalow 49, or call phone extension 2334. Visit www.lavc.edu/cooped for detailed information and program application.

Cooperative Education, General

Units: 1-3 units.

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

Cooperative Education

Phone: (818) 947-2334. Office: B49

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

Prerequisite: Must be enrolled in at least 1 additional course.

5 to 9 hours per week of work experience1 unit
10 to 14 hours per week of work experience2 units
15 or more hours per week of work experience.....3 units

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

California State University: Approved Cooperative Education Subject Areas

Los Angeles Community College District policy provides that a maximum of twelve (12) semester units in Cooperative Education courses completed in the subject areas listed below may be applied toward the California State University 60 unit admission requirement.

- | | |
|--|---|
| ■ Accounting | ■ Computer Science-
Information Technology |
| ■ Administration of
Justice | ■ Education |
| ■ Architecture | ■ Electronics |
| ■ Art | ■ Engineering, General |
| ■ Broadcasting | ■ Engineering, General
Technology |
| ■ Business | ■ Finance |
| ■ Child Development | ■ Fire Technology |
| ■ Cinema | ■ Journalism |
| ■ Computer Applications
Office Technology | ■ Law |

- | | |
|---------------------|-----------------------------------|
| ■ Management | ■ Real Estate |
| ■ Marketing | ■ Recreation |
| ■ Media Arts | ■ Respiratory Therapy |
| ■ Music | ■ Theater |
| ■ Numerical Control | ■ Tool & Manufacturing Technology |
| ■ Nursing | |
| ■ Photography | |

Instructional Alternatives

Community Services

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

Extension

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

All offerings are “not-for-credit” status. We offer easy payment plans for all of our extension classes.

In the Extension Program, students must successfully complete (C average or higher) the academies to be granted an "Affidavit of Completion."

Extension programs include:

- Professional Paralegal Academy
- Legal Secretary Academy
- Human Resource Assistant Academy
- Pharmacy Technician
- Clinical Medical Assistant
- Electronic Health Records Specialist

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

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

ITV/The weekend College

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

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

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

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

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





COURSE DESCRIPTIONS

(CREDIT)

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.

NOTE: Since agreements concerning transferability and equivalencies may change, students are advised to check with a counselor for exact information and to seek assistance from the appropriate department chairperson when making extended plans.

ACCOUNTING (ACCTG)

1 Introductory Accounting I (5)

UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course introduces fundamental accounting principles and procedures used in sole proprietorships, for both service and merchandising businesses. The student will journalize basic entries, post to ledger, record adjusting and closing entries, and prepare financial statements. Internal controls, inventory valuation, bad debts, receivables and payable, depreciation, and payroll are also covered. Credit is allowed in only one: Accounting 1 or the combination of Accounting 21 and 22.

2 Introductory Accounting II (5)

UC:CSU

Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.

Lecture, 5 hours.

This course surveys the principles and practices used in accounting for partnerships, corporations, stocks, bonds, statement of cash flows, financial statement analysis, managerial accounting, manufacturing costs, variable and fixed costs, job-order cost, process cost, budgeting, and differential analysis.

3 Intermediate Accounting (3) CSU

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

This course provides complete analytical application and an advanced review of topics discussed in Accounting I and II. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, asset acquisition and leases.

11 Cost Accounting ‡ (3) CSU

(Offered fall only.)

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

This course covers both managerial and cost accounting, with emphasis on cost and non-cost systems; types of cost; elements of cost; cost behavior; variances for labor, materials and overhead; indirect expenses; allocation of cost to by-products; standard cost and budgets.

15 Tax Accounting I (3) CSU

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

This course is a study of Federal Income Taxes as they apply to individuals and sole-proprietorships and in analysis of appropriate tax laws. Consideration of applicable accounting procedures and preparation of reports and returns are emphasized.

18 Computerized Payroll Accounting (3)

Prerequisite: Acctg 1 or Acctg 21 and 22 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This course will cover procedures and practices involved in a manual or automated payroll system. Students will become familiar with current Federal and California laws affecting payroll, computation of payroll taxes and preparation of required payroll tax returns/forms.

20 Managerial Accounting ‡ (3) CSU

(Offered Spring only.)

Prerequisite: Acctg 2 with a grade of C or better.

Lecture, 3 hours.

Managerial Accounting is the application of accounting analysis to business decision making, planning, and control. The emphasis is on the how to use it rather than how to do the accounting. Managerial Accounting provides understanding of the use of accounting records and reports in various fields of business decision making.

21 Bookkeeping and Accounting I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces fundamental principles and procedures of the basic accounting cycle for a sole proprietorship. Students will record simple transactions for service and merchandising businesses in a journal, post to general and subsidiary ledgers, and prepare a trial balance. Students will use a worksheet to plan adjusting and closing entries and to prepare basic financial statements. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

ACCT 21 AND 22 COMBINED: MAXIMUM UC CREDIT, 5 UNITS.

22 Bookkeeping and Accounting II (3) UC:CSU

Prerequisite: Acctg 21 with a grade of C or better.

Lecture, 3 hours.

This course is a continuation of Accounting 21, and emphasizes sole proprietorships.

This course covers methods of inventory valuation, internal controls, bank reconciliations and cash controls, bad debts, receivables and payables, interest, depreciation, and payroll. Credit is allowed in only one of Acctg 1 or the Acctg 21/22 combination.

911-921-931-941 Cooperative Education - Accounting (1-4) CSU

Accounting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

ADMINISTRATION OF JUSTICE (ADM JUS)**1 Introduction to Administration of Justice (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

This course covers the Introduction to Administration of Justice: the history and philosophy of administration of justice in Europe and America. This includes the identification of the various subsystems. Also included are the theories of crime, punishment, rehabilitation, ethics, education and training for professionals in the justice system.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE.

2 Concepts of Criminal Law ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the historical development, philosophy and constitutional provisions of criminal law. Additionally, classification of crime and their application to the justice system, legal research, study of case law, methodology, definitions and concepts of law as a social force will be covered.

3 Legal Aspects of Evidence ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the origin, development, philosophy and constitutional basis of evidence; Constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence, and rules governing admissibility; Judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An in-depth study of the role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, and corrections. A past, present and future exposure to each sub-system's procedures, from initial entry to final disposition, and the relationship each segment maintains with its system members.

AJ 1 AND 4 COMBINED: MAXIMUM UC CREDIT, ONE COURSE. NO UC CREDIT FOR AJ 4 IF TAKEN AFTER SUMMER 1995.

5 Criminal Investigation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the fundamentals of investigation and the techniques of crime scene recording and search. The collection and preservation of physical evidence; method of operation processes, sources of information; interview and interrogation; follow-up, and case preparation.

6 Patrol Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course will cover the law, policies, techniques, and procedures used by law enforcement agencies across the country, as well as internationally. Topics included are powers of police, types of patrol, types of service calls, equipment and technology, search and seizure, interview and interrogation, and alarm.

8 Juvenile Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

27 Police Administration I ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

A survey of police administration, organization, and functions; records, personnel, public relations, executive control, and communications.

39 Probation and Parole (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides students with an examination of community treatment in the correctional process; contemporary probation and parole practices; and an exploration of the various community corrections agencies and employment opportunities.

49 Narcotics and Vice Control (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course examines the history, identification, and effects of vice and narcotic problems. It explores these problems as they exist within society, and the penal statutes and other laws that attempt to control them.

54 Interrogation ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

A study of prevailing techniques of interrogation, including the following: legal aspects of interrogation; questioning of suspects; preparation of statements, admissions, declarations and confessions; the use of the polygraph as a tool of investigation.

75 Introduction to Corrections ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This is a basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and parole; skills, knowledge and attitudes required for employment in this field; types of institutions and services; career opportunities.

178 Terrorism: The First Responder (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides the student with an overview and understanding of terrorism from a historical perspective and provides a time-line of terrorism activities from past to present. The information provided prepares a student as a first responder to acts of terrorism, and allows the student to understand all aspects of response tactics by emergency service agencies including law enforcement, fire, medical technicians, and private security. Topics include tactical coordination, scene awareness, crime scene operations, and an overview of real-world incident management techniques.

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.

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 will examine the process of terrorism and understand those who engage in terrorism. They will explore three distinct phases of how terrorists are made: 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 which includes developing and interviewing informants, collection of physical evidence, undercover operations, technical investigative techniques and locating clandestine and fugitive terrorists will be covered.

185 Directed Study -Administration of Justice (1) CSU**285 Directed Study - Administration of Justice (2) CSU****385 Directed Study - Administration of Justice (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Administration of Justice on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Administration of Justice (1-4) CSU

Administration of Justice is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

AFRICAN AMERICAN STUDIES (AFRO AM)**2 The African American in Contemporary Urban Society ‡ (3) UC:CSU ☉**

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the urbanization of the African American with emphasis on contemporary issues, public policy solutions, civil rights, and equality of opportunity. Issues include education, housing, economics (welfare, poverty, and employment), politics, justice and law enforcement, urban and community development, and family.

4 The African-American in the History of the United States I ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course surveys African-American history from pre-colonial Africa through the Civil War. It provides a background in the political and social development of the United States for the students majoring in the social sciences and for those who wish to gain a better understanding of these developments by exploring them through African American experiences. Included is a survey of the U. S. Constitution and the Declaration of Independence.

5 The African-American in the History of the United States II ‡ (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course surveys African-American history from the end of the Civil War to the present with special emphasis on social and political developments in American civilization. It provides a historical background for students majoring in the social sciences and for those who wish to gain a better understanding of historical developments by exploring them through African-American experiences.

20 African-American Literature I ‡ (3) UC:CSU ☉

Prerequisite: None.

Lecture, 3 hours.

This course provides an analysis of the literary, social, and historical aspects of essays, novels, drama, short stories and poetry written by African-Americans. It examines and reflects upon American society through the literature that African Americans produce, especially as it pertains to their representation of themselves both intellectually and artistically.

Students may not earn credit for both Afro Am 20 and English 234.

ANATOMY**1 Introduction to Human Anatomy (4) UC:CSU ☉**

Note: Not open for credit to students who have had Physiology 8 & 9.

Prerequisite: Biology 3 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 ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is an introduction to the anthropological study of human evolution. Topics include the mechanisms of evolutionary change, genetics, human variation, and the reconstruction of human evolutionary history through an examination of the fossil record and through the use of comparative studies of our closest biological relatives, the living monkeys and apes.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU ☼

(May be taken before Anthropology 101)

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is an examination of the diverse cultural lifeways that contribute to the greater global picture. Analogies are drawn from small-scale to large-scale societies. Topics include: culture, language and society, ethnicity, multiculturalism, kinship and marriage, religion and political organization and culture change and globalization.

103 Archaeology: Reconstructing the Human Past ‡ (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course covers the objectives and methods of modern archaeology; important archaeological discoveries throughout the world; contributions of archaeology toward understanding and preserving of human culture.

104 Human Language and Communication ‡ (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introduction to linguistic anthropology, the study of language, culture, and society from an anthropological perspective. Language as a form of social interaction in which participants do things with and through everyday talk. Topics include the biological basis of communication and speech, the relationship between language and culture, the structure of language, language origins, language through time, language variation, language in social context, the ethnography of communication, nonverbal communication and writing, oral folklore and spoken art, and linguistic anthropology in the contemporary world. Special topics include pidgins and creoles, language death and revival, and the relationship between language, identity, and power.

109 Gender, Sex and Culture ‡ (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course provides a world-wide comparison of sexuality and gender as viewed from various perspectives, including the biological/evolutionary, the cultural, the psychological, the historic, and the prehistoric, especially as they relate to the experiences of males and females in contemporary Western society.

111 Laboratory in Human Biological Evolution (2) UC:CSU

Prerequisite: None.

Corequisite: Anthro 101.

Lecture, 1 hour; laboratory, 2 hours.

A hands-on laboratory experience in selected topics related to human evolution including: molecular, Mendelian, and population genetics; modern human variation; geological time and fossilization; modern primates studies; human fossil record; and forensic analysis.

121 Anthropology of Religion, Magic and Witchcraft (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

This course examines the functions and varieties of religious beliefs and practices cross-culturally, with a special emphasis on small-scale societies. Topics include mythology, symbolism, shamanism, altered states of consciousness, magic, divination, witchcraft and the question of cults.

141 Culture, Illness and Healing ‡(3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines the cultural, psychological, and biological aspects of the definition, causes, symptoms, and treatment of illness. Shamanism, faith healing and new age ideas are discussed. Emphasis is placed on the ritual aspects of all healing systems, including that of our own society, and on understanding illness and healing as having both cultural and biological dimensions.

185 Directed Study - Anthropology (1) CSU

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.

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 82, for prerequisite, course description and credit limits.

ART

UC accepts a maximum of 12 semester units from Art 400, 501, 502, 503, and a maximum of 16 semester units from Art 201, 202, 203, 204, 205, 206, 207, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309.

Some courses in Art are part of the Art Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

101 Survey of Art History I (3)**UC:CSU ☼***Prerequisite: None.***Lecture, 3 hours.**

Selected topics in the history of Western European art from the chronological period ranging from the Stone Age, Egyptian civilization, Mesopotamian civilization, the Greek (Hellenic) civilization, the Roman civilization, the Byzantine period, and the Middle Ages. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

102 Survey of Art History II (3)**UC:CSU ☼***Prerequisite: None.***Lecture, 3 hours.**

Selected topics in the history of Western European art from the Early Renaissance to the Modern Era. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

103 Art Appreciation I ‡ (3) UC:CSU ☼*Prerequisite: None.***Lecture, 3 hours.**

Appreciation and criticism of art forms and media. A cross-cultural comparative exploration of the origins and meaning of art of a wide variety of historical periods and cultures. Topics include definitions of art, use and function of art, symbolic meaning of art, art terminology, style, design, color theory, methods of production, art criticism, architectural forms.

105 History of Asian Art ‡ (3)**UC:CSU ☼***Prerequisite: None.***Lecture, 3 hours.**

An introductory survey of the arts of India, China and Japan. Discussion of technical procedures of art production, religious and philosophical influences on art and architecture, as well as the interchange of cultural influence and artistic expression. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and architecture.

109 The Arts of Africa, Oceania, and Ancient America ‡ (3) UC:CSU ☼*Prerequisite: None.***Lecture, 3 hours.**

Selected topics in the history of Non-Western art from the indigenous cultures of Africa, the islands of the South Pacific (Oceania), and pre-European contact North America and Mesoamerica. The course will examine the social, economic, political and religious context of the production and use of the works of art considered. Students will learn about different art historical methodological approaches to the analysis of the material considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture, architecture, arts of the body and other media.

111 History of Contemporary Art (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

An examination of Western art and its relationship to social, political, and economic aspects of modern society from World War II to the present. The artistic response to new intellectual trends and disciplines, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

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.

125 History of Photography I (3)**UC:CSU ☼***Prerequisite: None.***Lecture, 3 hours.**

This course will consider selected topics in the history of photography from the nineteenth century to the present. Technical aspects, issues of aesthetics in photography, and the sociological context of the production and use of the works are considered. Emphasis is placed on developing a critical approach with regard to the artistic applications of photography and the medium's relationship to developments in other media, as well as the role that photography has played in the production of culture. Different art historical methodological approaches to the analysis of the material are considered. Students will learn to perform analysis of content and compositions of various forms of photography and master appropriate vocabulary.

201 Drawing I (3) UC:CSU*(Art Family A04)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course stressing drawing as a visual language system. "Window space," light logic and perspective will be emphasized while exploring various methods and media.

202 Drawing II ‡ (3) UC:CSU*(Art Family A04)**Prerequisite: Art 201 and 501 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 201 into more complex problems. A broader range of media will be utilized and color and composition will be heavily emphasized. A higher standard of craft will be applied to the work.

203 Drawing III ‡ (3) UC:CSU*(Art Family A04)**Prerequisite: Art 202 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Art 202 into more complex problems and with a higher degree of technical refinement. A broader range of media will be utilized and color, composition and conception will be heavily emphasized.

204 Life Drawing I (3) UC:CSU*(Art Family A05)**Prerequisite: Art 201.***Lecture, 2 hours; laboratory, 2 hours.**

This course is a drawing study of the human figure. Students learn to analyze anatomy and essential structure.

205 Life Drawing II (3) UC:CSU*(Art Family A05)**Prerequisite: Art 201 and 204 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Drawing of the human figure. Emphasis on problems of drawing composition.

206 Life Drawing III (3) UC:CSU*(Art Family A05)**Prerequisite: Art 205 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Continuation of Art 205. Drawing of the human figure. Emphasis on pictorial organization and personal expression.

207 Life Drawing IV (3) UC:CSU*(Art Family A05)**Prerequisite: Art 206 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

Continuation of Art 206. Drawing of the human figure. Problems in structural drawing and composition. Emphasis on expressive use of various media.

213 Color Theory (3) CSU*Prerequisite: Art 501 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This course examines Color Dynamics. The topics considered include form and value, harmony and spatial effects. The major theorists introduced include Goethe, Itten and Albers. In addition to the traditional 12-part color wheel, digital color principles are also examined.

300 Introduction to Painting (3)**UC:CSU***(Art Family A08)**Prerequisite: None.**Recommended: Art 201 and 501.***Lecture, 2 hours; laboratory 2 hours.**

An introduction to various painting materials, media and techniques. A survey of methods both contemporary and traditional.

301 Watercolor Painting I ‡ (3)**UC:CSU***(Art Family A08)**Prerequisite: None.**Recommended: Art 201 and Art 501.***Lecture, 2 hours; laboratory, 2 hours.**

An overview of various transparent water color techniques with emphasis on the materials used in acquiring these skills, both contemporary and traditional.

302 Watercolor Painting II ‡ (3) UC:CSU*(Art Family A08)**Prerequisite: Art 301 with a grade of C or better.**Recommended: Art 201 and Art 501.***Lecture, 2 hours; laboratory, 2 hours.**

An intermediate continuation of various transparent watercolor techniques with strong emphasis on subject matter and achieving various textural effects.

303 Watercolor Painting III ‡ (3) UC:CSU*(Art Family A08)**Prerequisite: Art 302, Art 201, and Art 501 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of various advanced transparent watercolor techniques with strong emphasis on the development of concepts and friskit techniques.

304 Acrylic Painting I (3) UC:CSU*(Art Family A08)**Prerequisite: None.**Recommended: Art 201 and 501.***Lecture, 2 hours; laboratory, 2 hours.**

An overview of acrylic painting techniques with emphasis on materials, used in acquiring these skills.

305 Acrylic Painting II (3) UC:CSU*(Art Family A08)**Prerequisite: Art 304.**Recommended: Art 301 and 501.***Lecture, 2 hours; laboratory, 2 hours.**

Acrylic Painting II is a continuation of Acrylic Painting I, with emphasis on intermediate level acrylic composition.

306 Acrylic Painting III (3) UC:CSU*(Art Family A08)**Prerequisite: Art 305 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Acrylic Painting II with emphasis on advanced level concepts, styles and techniques.

307 Oil Painting I (3) UC:CSU*(Art Family A06)**Prerequisite: None.**Recommended: Art 201 and 501.***Lecture, 2 hours; laboratory, 2 hours.**

An overview of basic oil painting techniques and materials. Composition, color, and form are studied through a range of projects in historical context to bring the individual in touch with contemporary ideas in the field of oil painting.

308 Oil Painting II (3) UC:CSU*(Art Family A06)**Prerequisite: Art 307 with a grade of C or better.**Recommended: Art 201 and Art 501.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of various historical techniques in oil painting. An extension of Beginning Oil Painting focusing on a broader range of contemporary issues with an emphasis on the figure. Historical oil painting techniques are explored.

309 Oil Painting III (3) UC:CSU*(Art Family A06)**Prerequisite: Art 308 with a grade of C or better.**Recommended: Art 201 and Art 501.***Lecture, 2 hours; laboratory, 2 hours.**

A continuation of Intermediate Oil Painting with emphasis on portraiture through various styles and techniques. A further exploration of the medium in the direction of more personal means of expression.

400 Introduction to Printmaking ‡ (3) UC:CSU*Prerequisite: None.**Recommended: Concurrent enrollment in Art 201 and 501.***Lecture, 1 hour; laboratory, 5 hours.**

An introductory course in basic fine art printmaking processes.

407 Relief Printmaking I ‡ (3) UC:CSU*Prerequisite: None.**Recommended: Art 201, 400, and 501.***Lecture, 1 hour; laboratory, 5 hours.**

An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

408 Relief Printmaking II ‡ (3) UC:CSU*Prerequisite: Art 201, 407 and 501 with grades of C or better.***Lecture, 1 hour; laboratory, 5 hours.**

A more advanced course in relief printmaking processes, including digital and traditional mixed media. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

411 Printmaking Studio ‡ (1) UC:CSU RPT1*Prerequisite: Art 400 with a grade of C or better.***Laboratory, 3 hours.**

A course providing beginning through advanced printmaking students the opportunity to practice processes in greater depth with the full resources of the printmaking laboratory.

501 Beginning Two-Dimensional Design (3) UC:CSU*(Art Family A02)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course presenting the elements and principles common to the visual arts, with special emphasis on application to the two-dimensional arts. Primary focus will be on compositional and color theory and practice.

502 Beginning Three-Dimensional Design ‡ (3) UC:CSU*(Art Family A02)**Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

A fundamental course involving relationships of elements common to three-dimensional visual arts. Exercises will be given in geometric and biomorphic shapes. Various mediums and fabrication techniques will be explored, including the use of mat-board, wood, plaster and paint.

521 Art Gallery Techniques (3) CSU*Prerequisite: None**Recommended: Art 501 or 502***Lecture, 2 hours; laboratory, 2 hours.**

This is an introductory course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

531 Art Gallery Techniques II (3) CSU

Prerequisite: Art 521 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions lists, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

600 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 InDesign, Illustrator and PhotoShop.

606 Graphic Design III (3) CSU

Prerequisite: Art 605 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

Advanced exploration of graphic communication. Assignments will focus on complex problems in Graphic Design. Students portfolio make-up begins with evaluation of past and current work. Advanced software techniques are presented.

618 Advertising Photo/Graphics I ‡ (4)

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

An introduction to photographic imaging for graphic design; an exploration of the technical, aesthetic and organizational aspects of photography for graphic communication.

619 Advertising Photo/Graphics II ‡ (4)

Prerequisite: None.

Lecture, 2 hours; laboratory, 4 hours.

Advanced photographic imaging for graphic design; a detailed exploration of the technical, aesthetic and organizational aspects of photography for graphic communication focusing on the computer as an essential tool.

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: Art 620 with a grade of C or better.

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

(Art Family A07)

Prerequisite: None.

Recommended: Art 502.

Lecture, 1 hour; laboratory, 5 hours.

Students will create three-dimensional structures while refining their artistic expression, with sensitivity to materials and concepts. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies designed to introduce a range of sculptural expressions and media.

701 Sculpture I ‡ (3) UC:CSU

(Art Family A07)

Prerequisite: Art 502 and Art 700 with grades of C or better.

Lecture, 1 hour; laboratory, 5 hours.

Students will explore more extensive sculptural techniques, including modeling, carving, moldmaking, fabrications, environmental and conceptual art. Students will engage in abstract problem solving in order to advance creative growth. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies, at an intermediate level. Usage of hand and stationary power tools and equipment will be required.

702 Sculpture II ‡ (3) UC:CSU

(Art Family A07)

Prerequisite: Art 701 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

The continued study of contemporary sculpture with emphasis on site work, installation and individual artistic growth. This course will focus on the changing definition of sculpture, from the finished single object placed on a pedestal to a wider range of formats. Students will engage in abstract problem solving in order to advance creative growth. The course focuses on a variety of traditional and nontraditional sculptural techniques and philosophies, at an advanced level. Usage of hand and stationary power tools and equipment will be required.

708 Introduction to Ceramics (3) UC:CSU

(Art Family A01)

Prerequisite: None.

Recommended: Art 501 or Art 502 with a grade of C or better.

Lecture, 1 hour; laboratory, 5 hours.

An introductory course in ceramic art, focusing on fabrication techniques (hand-building and wheel throwing), surface enrichment of form, and technical understanding of the behavior of clay and glazes.

709 Ceramics I (3) UC:CSU

(Art Family A01)

Prerequisite: Art 708 and 501 with grades of C or better.*Recommended:* Art 502**Lecture, 1 hour; laboratory, 5 hours.**

A continuing course in ceramic processes with emphasis placed on ceramic design and glaze chemistry. Practice in forming processes and surface treatments, with emphasis on design. Study of physical and chemical characteristics of clay.

710 Ceramics II (3) UC:CSU

(Art Family A01)

Prerequisite: Art 709 and 502 with grades of C or better.**Lecture, 1 hour; laboratory, 5 hours.**

A course providing continuing practice in ceramic forming processes and surface treatments with emphasis on three-dimensional design.

711 Ceramics III (3) UC:CSU

(Art Family A01)

Prerequisite: Art 710 with a grade of C or better.**Lecture, 1 hour; laboratory, 5 hours.**

A course offering advanced forming techniques, history of ceramics, advanced glazing techniques, and firing kilns.

185 Directed Study - Art (1) CSU**285 Directed Study - Art (2) CSU****385 Directed Study - Art (3) CSU***Prerequisite:* None.**Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Art on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

911-921-931-941 Cooperative Education - Art (1-4) CSU

Art is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, 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:* None.*Corequisite:* Astronomy 1.**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.

BIOLOGY**3 Introduction to Biology (4) UC:CSU ☼***(Not open for credit to students who have had Biology 6 or Biology 7.)**Prerequisite:* None.**Lecture, 3 hours; laboratory, 3 hours.**

The major principles of biology including the structure and function of cells, the reproductive process, the mechanisms of heredity, evolution, ecology and the organization of plants, animals and the human organism. This course is not designed to meet requirements for a major in biology at most universities. Field Trips are included in lab activities, typically scheduled during class hours.

MAXIMUM UC CREDIT FOR COMBINATION OF BIOL 3 AND 25 IS ONE COURSE. NO UC CREDIT FOR BIO 3 OR 25 IF TAKEN AFTER BIO 6 OR 7.

6 General Biology I (5) UC:CSU ☼*(Biology 7 may be taken before Biology 6.)**Prerequisite:* Chem 101, and Math 125 with grades of C or better.*Note:* UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.**Lecture, 3 hours; laboratory, 6 hours.**

This course is intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. It deals with selected topics illustrating the major concepts in biology, including molecular structure, cell structure and physiology, bioenergetics, Mendelian genetics, molecular genetics, development, and animal form and function. Laboratory experimentation in chemical analysis, microscopy, chromatography, cell structure and physiology, genetics, development, and DNA technology.

7 General Biology II (5) UC:CSU ☼*(Biology 7 may be taken before Biology 6.)**Prerequisite:* Math 125 with a grade of C or better.*Note:* UCLA and CSUN recommend the completion of both Biology 6 and Biology 7.**Lecture, 3 hours; laboratory, 6 hours.**

Intended for biology majors, pre-medical, pre-dentistry, pre-pharmacy and pre-veterinary students. Deals with unifying biological concepts including evolution, biological diversity, adaptation and the biotic relations to the environment. Laboratory experimentation includes the study of plants, animals and microorganisms along with field trips to reinforce major topics.

22 Marine Biology (4) UC:CSU*Prerequisite:* None.**Lecture, 3 hours; laboratory, 3 hours.**

The major principles of biology will be studied in relation to marine plants and animals. Intertidal, subtidal and offshore marine habitats will be investigated from an ecological perspective. Human impact on the marine environment will be studied. Field trips will be offered which may include: tide pools, Cabrillo Beach Aquarium or the Aquarium of the Pacific, Morro Bay or one of the Channel Islands. (Credit may not be awarded for both Biology 22 and Oceanography 2).

33 Medical Terminology (3) CSU*Prerequisite:* None.**Lecture, 3 hours.**

Develops a comprehensive medical vocabulary applicable to all specialties of medicine, through the learning of Greek and Latin prefixes, suffixes, root words and combining forms. Training in the spelling, pronunciation and definitions of medical terms is provided. A brief overview of human anatomy is included.

40 The Science of Biotechnology (3) UC:CSU

Prerequisite: Biology 6 and Chem 101 with grades of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is a comprehensive introduction to the science of biotechnology. The course presents theory and offers hands-on laboratory experience. Representative techniques presented in this course include DNA purification, hybridization, sequencing and fingerprinting; construction of a genomic library; bacterial transformation; electrophoresis; polymerase chain reaction; protein purification; western blot and bioinformatics.

\$20.00 Lab Fee to be paid with registration.

46 Genetic Analysis (3)

Prerequisite: Biology 6 with a grade of C or better.

Lecture, 3 hours.

This course is designed to cover Mendelian genetics, chromosome analysis, and genomics. This class will examine the experimental approach to genetic analysis by introducing key concepts as well as solving experimental problems.

97 Seminar Topics in Biology (1)

Prerequisite: Biology 6

Lecture, 1 hour.

This course is intended for science majors who wish to gain a basic understanding of how to read and interpret peer reviewed, scientific journal articles. It will include a critical discussion and presentation of selected topics in biology such as cell and molecular biology, microbiology and/or genetics as they relate to diseases and disorders currently being researched.

185 Directed Study - Biology (1) CSU

285 Directed Study - Biology (2) CSU

385 Directed Study - Biology (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Biology on a contact basis under direction and supervision of an instructor. Various formats are utilized to introduce students to methods used by scientists to study topics in biological sciences. Strategies emphasize development of problem solving and critical thinking skills.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

BROADCASTING (BRDCSTG)

1 Fundamentals of Radio and Television Broadcasting (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course consists of basic phases of radio, television and other mass media broadcasting, focusing on history, theory, and legal aspects. Different forms of broadcasting will be highlighted from network to cable to first run syndication, concluding with an overview of developing technologies such as VOD and HiDef. Classes will include debate on the innovators and some of the issues that have arisen recently with the demise of financial interest in syndication rules, vertical integration, and the rise of broadband and its resultant changes in what constitutes a 'broadcast.'

3 Voice and Diction for Radio and Television (3) 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

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The basic fundamentals of acting are explored. Demonstration, exercises, improvisations are used to practice techniques taught. Scenes are used for the student to put into full practice their techniques. Greater emphasis is placed on character analysis and development of the actor for television.

10 Radio Programming and Production (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

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

Prerequisite: None.

Lecture 2 hour; laboratory, 2 hours.

The course examines digital audio editing and production for radio in support of commercial broadcast, cable, internet, and related telecommunications media. The class will focus on audio editing of basic commercials to more complex produced promotional announcements and recorded messages for the campus radio station. Students may have an opportunity for finished product to air on the campus radio station KVCM.

17 Industrial and Commercial Voice-Over Techniques ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

This class consists of the students development of ability to narrate, dub and loop films, CD and MP3 materials for use in: industrial information units, the entertainment media, educational packages, and commercial advertising. Includes the development and use of some world dialects and an in-depth study of microphone techniques.

21 Radio and Television Advertising and Sales (3) CSU

Prerequisite: None.

Lecture, 3 hours.

The course examines radio & television advertising as an economic support for commercial broadcast, cable, internet, and related telecommunications media. The class will focus on audience surveys, rate structures, client, ad rep firms, and advertising agency relationships are discussed and explored. Students may have an opportunity to sell commercials on the campus radio station KVCM.

22 Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 10 or 46, with a grade of C or better.

Field work, 3 hours.

Special problems in production, programming, research, and management in broadcast media. Practical assignments with Valley College broadcasting projects.

22-1 Introductory Radio/Television Activities (1) CSU

Prerequisite: None.

Corequisite: Brdcstg 10 or 46, with a grade of C or better.

Laboratory, 3 hours

This course focuses on production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

22-2 Beginning Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 22-1

Laboratory, 3 hours.

The course focuses on continuing the skills related to practice production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

22-3 Intermediate Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 22-2

Laboratory, 3 hours.

This course focuses on intermediate skills relating to practice production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

22-4 Advanced Radio/Television Activities (1) CSU

Prerequisite: Brdcstg 22-3

Laboratory, 3 hours.

This course focuses on advanced skills relating to practice production, programming, research and management in broadcast media. There will be practical assignments assigned with Los Angeles Valley College broadcasting projects.

23 News, Sports, and Live Remote Broadcasting for Radio & Television (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

The course examines news, sports, and live broadcasting for radio in support of commercial broadcast, cable, Internet, and related telecommunications media. The class will focus on live remote broadcasts from various weekly events on campus. Students will have an opportunity to broadcast radio shows in combination with news, sports, and entertainment events to air on the campus radio station KVCM. A hands-on participation class. Additional lab time may be required.

24 Music Programming and Podcasting for Radio (3) CSU

Prerequisite: None

Lecture, 2 hours; laboratory, 3 hours

This course consists of an introduction to music genres, music play lists, and creating podcasts for radio. Included are instruction and experience in the role of the advanced disc jockey, announcer, voice tracker, and producer by means of working on campus radio station KVCM.

25 Radio/TV/Film Writing (3) CSU

Prerequisite: None.

Lecture, 3 hours.

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

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

Prerequisite: Brdcstg 17 with a grade of C or better.

Lecture, 3 hours.

Development of skills in advanced voice-over disciplines including but not limited to: animation, ADR, audiobooks, anime, narration, trailers, promos (including reading to picture), phone systems, point-of-purchase displays and video games.

45 Advanced Workshop for TV Acting and Directing (4)

Prerequisite: Brdcstg 5 with a grade of C or better.

Lecture, 4 hours.

The course is offered to train student actors and directors through intensive concentration in advanced theories and methods of producing and directing television. Student will increase the individual performance in direction sensitivity and flexibility. There is extensive use of digital television recording equipment used.

46 Fundamentals of Television Production (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

All the basic television production essentials are covered. Training is given in the function and operation of all basic television facilities, including camera, microphones, switcher, video tape recorder- editors, and lighting equipment. The direction and production of basic types of programs are taught and practiced. Students learn various roles of a TV studio production team.

47 Advanced Television Production (4) CSU

Prerequisite: Broadcasting 46 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

All advanced television production essentials are covered. Training is given in the advanced form of single camera shooting, lighting, editing, and audio production. The direction and production of advanced types of programs are taught and practiced. Students learn how to produce and edit programs.

81 Field Work I - Broadcasting ‡(1) CSU

Prerequisite: Brdcstg 10, 25, 46, Cinema 101, 111, or Mediart 101 with a grade of C or better.

Field work, 2 hours.

Student has hands on experience working on a specific approved topic or in an approved internship within the entertainment industry in order to give practical experience in what they have learned in one of the listed prerequisite courses.

82 Field Work II - Broadcasting ‡(2) CSU

Prerequisite: Brdcstg 10, 25, 46, Cinema 101, 111, or Mediart 101 with a grade of C or better.

Field work, 4 hours.

Student has hands on experience working on a specific approved topic or in an approved internship within the entertainment industry in order to give practical experience in what they have learned in one of the listed prerequisite courses.

185 Directed Study - Broadcasting (1) CSU**285 Directed Study - Broadcasting (2) CSU****385 Directed Study - Broadcasting (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows student to pursue Directed Study in Broadcasting on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Broadcasting (1-4) CSU

Broadcasting is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

BUSINESS (BUS)

(For Business, see also Accounting, Cooperative Education, Finance, Law, International Business, Management, Marketing, Real Estate, and Supervision.)

1 Introduction to Business (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the meaning and purpose of business 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.

31 Business English (3) CSU

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.

Students may not earn credit for both Bus 31 and CAOT 31.

32 Business Communications (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Designed to achieve effective written communication in English for the transaction of business. Development of letter writing principles and techniques; enrichment of general vocabulary; practical application of English in business speech. Practical experience is given in writing business reports, the employment letter and resume, as well as the basic types of letters used in business: pleasant, routine, unpleasant, and persuasive.

Students may not earn credit for both Bus 32 and CAOT 32.

38 Business Computations (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students study basic mathematics, beginning with whole numbers, fractions, decimals, percents, ratios. The course covers business applications of mathematics, including checking accounts, trade and cash discounts, markups and markdowns, payroll, simple interest and promissory notes, compound interest, inventory valuation formulas, depreciation formulas, present value applications, and financial statement analysis.

185 Directed Study - Business (1) CSU**285 Directed Study - Business (2) CSU****385 Directed Study - Business (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Business (1-4) CSU

Business is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

CHEMISTRY (CHEM)**51 Fundamentals of Chemistry I (5) CSU**

Prerequisite: None.

Recommended: Math 115.

Lecture, 4 hours; laboratory, 3 hours.

A descriptive course encompassing the basic concepts of inorganic, organic and biological chemistry. Each topic includes applications to health and environmental issues. The experimental laboratory involves the student in scientific observations, measurement, safety and proper laboratory techniques. Lecture, discussion and lab all include collaborative learning experiences. This course is appropriate for students who require a physical science course with laboratory including liberal arts, elementary education and allied health related majors. This course is not intended for students planning to enroll in Chemistry 101.

68 Preparation for General Chemistry (5) UC:CSU

Prerequisite: None. *Recommended:* Math 120.

Corequisite: *Recommended:* Concurrent enrollment in Math 125.

Lecture, 3 hours; laboratory, 6 hours.

Elementary chemical principles and laws with applications to industrial, environmental and health issues. The laboratory will introduce safety, scientific observation, measurement, and use of chemicals. The course will emphasize chemical stoichiometry and gas law calculations. Students who have not studied introductory college level chemistry must take this course or Chemistry 68 prior to enrollment in Chemistry 101. This course is recommended for students who have never taken a college level chemistry course. No credit given for this course if student has already passed Chemistry 60.

MAXIMUM UC CREDIT FOR CHEM 60 AND 68 COMBINED IS ONE COURSE. NO UC CREDIT FOR 60 OR 68 IF TAKEN AFTER 101.

101 General Chemistry I (5) UC:CSU

Prerequisite: Chem 68 and Math 125 with grades of C or better. Students without a passing grade for Chem 68 or an equivalent college-level chemistry class on their official transcript must take the Chemistry 101 Readiness Exam.

Lecture, 3 hours; laboratory, 6 hours.

A study of chemical principles and laws with emphasis on chemical calculations. This course will cover chemical stoichiometry and concentration calculations, gas laws, thermochemistry, introductory quantum mechanics, bonding, molecular geometry, unit cell calculations, and colligative properties. Laboratory work includes gravimetric analysis, titration, and observation. This course is required of majors in agriculture, bacteriology, biology, botany, chemistry, dentistry, engineering, geology, medical technology, medicine, optometry, pharmacy and physics.

102 General Chemistry II (5) UC:CSU

Prerequisite: Chem 101 with a grade of C or better.

Lecture, 3 hours; laboratory, 6 hours.

A continuation of Chemistry 101. Lectures will cover kinetics, gas phase and ionic equilibria, thermodynamics, electrochemistry, nuclear chemistry, transition metals, industrial chemistry, and introductory organic nomenclature. Laboratory will include qualitative analysis of selected anions and cations, and experiments in kinetics, equilibria, electrochemistry and thermodynamics. Instrumentation will include spectrophotometry, and measurements of pH and emf.

211 Organic Chemistry for Science Majors I ‡ (5) UC:CSU

Prerequisite: Chem 102 with a grade of C or better.

Lecture, 3 hours; laboratory, 6 hours.

This course is an introduction to the topological, physical and chemical properties of carbon-containing compounds. Laboratory emphasis is on the preparation, isolation, purification and analysis of organic compounds.

212 Organic Chemistry for Science Majors II ‡ (5) UC:CSU

Prerequisite: Chem 211 with a grade of C or better.

Lecture, 3 hours; laboratory, 6 hours.

A continuation of Chemistry 211 with emphasis on the structural, physical and chemical properties of organic compounds and molecules of biological importance. Laboratory emphasis on the preparation, isolation and purification of carbon-containing compounds.

CHICANO STUDIES (CHICANO)

All classes are taught in English.

2 The Mexican-American in Contemporary Society ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course investigates the most relevant issues facing the Chicano community today. Special attention will be given to the growth and impact of political behavior and under-representation, public health concerns, educational inequities, and immigration policies affecting Mexicans, Chicanos, and other Latinos.

7 The Mexican-American in the History of the United States I (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of United States history as it relates to the development of the Chicano in the United States with special emphasis on the Mexican-Americans, contribution to the development of American civilization. This course covers Pre-Columbian and Spanish colonial eras, the Spanish northward advance and settlement of the present day U.S. Southwest. Topics also include the Independence Wars of Mexico and the U.S., the role and impact of the American Revolution, the U.S. Constitution, the Bill of Rights. Also, U.S. concepts: manifest destiny, American secular humanism, westward movements, the European Scientific Enlightenment period, U.S. Wars of Conquest, U.S. Treaties, American Expansionism. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

8 The Mexican-American in the History of the United States II (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course concentrates on the historical evolution of the Chicano in nineteenth and twentieth century America. Discussion centers on the participation, contributions, experiences of and by the Chicano community. Major areas include the historical socio-political, economic and educational struggles of Mexican-Americans since the mid 19th century. Topics include the Mexican American Southwest, the Post War conflict, American Expansionism, Westward Movements, U.S. Treaties of Cahuenga & Guadalupe Hidalgo, U.S. Constitution, Bill of Rights, Mexican Revolution, immigration, the Great Depression, Desegregation struggle, American Nativism, Mexican Repatriation and Deportations, WWII, Zoot-Suit Riots, Acculturation period, Bracero Program, Mexican American Labor Movement, Chicano Movement, and the Post Civil Rights Era. This course fulfills the state graduation requirement in U.S. History and state and local government. This course also fulfills (US-1) of the CSU American Institutions Requirement.

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: English 28 or English 363 with a grade of C or better or placement into English 101.

Recommended: Psych 1 or concurrent enrollment. Required for all Child Development majors. Required for Child Development Certificate.

Lecture, 3 hours.

Developmental theories from pre-natal to adolescents will be covered in this course. Particular focus is placed on the process through which the typical human being reaches physical, mental, social and emotional maturity.

2 Early Childhood: Principles and Practices (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Dept. of Social Services DS3.

Lecture, 3 hours.

Survey course of early childhood programs and current philosophies and practices. Students examine the underlying theoretical principles of developmentally appropriate practices applied to programs and environments. Emphasis is placed on the key role of relationships, constructive adult-child interactions and teaching strategies that support physical, social, creative and intellectual development of children and lead to desired learning outcomes. Professional development and career paths based upon CA Child Development Permit Matrix will be discussed.

3 Creative Experiences for Children I (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

Examines basic principles in the planning, development and implementation of early childhood curriculum. Develops teaching skills in dramatic play, music, art, moldable materials, blocks and carpentry.

4 Creative Experiences for Children II (3) CSU

Dept. of Social Services DS3.

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

Examines basic principles in the planning, development, and implementation of early childhood curriculum. Develops teaching skills in language arts, media/technology, health and safety, cooking/food, math, science, and social studies. Covers environmental design of classroom and its impact on learning.

7 Introduction to Curriculum in Early Childhood Education (3) CSU

Prerequisite: None

Recommended: English 363 or 28 and Ch Dev 1, or placement into English 101.

This course explores appropriate curriculum and environments for young children. Students examine a teacher's role in supporting development and positive learning experiences for all young children using observation and assessment strategies and emphasizing the essential role of play. Planning, implementation, and evaluation of curriculum includes but is not limited to: language arts and literacy, mathematics, art and creativity, movement, health and safety.

10 Health, Safety and Nutrition (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1.

Lecture, 3 hours.

This course will review 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 will be reviewed.

11 Child, Family and Community (3) CSU

Dept. of Social Services DS2.

Prerequisite: None.

Recommended: Ch Dev 1 and 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.

12 Parent-Teacher-Child Interaction (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course provides the student with a general overview of parental involvement and parents as partners in early childhood education. Special emphasis is placed on the integration and configuration of parent-child relationships, as well as on parent-teacher communication. The developmental context of socialization and its influence on families will be explored.

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.

29 Infant Toddler Practicum (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Recommended: Ch Dev 30 or Ch Dev 31.

Lecture, 2 hours; laboratory, 3 hours.

This course is designed to provide students the opportunity to gain a greater understanding of the importance and process of learning in the first three years of life, and to be able to develop, prepare, implement, and evaluate developmentally appropriate curriculum experiences for infants and toddlers. In addition to 2 hours of lecture per week, students will observe and work directly with young children in the LAVC Infant and Toddler Lab program three hours per week.

30 Infant and Toddler Studies I ‡ (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

A survey of infant and toddler growth and development, educational programs currently available, and principles of infant-toddler care giving. Direct observation of infants and toddlers is a requirement of this course.

31 Infant and Toddler Studies II ‡ (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

A survey of infant-toddler development and its relation to environmental and curricular design. Principles of infant-toddler care giving and quality assessment. Direct observations in infant-toddler programs are requirements of this course.

34 Observing and Recording Children's Behavior ‡ (3) CSU

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

Prerequisite: None.

Lecture, 1 hour.

A survey of literature suitable for children up to 8 years old with emphasis on techniques of selection and presentation. Story telling, acquaintance with literature particularly suited for young children, and the early development of desirable attitudes toward reading will be stressed. Recommended for early childhood and primary grade teachers and parents. *Students may not earn credit for both Ch Dev 36 and English 236.*

37 Literature for School-Age Children ‡ (2) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 2 hours.

Survey of literature suitable for children in schools settings, beginning with Pre-Kindergarten. Emphasis given to selection, evaluation and presentation of literature using developmental characteristics and needs of children. Includes development of appropriate curriculum materials for the classroom with a literature emphasis. Recommended for early childhood and primary school teachers and parents.

38 Administration and Supervision of Early Childhood Programs I (3) CSU

Dept. of Social Services DS6.

Prerequisite: Ch Dev 1 and 11, Ch Dev 3, or 4 with a grade of C or better.

Lecture, 3 hours.

Students are prepared to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to establishing a center are emphasized. Students apply licensing information and knowledge of regulations to design an appropriate environment, create a fiscal plan, marketing strategy and develop an enrollment and hiring process. This course partially fulfills the licensing requirements for the director.

39 Administration and Supervision of Early Childhood Programs II ‡ (3) CSU

Prerequisite: Ch Dev 38 with a grade of C or better.

Lecture, 3 hours.

This course provides training for administrators of Early Childhood Programs on a variety of topics pertaining to administration of early childhood programs. Topics include: state and federal regulations, computer applications for administration, grant and proposal development, advocacy, leadership skills and team management techniques, developing a comprehensive parent partnership, working with Desired Results, and legal issues. This course partially fulfills the licensing requirement for the director.

42 Teaching in a Diverse Society (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course includes philosophy, principles and methods related to working with young children and families within a diverse society. Materials and experiences will be explored relating to diversity, including cultural, ethnic, ability, gender, social class and generation differences. Curriculum development, problem solving techniques and environmental designs will be studied from an inclusive perspective to infuse multi-cultural activities and an anti-bias perspective into the fabric of the curriculum.

44 Early Intervention for Children with Special Needs (3) CSU

Prerequisite: Ch Dev 1 with a grade of C or better.

Lecture, 3 hours.

An introduction to the study of exceptional children, including classification and special characteristics. Field trips will be arranged to private and public special education programs. Main focus of this course will be on the exceptional child.

45 Programs for Children with Special Needs (3) CSU

Prerequisite: None.

Recommended: Ch Dev 1.

Lecture, 3 hours.

An introduction to the study of exceptional children including classification and special characteristics. Includes general program planning as well as relevant program modification. Field trips will be arranged to private and public special education programs.

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 and English 28.

Lecture, 3 hours.

Exploration of developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of children with traditional and special needs.

53 Parenting (3) CSU

Prerequisites: None.

Recommended: Ch Dev 1 and English 28.

Lecture, 3 hours.

This course will examine the role of the parent throughout the early stages of child development and provide strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive teacher-parent interactions.

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**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 82, for prerequisite, course description and credit limits.

CINEMA**101 Beginning Film Production Workshop (3) UC:CSU**

Prerequisite: Cinema 107 with a grade of C or better, or concurrent enrollment.

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital and film media exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

102 Film Genres (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an analytic and critical overview of a variety of film genres, examining them from aesthetic, sociological and psychological perspectives. Particular emphasis will be given to how genre interacts between story content and audience with regard to gender roles and social structure, ethnicity, and socio-economics. Genres can include comedy, drama, action-adventure, suspense-thriller, animation, musical, horror and science-fiction.

103 Diversity in Cinema (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an analytic and critical overview of diverse cultural representation in film from historic, aesthetic, sociological, philosophical and psychological perspectives. This includes an examination of established mainstream culture paradigms and how they intersect with minority cultures in terms of gender, ethnicity, religious, and other societal aspects. Further, the discussion will include minority access to development, production, distribution and exhibition.

104 History of Documentary Film (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course presents a historical overview of the art and craft of documentary and non-fiction films from the silent era to contemporary times, both American and foreign, with an emphasis on the "classics," propaganda, educational, docudrama, and avant-garde.

105 History of Motion Pictures (3)**UC:CSU** ☼*Prerequisite: None.***Lecture, 3 hours.**

This course provides students with an introductory overview of the history of cinema, both American and foreign, from the earliest silents to contemporary times, with an emphasis on the first 75 years, via screenings, lectures, readings and discussions about the major artistic, social, economic, and technological trends.

106 The Art of Animation and Special Effects (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides students with an analytical overview of traditional and experimental animation techniques, both American and foreign, past and present, as well as special effects, including optical, mechanical, mattes, miniatures, pyrotechnics, atmospheric, make-up, digital, and others.

107 Understanding Motion Pictures (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides students with an analytical critical survey of motion pictures as an art form, entertainment industry, and communication medium via screenings, lectures, readings about 'classic' and contemporary films, American and foreign, theatrical and non-theatrical.

110 Motion Picture Sound ‡ (3) CSU*Prerequisite: Cinema 101 or Mediant 101 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This is an intermediate course dealing with all aspects of film/video sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

111 Developing Content for Movies ‡ (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This survey course presents an overview of the film industry. It introduces the student to the art of creating and selling for the entertainment industry. Students will learn how to acquire, develop, create and pitch material, as well as gain an understanding of the structure of the industry.

115 Cinematography ‡ (3) CSU*Prerequisite: Cinema 101 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This is an intermediate course dealing with all aspects of cinematography from theory to application, centering on learning the basic parts and function of intermediate film/video cameras, lenses, lighting equipment, accessories as well as cinematography techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

120 Film Editing ‡ (3) CSU*Prerequisite: Cinema 101 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This is an intermediate course covering all aspects of digital film/video editing theory, techniques and aesthetics. A variety of professional applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

123 Motion Picture Production Workshop I ‡ (3) CSU*Prerequisite: Cinema 107, 110, 115, and 120 with grades of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This is an advanced course in Motion Picture Production. Each student will produce, write, direct and shoot a short film/digital video, as well as to crew for other assigned productions. *NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time is required to complete projects.*

124 Motion Picture Production Workshop II ‡ (3) CSU*Prerequisite: Cinema 123 with a grade of C or better.***Lecture, 2 hours; laboratory, 2 hours.**

This is an advanced course in film post-production. Each student will be required to edit, record and mix sound, for project filmed in Cinema 123. *NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.*

911-921-931-941 Cooperative Education - Cinema (1-4) CSU

Cinema is approved for Cooperative Work Experience Education credit. (Workplace experience in Cinema integrating classroom Cinema studies; requires approval of Dept. Chair as well as Work Experience Director). See Cooperative Education, page 82, for prerequisite, course description and credit limits.

COMMUNICATION STUDIES (COMM)**Formerly Speech Communication (Speech)****61-1 Speech Laboratory 1 (1) NDA***Prerequisite: None***Laboratory, 3 hours.**

This first level English Speech as a Second Language (ESSL) laboratory course is designed to help non-native speakers improve articulation of American English consonant sounds, through individualized programs, including small group instruction and specially designed computer lessons. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 63, but is available for all interested students.

61-2 Speech Laboratory 2 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This second level English Speech as a Second Language (ESSL) laboratory course is designed to help non-native speakers improve articulation of American English vowel sounds through individualized programs, including small group instruction and specially designed computer lessons. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 64, but is also available for all interested students.

61-3 Speech Laboratory 3 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This third level English Speech as a Second Language (ESSL) laboratory course is designed to help non-native speakers improve articulation of American English consonant and vowel sounds through individualized programs, including small group instruction and specially designed computer lessons. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 66, but is also available for all interested student.

62-1 Speech Laboratory 4 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This fourth level English Speech as a Second Language (ESSL) laboratory course is designed to assist students in improving sounds of American English consonant blends and clusters through an individualized program of instruction. The Speech Lab is designed to supplement the work done by students enrolled in Communication Studies 75, but is available for all interested students.

62-2 Speech Laboratory 5 (1) NDA*Prerequisite: None***Laboratory, 3 hours.**

This fifth level English Speech as a Second Language (ESSL) laboratory course is designed to assist students in acquiring sounds of American English articulation and fluency through an individualized program of instruction. The Speech Lab is designed to complement the work done by students enrolled in Communication Studies 76, but is available for all interested students.

63 Beginning Conversational Speech Skills (3)*(Formerly Speech 63)**Prerequisite: None. Corequisite: Comm. 61-1***Lecture, 3 hours.**

This English Speech as Second Language (ESSL) course is designed for students who wish to improve their aural comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level ESSL course.

64 Basic Speech Skills (3) NDA*(Formerly Speech 64)**Prerequisite: None. Corequisite: Comm. 61-2***Lecture, 3 hours.**

This English Speech as a Second Language (ESSL) course designed to help non-native speakers acquire basic American speech/English sounds, including introduction to vowel sounds and consonant blends. This is the second level ESSL course.

66 Advanced Speech Skills (3) NDA*(Formerly Speech 66)**Prerequisite: None. Corequisite: Comm. 61-3***Lecture, 3 hours.**

This English Speech as a Second Language (ESSL) course is designed for students who have a basic ability to produce American English speech sounds, but who need to acquire and/or improve their ability to produce difficult consonant and vowel sounds, and to produce complicated consonant blends and clusters. Although principally directed toward expressive speech, students will also be made aware of the differences between English phonemes and the sounds of their own language. This is the third level ESSL course.

75 Voice and Articulation for ESSL (3) CSU*(Formerly Speech 111)**Prerequisite: None. Corequisite: Comm. 62-1*

This English Speech as a Second Language (ESSL) course is designed for students to study and practice methods of voice development, speech sound production, articulation, pronunciation and prosody. This is the fourth level ESSL course.

76 English Speech as a Second Language (3) CSU*(Formerly Speech 113)**Prerequisite: None. Corequisite: Comm. 62-2***Lecture, 3 hours.**

This English speech improvement class is for students with foreign language backgrounds and stresses pronunciation, intonation, idiomatic expressions, phrasing, grammar and vocabulary. Includes speaking assignments prepared by students. This is a fifth level English Speech as a Second Language class.

101 Oral Communication I (3)**UC:CSU ☼***(Formerly Speech 101)**Prerequisite: None***Lecture, 3 hours.**

This is an introductory course stressing the need for effective oral communication. The emphases in the course are on: structuring various types of speeches, researching information, audience analysis, presentation of speeches and building self confidence in public speaking situations.

102 Oral Communication II (3)**UC:CSU ☼***(Formerly Speech 102)**Prerequisite: None***Lecture, 3 hours.**

This is an introductory course that emphasizes the debate process. Fundamentals of effective argumentative speaking are examined. Oral activities are used extensively as learning devices.

104 Argumentation (3) UC:CSU ☼*(Formerly Speech 104)**Prerequisite: None.***Lecture, 3 hours.**

This course is a critical thinking class in the foundation and strategies of argument, logical reasoning, rational thinking and decision making. Emphasis is placed on both how and why we make the decisions we do. Topics explored include: claims, definitions, evidence, reasoning, fallacies, and case building.

105 Critical Thinking (3) UC:CSU ☼*(Formerly Speech 105)**Prerequisite: English 101 with a grade of C or better.***Lecture, 3 hours.**

Instruction in this course is designed to allow students an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize and advocate ideas, to reason inductively and deductively, and to identify the assumptions upon which particular conclusions depend. This class has a minimum 6,000 word writing component.

106 Forensics (2) CSU RPT3*(Formerly Speech 106)**Prerequisite: None.***Laboratory, 7 hours.**

This course provides advanced training in public speaking, argumentation skills and intercollegiate competition in public debate.

121 The Process of Interpersonal Communication (3) UC:CSU*(Formerly Speech 121)**Prerequisite: None.***Lecture, 3 hours.**

A lecture/activity/discussion course which proceeds through an analysis of the views of the scope and purpose of human communications including factors involved in the process of communicating, perception, self image, listening, non-verbal, conflict, language, and relationships. Emphasis is placed on the process of interpersonal communication.

122 Communication Across Cultures (3) UC:CSU*(Formerly Speech 122)**Prerequisite: None**Recommended: English 28, English 363 or placement into English 101.***Lecture, 3 hours.**

This course examines communication in the context of intercultural interactions, explores verbal and nonverbal communication similarities and differences in communication across cultures, and provides strategies to enhance interpersonal communication skills within the context of intercultural communication.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU*(Formerly Speech 130)**Prerequisite: None***Lecture, 3 hours.**

Students will develop the ability to understand, appreciate, relate to, and perform various forms of literary art. Emphasis is placed on the selection and adaptation of worthwhile literary material, as well as on artistic and effective vocal and gestural presentation.

137 Interpreters Theater (1) UC:CSU RPT3*(Formerly Speech 137)**Prerequisite: None***Laboratory, 3 hours.**

This course is for intercollegiate competition. Students participate in supervised activity in group interpretation of various forms of literary and non-literary materials. Oral presentation of scripted materials ranging from group arranged original writings to traditional literary forms. Emphasis is placed on developing public and/or competitive presentation skills and techniques.

151 Small Group Communication (3) UC:CSU*(Formerly Speech 151)**Prerequisite: None***Lecture, 3 hours.**

This course provides an analysis of the purposes, principles, and types of group processes. Development of individual skills in leadership, problem solving, is achieved by responsible group participation.

185 Directed Study - Speech Communication (1) CSU**285 Directed Study - Speech Communication (2) CSU****385 Directed Study - Speech Communication (3) CSU***(Formerly Speech 185, 285, 385 respectively)**Prerequisite: None*

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Communication Studies on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/ DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES (CAOT)

1 Computer Keyboarding and Document Applications I (3) CSU*Prerequisite: None.***Lecture 2 hours, and laboratory, 3 hours.**

This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy and produce basic business documents such as business letters, reports, and tables using word processing software. Also offered in three 1-unit modules.

2 Computer Keyboarding and Document Applications II (3) CSU*Prerequisite: None.*

Recommended: CAOT 1 with a grade of C or better, or the equivalent.

Lecture, 2 hours; laboratory, 3 hours.

The course provides a thorough training in keyboarding skills and emphasizes formatting various kinds of business correspondence including business letters, envelopes, reports, business forms, and tables of increasing complexity. Continued emphasis is placed on keyboarding techniques, improving speed/accuracy on timed writings, and developing proofreading skills.

9 Computer Keyboarding Improvement (1) CSU*Prerequisite: None.***Laboratory, 3 hours.**

This course emphasizes speed and accuracy building on the keyboard using corrective drills, exercises, timed writings and diagnostic computer keyboarding software.

31 Business English (3) CSU*Prerequisite: None.**Required for all incoming CAOT majors.**Recommended for Business majors.***Lecture, 3 hours.**

Students will develop competency in the fundamentals and mechanics of correct English usage, including grammar, punctuation, capitalization, number style, sentence structure, and written expression. The course emphasizes appropriate methods of expression through sentence construction, paragraph development, and functional composition.

Students may not earn credit for both CAOT 31 and Bus 31.

32 Business Communications (3) CSU*Prerequisite: None.***Lecture, 3 hours.**

This course provides students with the opportunity to develop the ability to write effective business memorandums, letters, e-mail messages, employment documents, and short reports. The problem-solving approach to creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of effective writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. The course also includes instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included.

Students may not earn credit for both CAOT 32 and Bus 32.

33 Records Management and Filing (2)*Prerequisite: None.***Lecture, 1 hour; laboratory, 2 hours.**

This course presents basic principles and procedures of record storage, control, retrieval and management by manual, electronic, and micrographic methods. Emphasis is also placed on sustainable environmental policies regarding records storage and management. Students will develop speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject.

37 Secretarial Accounting (3)*Prerequisite: None.***Lecture, 3 hours.**

This course is designed to acquaint students with the principles and practices of bookkeeping. Including the fundamentals of double entry bookkeeping, worksheets, and preparation of financial statements.

43 Office Procedures (3)*Prerequisite: CAOT 1 or 2 with a grade of C or better.***Lecture, 3 hours.**

This course covers the concepts and procedures used in the automated/electronic office. Human relations skills, job interviewing techniques and strategies, attitude, personality, communication skills, reinforcement of keyboarding, business English, records management skills, and professional ethics needed for success in the automated/electronic office environment will be included. An emphasis is also placed on sustainable environment policies that may be initiated in the office/company workplace.

47 Applied Office Practice (2) CSU*Prerequisite: CAOT 1 or CAOT 2***Performance, 5 hours.**

The student gains practical experience in many areas of office work by working six hours a week on campus. Special attention is given to developing the personal qualities desirable in business, the ability to follow both written and oral instructions, and confidence in handling routine office duties such as phone calls, office visitors, records management, and computer software programs.

78 Microcomputer Accounting Applications for the Electronic Office (3) CSU*Prerequisite: CAOT 37, Acctg 1, or Acctg 21 with a grade of C or better.***Lecture, 2 hours; laboratory, 3 hours.**

This course acquaints students with the use of the microcomputer for bookkeeping and accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks. The course will cover sales and receivables, payables and purchases, general and end-of-period procedures, and payroll for service and merchandising businesses.

82 Microcomputer Software Survey in the Office (3) CSU*Prerequisite: None.***Lecture, 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*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 Internet for Business (3)*Prerequisite: None.***Lecture, 2 hours; laboratory, 3 hours.**

Provides an overview of the use of the Internet for the office professional. Students learn to use electronic mail, browsers, and search engines for the Internet to locate resources. The creation and use of web pages will be covered.

108 Presentation Design for the Office (2) CSU*Prerequisite: None.***Lecture, 1 hour; laboratory, 2 hours.**

This course provides an overview of presentation design software such as Microsoft PowerPoint. Students learn to use templates, outlines, clip art, and documents to create presentations, electronic slide shows and websites.

123 Web Applications for the Office Professional (3)*Prerequisite: None.**Recommended: CAOT 97.***Lecture, 2 hours; laboratory, 2 hours.**

This course is designed to provide students who are familiar with creating Web pages with ability to add dimensions of time, sound, motion, and interactivity to Web pages via a variety of authoring tools. Through lectures and demonstrations, students learn the basics of how to create multimedia presentations on workstations and for the Internet.

124 Introduction to Image Creation for the Office Professional (3)*Prerequisite: None.**Recommended: CAOT 97.***Lecture, 2 hours; laboratory 2 hours.**

This course will cover importing, correcting, and manipulating images using Adobe Photoshop or a similar software. The course includes scanning, planning, and modifying images that can be used for a variety of business applications.

**185 Directed Study –
Computer Applications Office
Technology (1)**

**385 Directed Study –
Computer Applications Office
Technology (3)**

Prerequisite: 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 – CAOT (1-4)**

Computer Applications & Office Technologies is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

COMPUTER SCIENCE- INFORMATION TECHNOLOGY (CO SCI)

**801 Introduction to Computers and
Their Uses (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

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**

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 microcomputers. 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**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.

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 - Computer Science Information Technology (1-4) CSU

Computer Science Information Technology is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

COOPERATIVE EDUCATION (COOP ED)

195-295-395 Work Experience, General I (1-3) CSU

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)

Some courses in Dance Specialities are part of the Dance Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

171 Hip Hop Techniques ‡ (1) CSU

(Dance Family D04)

Prerequisite: None

Activity, 3 hours.

This course is an introduction to the basic technique of Hip-Hop dance, and will focus on the fundamentals of various Hip-Hop styles, including their historical chronology and context. Musicality and rhythmic skills will be emphasized, as well as body conditioning and that develops strength, stamina, and an awareness of proper dance conditioning techniques.

331 Tap Dance Techniques I ‡ (1) CSU

(Dance Family D08)

Prerequisite: None

Activity, 3 hours.

This course is an introduction to basic tap dance skills. Students will learn and practice introductory level tap dance fundamentals, steps, choreography, and terminology.

332 Tap Dance Techniques II ‡ (1) CSU

(Dance Family D08)

Prerequisite: DNCESPC 331 with a grade of C or better.

Activity, 3 hours.

This course offers instruction in beginning level tap dance skills. Students will learn and practice beginning level tap dance fundamentals, steps, choreography, and terminology.

490 Special Topics in Dance ‡ (1) UC:CSU

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)

Some courses in Dance Studies are part of the Dance Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

452 Introduction to Choreography (1) UC:CSU

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

(Dance Family D07)

Prerequisite: None.

Lecture, 2 hours; activity, 4 hours.

Offers in depth instruction and practice in the fundamentals of modern dance technique. Course includes theory, historical context, improvisation, and instruction in the elements of space, time, and energy.

805 History and Appreciation of Dance (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. Primarily, this course will focus on how dance reflects the times, historical, and social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

814 Dance Production I ‡ (2) UC:CSU

Prerequisite: Audition required.

Lecture, 1 hour; activity, 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.

820 Dance Staging and Production Methods (4) UC:CSU

Prerequisite: Audition required.

Lecture, 2 hours; activity, 4 hours.

Provides instruction and laboratory experience in methods and techniques involved in producing a dance concert: including rehearsal management and scheduling, choreographic applications, lighting, costuming, publicity, audition and performance skills, and dance critique and assessment.

822 Dance Rehearsals and Performances (1) UC:CSU

Prerequisite: Audition required.

Activity, 3 hours.

This course is structured rehearsal time culminating in a performance. Students participate as performers in the student dance concert.

185 Directed Study - Dance (1) CSU 285 Directed Study - Dance (2) CSU

(Dance Family D07)

Prerequisite: None.

Lecture, 1 hour per unit.

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

DANCE TECHNIQUES (DANCETQ)

Some courses in Dance Techniques are part of the Dance Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

111 Ballet Techniques I (1) CSU

(Dance Family D01)

Prerequisite: None

Activity, 3 hours

This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

112 Ballet Techniques II (1) CSU

(Dance Family D01)

Prerequisite: DanceTQ 111 with a grade of C or better.

Activity, 3 hours

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, and beginning level barre and center floor exercises.

113 Ballet Techniques III (1) CSU

(Dance Family D01)

Prerequisite: DanceTQ 112 with a grade of C or better.

Activity, 3 hours.

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction and practice at an intermediate level.

114 Ballet Techniques IV (1)

(Dance Family D01)

Prerequisite: DanceTQ 113 with a grade of C or better.

Activity, 3 hours.

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction and practice at an intermediate/advanced level.

121 Jazz Dance Techniques I (1)

(Dance Family D05)

Prerequisite: None.

Activity, 3 hours.

This course teaches the technique, principles, terminology and practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

122 Jazz Dance Techniques II (1)

(Dance Family D05)

Prerequisite: DanceTQ 121 with a grade of C or better

Activity, 3 hours

This course teaches the technique, principles, terminology and practice of jazz dance at the beginning level. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

141 Modern Dance Techniques I (1)

(Dance Family D06)

Prerequisite: None

Activity, 3 hours.

This course teaches technique, principles, terminology and the practice of modern contemporary dance at the introductory level. Students will undergo an in depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, body organization and sequencing. The course will also include the history of modern dance and an introduction to the elements of space, time, and energy through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

142 Modern Dance Techniques II (1)

(Dance Family D06)

Prerequisite: DanceTQ 141 with a grade of C or better.

Activity, 3 hours.

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the beginning level. Emphasis is on the correct placement and execution of beginning level modern dance movements, and will include an in-depth exploration of the choreographic element of space through improvisational and choreographic exercises. Students will develop coordination, flexibility, and cardiovascular strength using various movement combinations.

151 Dance For Film and Stage I (1)

(Dance Family D07)

Prerequisite: None

Activity, 3 hours.

This course introduces students to renowned choreographers and dancers, and provides instruction and practice in introductory fundamentals of dance technique used in film and stage.

152 Dance For Film and Stage II (1)

(Dance Family D07)

Prerequisite: DanceTQ 151 with a grade of C or better.

Activity, 3 hours.

This course introduces students to renowned choreographers and dancers, and provides instruction and practice in the fundamentals of dance technique used in film and stage, at a beginning level.

221 Yoga Skills I (1)

(Dance Family D09)

Prerequisite: None

Activity, 3 hours.

This course provides an introduction to instruction and practice in yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

225 Yoga Skills (1) UC:CSU

(Dance Family D09)

Prerequisite: None.

Activity, 2 hours.

Provides instruction and practice in yoga skills that facilitate body conditioning, endurance, flexibility, balance, and alignment, to supplement and enhance dance technique or other fitness activities.

290 Dance for Film and Stage (1) UC:CSU

(Dance Family D07)

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.

434 Ballet (1) UC:CSU

(Dance Family D01)

Prerequisite: None.

Activity, 2 hours.

This course emphasizes and introduces students to ballet through basic steps and combinations, terminology, music, and appreciation of dance as a performing art.

437 Jazz Dance (1) UC:CSU*(Dance Family D05)**Prerequisite: None.***Activity, 2 hours.**

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

460 Ballet Techniques (1) UC:CSU*(Dance Family D01)**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*(Dance Family D06)**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*(Dance Family D05)**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) UC:CSU*(Dance Family D09)**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.

696 Yoga (1) UC:CSU*(Dance Family D09)**Prerequisite: None.***Activity, 3 hours.**

Provides instruction and practice in yoga technique that facilitates body conditioning, endurance, flexibility, balance, stress reduction, and alignment, to supplement and enhance dance technique or other general fitness activities.

DEVELOPMENTAL COMMUNICATIONS (DEV COM)

22A-E Communications Laboratory (5) NDA*Prerequisite: None.*

This course is offered on a Pass/No Pass basis only. Open entry/open exit.

Lecture, 1 hour per unit.

Developmental Communications 22 is a modular, multi-media program teaching phonics and spelling. In this course students work at their own time and pace and focus on phonics, spelling, vocabulary, reading comprehension, reading rate improvement, and study skills.

- A. Phonics and Spelling
- B. General Vocabulary
- C. College Vocabulary
- D. Study Skills
- E. Reading Improvement

23 Techniques of Learning (3) NDA*Prerequisite: None.*

Recommended for students who score at the intermediate or advanced levels of the Reading Assessment Test.

Lecture, 3 hours.

This course teaches efficient study methods and effective learning techniques. This course stresses outlining, note taking techniques, exam strategies and time management.

35 Reading I - Fundamentals (3) NDA*Prerequisite: None.*

Recommended for students who score in the appropriate range on the Reading Assessment Test.

*Offered on a Pass/No Pass basis.***Lecture, 3 hours.**

A basic reading class designed to improve word decoding and attack skills; increase sight, speaking and writing vocabularies; establish and/or improve reading fluidity; develop dictionary skills; and identify main and supporting ideas in reading and writing.

36A Reading II - Comprehension and Related Skills (6) NDA

Prerequisite: None. Recommended for students who score in the appropriate range on the Reading Assessment Test.

Lecture, 6 hours.

This is an intermediate reading class designed to improve vocabulary, fluency and comprehension in reading; increase sight, speaking and writing vocabularies; and identify main and supporting ideas in reading with the goal of helping students acquire sufficient mastery to succeed in college courses.

36B Reading II: Comprehension and Related Skills (3) NDA*Prerequisite: None.***Lecture, 3 hours**

This is a late intermediate reading class designed to improve vocabulary, fluency and comprehension in reading; increase sight, speaking and writing vocabularies; and identify main and supporting ideas in reading with the goal of helping students acquire sufficient mastery to succeed in college courses.

ECONOMICS (ECON)

1 Principles of Economics I (3) UC:CSU ☼*Prerequisite: None.*

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introductory microeconomics course designed to provide the student with an understanding of basic economic principles and forces which govern the production, distribution, exchange and consumption of goods and services. Topics considered include: economic decision-making given scarcity of resources; resource allocation; value and price theory in a free-enterprise economy; income distribution; poverty and its causes and solutions, social costs and benefits; the roles of governments in the economic system; forms of business enterprise; labor management relations. Contemporary economic developments are considered throughout the course. Meets the general education Social Science requirement.

2 Principles of Economics II (3)**UC:CSU** ⚡*Prerequisite:* Econ 1 with a grade of C or better.**Lecture, 3 hours.**

A macroeconomics course which is a continuation of the introductory principles of economics. Topics considered include: national income and employment; economic fluctuations; business cycles; money, credit and banking; public financing and taxation; monetary, fiscal, and economic stabilization policies; international trade, tariffs, payments and policies; comparative economic systems; economic growth and development. Contemporary economic developments are considered throughout the course. Meets the general education Social Science requirement.

30 Comparative Economic Systems ‡ (3) UC:CSU*Prerequisite:* None.**Lecture, 3 hours.**

Examination of how economic systems function. Differences between market and planned command economies in theory and practice, and problems of transforming a socialist economy into a market economy. This course studies cases of former USSR, China, Mexico, England, Sweden, Poland, Japan, The Middle East.

40 History of Economic Thought (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course studies the history and evolution of economic ideas starting with early beginners, Adam Smith, Ricardo and continues with Marx to modern times. Course covers competing paradigms in economics, including neoclassicism, monetarism, American Institutional school, Keynesian school and others and establishes a link between evolution of economic ideas and the economic history of Europe and the United States. A special attention is paid to methodology of economics.

50 Principles of Financial Economics (3) UC:CSU*Prerequisite:* None.**Lecture, 3 hours.**

Examination of financial problems of economics, including history and evolution of money, commercial banking systems, the Federal Reserve System, theories of money and monetary policies, the capital markets, mortgage markets, stock and bond markets and the international and foreign exchange markets.

60 Economics and the Environment (3) UC:CSU*Prerequisite:* None.*Recommended:* English 28, English 363, or placement into English 101.**Lecture, 3 hours.**

This course provides an introduction to the economics of environmental issues and policies. It examines topics such as land use, energy, climate change, pollution, efficient use of resources and the use Geographic Information Systems as a tool of research and analysis. Special attention is paid to property rights, externalities, public goods, sustainability, and population growth as determining factors of environmental policy in reducing the costs of pollution.

185 Directed Study - Economics ‡ (1) CSU**285 Directed Study - Economics ‡ (2) CSU****385 Directed Study - Economics ‡ (3) CSU***Prerequisite:* None.**Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Economics on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

EDUCATION (EDUC)**2 Introduction to Education I (1) CSU***Prerequisite:* None.**Lecture, 1 hour.**

This course introduces students to the various fields of educational thought and practice, general vocational orientation, and observation of the teacher at work.

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 82, for prerequisite, course description and credit limits.

ELECTRONICS (ELECTRN)**2 Introduction to Electronics (3) CSU***Prerequisite:* None.*Corequisite:* Electronics Technology majors enroll in Electronics 10 concurrently.**Lecture, 3 hours.**

An introductory electronics course for majors and non-majors, with emphasis on hands-on activities. In addition to exploring career opportunities in the world's largest industry, electronics, students will learn to solder, read schematic drawings, identify electronics components, and construct numerous electronic circuits and projects. A great introduction to the field of electronics.

4 Fundamentals of Electronics I (4) CSU*Prerequisite:* Math 115 with a grade of C or better.**Lecture, 3 hours; laboratory, 3 hours.**

The lecture provides detailed study of direct and alternating current theory and applications. Topics include, Ohms Law, energy sources, magnetism, capacitance, inductance, and transient circuits. Complex circuits are solved using Kirshhiffs Laws and Thevenins and Norton Theorems. The laboratory provides experience in applying electrical laws and test equipment to direct current circuits. Practices include component identification, breadboarding circuits, resistor and capacitor color codes and circuit measurements using the digital multimeter and the VOM.

6 Fundamentals of Electronics II (4) CSU

Prerequisite: Electrn 4 and Electrn 10 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The lecture includes the theory and practice of alternating current principles. Topics include series and parallel resonance, transformers, single and polyphase voltages, filters and an introduction to pulse wave forms. The laboratory includes experimental study discussed in lecture. Data are gathered from series-parallel tuned and untuned circuits and transformers. Extensive use is made of signal generators, digital multimeters and bridges.

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 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The class reviews basic electronics and then covers theory and application of basic active semiconductor components such as diodes, transistors, FETs, and integrated circuits. The laboratory portion includes construction and measurements related to circuits studied.

22 Electronic Circuits II ‡ (4) CSU

Prerequisite: Electrn 20 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

The student will continue to learn operational amplifier theory with integrated circuit theory and laboratory experiments. Students will study comparitor voltage regulator theory and build and use test equipment provided in the lab.

34 Introduction to Biomedical Electronics ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of biomedical instrumentation and equipment used in the health care field, emphasizing critical care applications. The source of bioelectric potentials and their appearance in EKG and EEG equipment: stress testing, blood pressure and flow and heart sounds. Operating principles of transducers, amplifiers, patient monitors, or equipment defibrillators and pacers. The theory of shock hazards and methods of providing for patient and staff safety are emphasized.

36 Biophysical Measurements I ‡ (4) CSU

Prerequisite: Electrn 34 and Electrn 20 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Theory, operation, test and calibration of medical equipment including patient monitors, defibrillators, electrosurgical units and pacers. Principal physiological measurements. Patient safety and hospital electrical testing procedures; establishing preventative maintenance programs.

38 Biophysical Measurements II ‡ (4) CSU

Prerequisite: Electrn 20 and Electrn 34 with grades of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Theory, operation, test and calibration of medical laboratory and clinical equipment including the blood-gas analyzer, spectrophotometer, and blood pressure and ultrasound devices. Safety testing methods and establishing preventative maintenance programs.

54 Computer Logic ‡ (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

A lecture/lab course on digital electronics covering topics such as: number systems and codes, logic gates, combinational logic, encoders and decoders, multiplexers and demultiplexers, multivibrators, shift registers and counters, D/A and A/D converters, semiconductor memories, and an introduction to microprocessors. Students will construct various digital circuits and use test instruments to analyze operation.

64 Technical Computer Applications (4)

Prerequisite: Electrn 2 and 54 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

Application of computers in electronic circuit analysis. Provides students with skills necessary to employ computer systems such as Circuit Maker and LabView.

109 Computer Hardware (4) CSU

Prerequisite: None

Lecture, 3 hours; laboratory 3 hours.

This course is designed for those who want to study and understand what is happening inside microcomputers. This theory course covers installation and troubleshooting of hardware and software components. In addition, this course prepares you for the A+ Core Hardware Exam and A+ Operating System Technologies Exam for A+ Certification. No experience in electronics is assumed.

113 Computer Networking (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course is designed for students who want to gain a solid understanding of a broad range of networking technologies, especially for those who wish to pursue certifications in a variety of computer networking fields, including Network+, CCNA, MCSE, Linux+. Covers networking hardware and software components. Student should have a background in basic computer concepts. No experience in electronics is assumed.

210 Introduction to Solar Electric Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides the student with an introduction to the rapidly growing field of Solar Photovoltaic Systems, including theory, design, installation, and maintenance basics of these systems for residential and industrial installations. The basic elements of these systems will be covered. The course will begin with a review of basic electric circuits. NABCEP exam preparation is included.

211 Photovoltaic Systems (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course provides the student with knowledge and experience in the rapidly growing field of Solar Photovoltaic Systems, with particular emphasis on the theory, design, installation, and maintenance of residential and commercial installations. Issues to be covered include PV system components, site analysis, sizing, financial analysis, and weatherization. Attention will be placed on system installation and safety.

212 Renewable Energy Systems (4) CSU

Prerequisite: None.

Lecture, 3 hours; laboratory, 3 hours.

This course covers renewable energy basics, which includes solar, thermal, wind, and hydro energy. Biofuels and biomass resources are also covered, as well as geothermal power, energy storage, and hydrogen fuel cells. Furthermore, energy collection, site evaluation, design analysis of various systems, material use, and methods of construction ("green building") are also dealt with, along with an overview of California and US energy policy and global energy use. A hands-on laboratory is also included.

240 Industrial Electronics I (4)

Prerequisite: Electrn 54 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

This course covers PLC hardware components and troubleshooting, programming PLC instructions, and PLC lab demonstrations.

185 Directed Study - Electronics (1) CSU**285 Directed Study - Electronics (2) CSU****385 Directed Study - Electronics (3) CSU**

Prerequisite: 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 82, for prerequisite, course description and credit limits.

ENGINEERING, GENERAL (ENG GEN)**101 Introduction to Science, Engineering and Technology (2) UC:CSU**

Prerequisite: None.

Lecture, 2 hours.

The course will introduce students to the many activities and rewards offered in the engineering and technical professions through the presentation of pertinent information and practical problems.

131 Engineering Statics (3) UC:CSU

Prerequisite: Physics 37 with a grade of C or better.

Lecture, 3 hours.

This course will study mechanics, vector force systems and equilibrium conditions with emphasis on engineering problems involving structures, distributed forces, internal forces, and friction. Basic concepts and methods for calculating centroids and area moments of inertia for various cross sections will be presented, along with an introduction to the principle of virtual work.

151 Materials of Engineering ‡ (3) UC:CSU

Prerequisite: Chem 101 with a grade of C or better.

Lecture, 3 hours.

An introductory course on the properties of materials; applications to engineering systems; dependency of properties on internal structure; structures and properties of metals and alloys and their response to thermal and mechanical treatments; structures and properties of non-metallic materials. Required of all Engineering majors.

911-921-931-941 Cooperative Education - Engineering, General (1-4) CSU

General Engineering is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

ENGINEERING, GENERAL TECHNOLOGY (EGT)**100 Introduction to Sustainable Construction Management (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

An introductory course in sustainable construction management, with an emphasis on blue print reading, managing budgets, construction industry software usage, safety regulations, environmentally sound materials and methods of construction, and local, state, and federal government agencies that have jurisdiction over construction projects.

103 Code and Zoning Regulations (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An in depth review of California Building Codes, Disabled Access (ADA), as well as governing energy efficiency and sustainability regulations, known as Title 24, and State sponsored LEED program and certification. These regulations are the very basic foundation of every "Smart" design and construction project that is energy efficient and provides a sustainable, safe and friendly environment for its occupants.

104 Cost Analysis and Estimation (3) CSU

Prerequisite: None.

Lecture, 3 hours.

In depth discussion of the Cost Estimation process for buildings in the construction industry with emphasis on obtaining skills to accurately measure areas, volumes and related cost including labor for various materials, interpreting construction documents and specifications, determining labor and material costs based on project location and types of contracts, applying unit cost analysis during bidding process, implementing general conditions of the contract for site mobilization and determining percentages of overhead and profit in a project.

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 82, 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.

This course is designed to prepare students for English 101. English 28 brings literacy abilities up to the college level. This course includes introduction to critical reading of non-fiction prose and practice writing short essays. Students who do not score sufficiently high on the placement test in English are required to take this course before attending English 101.

33 Basic Vocabulary (3) NDA

Prerequisite: None. This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course enlarges and enriches a student's vocabulary through reading and the study of word meanings within the context of the overall meaning and purpose of a text. It develops a student's basic English literacy, including the ability to spell, read aloud, paraphrase, summarize, respond to readings, recognize the organization of texts and the structure of words, and use context clues, as well as dictionaries and other tools for vocabulary building.

67 Writing Laboratory (0.5) NDA

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 1 hour.

Students will improve their writing skills through one-to-one tutoring conferences, writing workshops, and computer instruction with assistance from an instructor and tutors. Students will develop their understanding of purpose, audience, invention, drafting, revision, and editing. Students will also focus on improving punctuation, mechanics, and grammar. This class may be taken by students at any level of English.

68 Reading Laboratory (0.5) NDA

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 1 hour.

Students will improve their reading comprehension and develop critical reading skills through individual help from instructor, one-to-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences and summarizing a chosen text. This course can complement any other class that has assigned readings, or it can be taken independently.

69 Writing and Revising on the Computer (1)

Prerequisite: None.

Offered on a Pass/No Pass basis only.

Laboratory, 2 hours.

Individual help by instructor and tutors with using computers to write. Students practice editing, formatting, drafting, researching on the Internet, and developing resumes. Students will learn basic word processing skills as well as general guidelines for navigating the Internet. Complements any class with a writing component or can be taken independently.

75 Methods for Tutoring Writing (1)

Prerequisite: None.

Lecture, 1 hour.

Students preparing to work in a Writing Center will examine pedagogical approaches to peer tutoring in Writing Centers and engage in active sharing of their own writing process. Students will learn how to apply different tutoring styles and strategies for teaching the writing process, organization, grammar and mechanics. Students will also examine writing across the disciplines in various genres and engage in self-reflexive and meta-cognitive thinking about the practice of peer tutoring for writing.

80 Introduction to English as a Second Language: Reading Skills (3) NDA

Prerequisite: None. This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course is intended for students with English as a Second Language. It stresses the development of skills leading to college level reading capacity at a beginning/high-beginning level.

82 Introduction to College English as a Second Language (5) NDA

Prerequisite: None. This course is offered on a Pass/No Pass basis only.

Lecture, 5 hours.

This course introduces students to English pronunciation patterns, sentence patterns, basic reading, and communication skills at a high-beginning/low-intermediate level.

83 College Conversational English as a Second Language (3) NDA

Prerequisite: None.

Recommended: Comm 61-1 or 61-2 and Comm 64. This course is offered on a Pass/No Pass basis only.

Lecture, 3 hours.

This course is designed for students at an elementary level in listening, speaking, reading, and writing English at a low-intermediate/intermediate level.

98 Intermediate English Fundamentals (5) NDA

Prerequisite: None.

This course is graded on a pass/no pass basis.

Lecture, 5 hours.

This course develops basic vocabulary, reading and composition skills. Building on reading strategies, grammar rules, spelling, punctuation, vocabulary, and sentence skills, students read basic college-level texts and learn to respond to them in clear, written English. Students may not earn credit for both English 98 and the combination of English 33 & 21.

101 College Reading and Composition I (3) UC:CSU ☼

Prerequisite: English 28 or English 363 with a grade of C or better or appropriate skill level demonstrated through the English placement process.

Cannot be taken for P/NP.

Lecture, 3 hours.

This course teaches students to write college-level essays in response to reading and analyzing college-level texts. The course focuses equally on writing and critical reading, and students will write a substantial research paper in which they accurately, clearly, and coherently synthesize ideas and information from a variety of sources and points of view to fulfill the 8,700 word writing requirement.

102 College Reading and Composition II (3) UC:CSU ☼

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 Composition and Critical Thinking (3) UC:CSU ☼

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course is designed to help students develop critical thinking, writing and research skills beyond the level achieved in English 101. Students will read and critically evaluate (for meaning, purpose, strategy, and style) expository and argumentative essays from a variety of classical sources and multi-cultural perspectives and then use these essays as rhetorical models for their own writing assignments.

105 Introduction to Language and Linguistics (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is a summary of what is known about human language: an introduction to the scientific study of language, its history and structure; language in its social and cultural setting; language, the learning tool.

Students may not earn credit for both English 105 and Ling 1.

124 Short Story Writing I ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

Students will develop skills in writing the traditional short story. Emphasis is on discussion of students' writing with some discussion of works of major writers. The course deals with marketing and preparing manuscripts for submission to publishers. Students may submit manuscripts to the college literary magazine.

125 Short Story Writing II ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course is a continuation of English 124 with the opportunity to write longer, more complex works of experimental fiction suitable for publication.

127 Creative Writing (3) UC:CSU

Prerequisite: English 102 with a grade of C or better.

Lecture, 3 hours.

This course is a writing workshop for students interested in writing fiction and poetry. Students will present their work to the class for criticism. The course includes lectures, demonstrations, and individual conferences with instructor.

Note: UC allows a maximum of 6 transferable units for this course.

MAXIMUM UC CREDIT IS 6 UNITS.

203 World Literature I ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course surveys world literature in translation: representative selections from Asian literature, the Bible, Greek and Latin literature, and European masterpieces of the Middle Ages and Renaissance.

204 World Literature II ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course surveys world literature in translation from the Renaissance to the present: selections from representative masterpieces of continental literature - French, German, Scandinavian, Russian, Spanish, and Asia.

205 English Literature I ‡ (3) UC:CSU ☼

Prerequisite: English 102 with a grade of C or better.

Lecture, 3 hours.

This course surveys British literature from the eighth through the eighteenth century, emphasizing major figures and works.

206 English Literature II ‡ (3) UC:CSU ☼

Prerequisite: English 102 with a grade of C or better.

Lecture, 3 hours.

This course surveys British Literature from the late eighteenth century to the present, emphasizing major writers and works.

207 American Literature I ‡ (3) UC:CSU ☼

Prerequisite: English 102 with a grade of C or better.

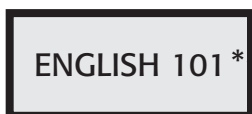
Lecture, 3 hours.

This course surveys American literature from 1608 to the Civil War, emphasizing major writers and works.

English Course Sequence

Writing Outcome Levels defined:

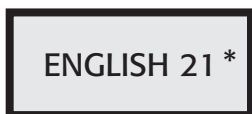
TRANSFER LEVEL:
Write unified, well-developed essays, each with an arguable thesis and persuasive support. Use a variety of rhetorical strategies, such as argument and comparison/contrast.



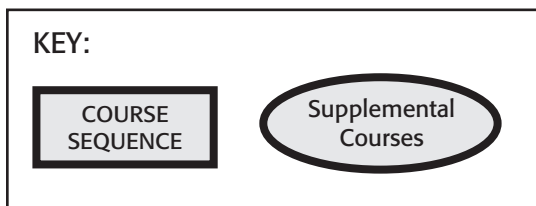
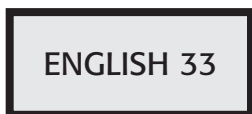
ONE LEVEL BELOW TRANSFER:
Write essays that integrate course readings and are clearly focused, fully developed, and logically organized.



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.



* Dev Com 23 or Pers Dev 1 or 20 Study skills. Supplemental for all levels above English 33

NOTE: Assessment is recommended. See course descriptions for placement and prerequisite information.

Credit ESL Course Sequence

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.

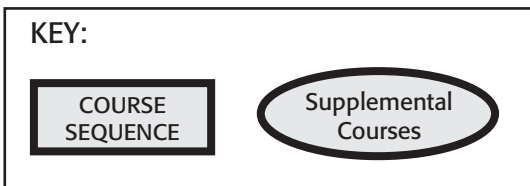
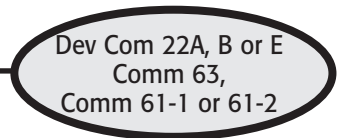
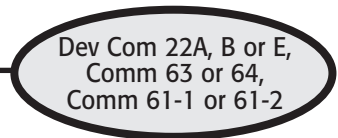
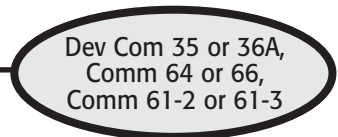
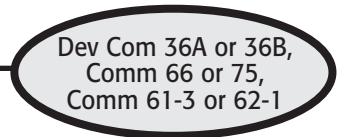
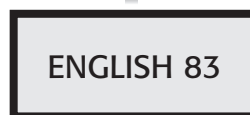
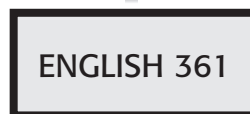
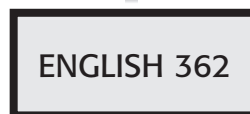
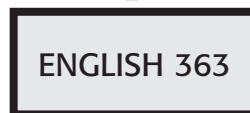
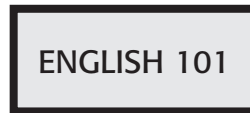
TWO LEVELS BELOW TRANSFER:
Write essays with clear thesis statements using various rhetorical modes.

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.



NOTE: Assessment is recommended.
See course descriptions for placement and prerequisite information.

**208 American Literature II ‡
(3) UC:CSU ☉**

Prerequisite: English 102 with a grade of C or better.

Lecture, 3 hours.

This course surveys American literature from the Civil War to the present, emphasizing major writers and works.

213 Dramatic Literature ‡ (3) UC:CSU

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course emphasizes critical reading of and writing about plays from classical Greek times to modern drama.

Students may not earn credit for both English 213 and Theater 125.

**252 The English Bible as Literature ‡
(3) UC:CSU**

Prerequisite: English 101 with a grade of C or better.

Lecture, 3 hours.

This course is a study of the Old and New Testaments as literature with the King James version as the basic text.

**361 ESL for Academic Purposes I
(6) NDA**

Prerequisite: English 83 with a grade of C or better appropriate skills level demonstrated through the English placement process.

Lecture, 5 hours; Lab 2 hours.

This course is for students who are pursuing an academic or professional degree program. Students will read and discuss literature, news and academic texts, and learn how to gather information, give complete responses, and express themselves in complete sentences at an intermediate/high-intermediate level.

**362 ESL for Academic Purposes II
(6) NDA**

Prerequisite: English 361 with a grade of C or better or appropriate skills level demonstrated through of the English placement process

Lecture, 5 hours; Lab, 2 hours.

This course is for students who are pursuing an academic or professional degree program. Students will read novels and academic texts, conduct research, write essays and be introduced to sources of information at a high-intermediate/low-advanced level.

**363 ESL for Academic Purposes III
(6) CSU**

Prerequisite: English 362 with a grade of C or better or appropriate skills level demonstrated through the English placement process.

Lecture, 5 hours; Lab, 2 hours.

This course is designed to prepare students for English 101, English 363 brings literacy abilities up to the college level. Students will read novels and academic texts, conduct research, write essays, and be introduced to sources of information.

185 Directed Study - English (1) CSU**285 Directed Study - English (2) CSU****385 Directed Study - English (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows students to pursue directed study in English on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

**ENVIRONMENTAL
SCIENCE (ENV SCI)****1 The Human Environment:
Physical Processes (3) UC:CSU ☉**

Prerequisite: None.

Lecture, 3 hours.

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.

**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.

Students may not earn credit for both Env Sci 7 and Geology 10.

**22 The Human Environment:
Physical Processes Lab (2) UC:CSU**

Prerequisite: Environmental Science 1 with a grade of C or better or concurrent enrollment.

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.

FINANCE

2 Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an introduction to analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market are also studied.

8 Personal Finance and Investments (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an introduction to the concepts and tools necessary for the responsible allocation of personal resources. Emphasis is on the significant financial decisions facing each household during its life cycle, including budgeting, record keeping, consumer purchases, credit, home ownership, insurance, investing, retirement and estate planning.

911-921-931-941 Cooperative Education - Finance (1-4) CSU

Finance is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

FIRE TECHNOLOGY (FIRETEK)

27 Wildland Firefighter (4) CSU

Prerequisite: None.

Lecture, 4 hours; Laboratory, 0.5 hours.

This course prepares the student for entry level jobs in Wildland Firefighting. It combines classroom instruction with hands-on training. A certificate of completion is awarded.

96 Emergency Medical Technician (8) CSU

Prerequisite: Students must present to the instructor either a BLS for the Healthcare Provider from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross prior to the beginning of the class or no later than the first examination.

Lecture, 6 hours; Laboratory, 4 hours.

This course is designed to provide a basis for gaining 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 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 (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces the concepts for making effective, complete and legal inspections by knowing fire prevention concepts. These concepts include history, organization, law, fire causes, procedures, techniques, enforcement and records. Hazards by occupancy, fire protection equipment, fire investigation, public education and special problems will be studied.

203 Fire Protection Equipment and Systems ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is a study of portable fire extinguishing equipment and permanent systems such as sprinklers, CO₂, dry chemical and halon. Detection and alarm systems, explosion prevention, computer protection and special hazards will be covered. The installation, testing, maintenance and fire department use of these systems will be emphasized.

204 Building Construction for Fire Protection ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course will cover the fundamentals of building construction as they relate to fire prevention and suppression and the classification of building by type of construction and use. In the course an emphasis will be placed on fire protection features. This course is accepted as a lower division requirement toward a degree in Fire Protection Administration at CSULA.

205 Fire Behavior and Combustion (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers theory and fundamentals of how and why fires start, spread and are controlled; and in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

206 Hazardous Materials ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the identification and study of dangerous chemicals; organization for hazardous materials mitigation; and the company and incident commanders role in providing life safety for the public and the firefighter.

208 Fire Hydraulics ‡ (3)

Prerequisite: None.

Lecture, 3 hours.

This course provides a foundation of theoretical knowledge to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

209 Fire Tactics and Strategy I ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the use of manpower, equipment and apparatus on the fire ground. Methods of pre-fire plan, rescue, fire attack, control, salvage and overhaul. The application of these methods to structural, watershed, waterfront, oil, aircraft, and other types of fires. This course will include command functions. Field exercises will be held when possible.

213 Fire Investigation ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Students will differentiate between methods of determining point of origin, path of fire travel and fire causes. Students will recognize and preserve evidence, interview witnesses, understand arson laws, types of arson fires, be familiar with court testimony, reports and records.

217 Fire Apparatus ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers 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**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 82, for prerequisite, course description and credit limits.

FRENCH**1 Elementary French I (5) UC:CSU**

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic French grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis and communication in cultural settings. It introduces the student to the characteristics of diverse French and Francophone cultures. This is a web-enhanced course, requiring students to access and perform online coursework.

2 Elementary French II (5) UC:CSU

Prerequisite: French 1 or French 22 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple French. The readings consist of selections dealing with France and diverse Francophone cultures. Students will continue the study of French civilization and modern developments in the French-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

3 Intermediate French I (5) UC:CSU ✪

Prerequisite: French 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course provides a more intensive study of the French language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic expressions and irregular structures. Emphasis is placed on developing fluency in oral expression and facility in writing. Students will read and discuss cultural and literary texts in French, and advance their knowledge of French and Francophone cultures and modern developments in the French-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

4 Intermediate French II ‡ (5)

UC:CSU ✪

Prerequisite: French 3 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

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) UC:CSU

Prerequisite: French 2 with a grade of C or better or equivalent skill level.

Lecture, 2 hours.

This course focuses on the development and improvement of oral communication skills in French based on discussions of everyday experiences, current events, cinema, cultural topics, and readings. Emphasis on vocabulary-building and the learning of idiomatic expressions, along with pronunciation practice. This is a web-enhanced class, requiring students to access coursework online. Not recommended for native speakers of French.

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.

185 Directed Study - French (1) CSU**285 Directed Study - French (2) CSU****385 Directed Study - French (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in French on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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GEOGRAPHY (GEOG)

1 Physical Geography (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

An introduction to the physical geography of the global environment and the interactions between atmosphere, oceans, land and life using the scientific method. Topics include earth-sun relations, weather and climate, soils, biogeography, landforms, plate tectonics, weathering, mass wasting and the transformation of the earth by human activities. The basics of maps, Geographic Information Systems, and other tools of geographic analysis are introduced. Optional field trips are offered.

UC CREDIT FOR EITHER GEOGRAPHY 1 AND 15 OR FOR 17.

2 Cultural Elements of Geography (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

An introduction to human populations and cultures, and the human imprint upon the land. This course focuses on culture (language, religion, ethnicity, social customs), population and migration, development, political geography, resources, and economics, as well as human-environment interaction. Emphasis is placed on issues of diversity, globalization, ethnic conflict, urbanization, international trade, security and environmental and social change at local, regional and global scales.

3 Introduction to Weather and Climate (3) UC:CSU

(Same as Meteor 3.)

Prerequisite: None.

Lecture, 3 hours.

An introduction to weather, climate and environment employing scientific method and observation. The course examines Earth's atmosphere, processes and phenomena and their impacts on humans and the global environment. Course topics include composition of the atmosphere, weather elements and controls, atmospheric processes, global circulation, storms, air pollution, global climate patterns and climate change, and techniques and tools for weather forecasting.

9 People and the Earth's Ecosystem (3) UC:CSU

Prerequisites: None.

Lecture, 3 hours.

An overview of the global environment and an examination of the diversity of life and environments that make up our world. The course examines the role of humans in environmental transformation at local, regional and global levels including habitat destruction, introduced species, extinctions and climate change. Geographical case studies are explored that examine real world environmental challenges and solutions.

14 Geography of California ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course surveys the physical and cultural landscapes of California with emphasis on human-environment interaction and the natural, socio-political, economic and demographic forces that have shaped the state. The course deals with the history of the state, settlement and land-use patterns, economic activities, resource use, transportation and trade, as well as California's role in the new global economy. The political, economic, environmental and demographic challenges facing the state are also discussed. Optional field trips will be offered.

15 Physical Geography Laboratory (2) UC:CSU

Prerequisite: Geog 1 with a grade of C or better or concurrent enrollment.

Not open to students who have completed Geography 17.

Lecture, 1 hour; laboratory, 2 hours.

This laboratory course serves as an introduction to the scientific study of the physical environment including the tools of geography (maps, GIS/GPS, remote sensing and air photos). Topics include Earth-Sun relationships, elements of weather and climate, topographic map reading and imagery interpretation, biogeography, soils, and landform evolution by tectonic, erosional and depositional forces. Field trip options are provided.

UC CREDIT FOR EITHER GEOGRAPHY 1 AND 15 OR FOR 17.

17 Physical Geography and Laboratory (5) UC:CSU

Prerequisite: None.

Lecture, 4 hours; laboratory, 2 hours.

This combined lecture-laboratory course introduces physical geography as a scientific discipline focused on the Earth system and human impacts on the natural environment. Topics include earth-sun relations, weather, climate, biogeography, maps and projections, plate tectonics, weathering, mass wasting and the action of water, ice and wind on landforms. Students are provided with opportunities to use geographic tools and instruments to capture, record, analyze and map data. Field trips are offered.

Note: Students may not earn credit in both Geography 1 and Geography 17.

UC CREDIT FOR EITHER GEOGRAPHY 1 AND 15 OR FOR 17.

30 Managing Natural Resources ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course focuses on natural resources and the critical analysis of the conflicting demands to use, conserve or preserve them. The course includes an exploration of where resources are located, the impacts of their extraction, as well as issues of supply and demand. The course examines sustainable resource management policies and practices, and the role of diverse stakeholders, including public, private and non-profit agencies in determining how resources are used and who has access. Topics include human impacts on natural processes and environments, public policy, environmental justice, urban sprawl, habitat destruction and sustainable development. Strong critical thinking and writing skills are recommended.

31 Introduction to Geographic Information Systems (3) CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to fundamentals of Geographic Information Systems (GIS) with hands-on computer practicum. Students are introduced to the basics of spatial analysis and cartographic principles (scales, coordinate systems, projections, cartographic design) through online exercises. Topics include best practices for mapping, acquisition and evaluation of data, spatial analysis techniques and applications of GIS/GPS technology in science, community, government, environment and business.

45 Food and Culture (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A geographical overview of the role of food in culture and the development of civilization from a cultural perspective. The ecological, economic, social and political aspects of food production are discussed. The formation of regional cuisine is considered as well as food security, globalization of food production, over-fishing, food safety and other current issues. Optional field trips are included.

185 Directed Study - Geography (1) CSU**285 Directed Study - Geography (2) CSU****385 Directed Study - Geography (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Geography on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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GEOLOGY**1 Physical Geology (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

Physical Geology is the study of the internal and external processes which shape the earth. Topics covered include plate tectonics, volcanism, earthquakes, mountain building, geologic structures, origin of rocks and minerals, and water and energy resources. A field trip is offered for this course.

6 Physical Geology Laboratory (2) UC:CSU

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 Env Sci 7)

Prerequisite: None.

Lecture, 3 hours.

This course examines how geologic processes and hazards influence human activities and the environment. The topics covered include geologic hazards such as earthquakes, volcanic eruptions, and tsunamis; mineral resources, groundwater, pollution, and current environmental and regulatory public policy planning. A field trip is offered for the course.

Students may not earn credit in both Geology 10 and Env Sci 7.

185 Directed Study - Geology (1) CSU**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.

GERMAN**1 Elementary German I (5) UC:CSU**

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic German grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis on communication in cultural settings. It introduces the student to the characteristics of diverse German-speaking cultures. This is a web-enhanced course, requiring students to access and perform online coursework.

2 Elementary German II (5) UC:CSU ☼

Prerequisite: German I with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple German. The readings consist of selections dealing with German, Swiss and Austrian contributions in the arts, sciences and literature. Students will continue the study of German civilization and modern developments in Germany. This is a web-enhanced course, requiring students to access and perform online coursework.

3 Intermediate German I ‡ (5) UC:CSU ☼

Prerequisite: German 2 with a grade of C or better, or equivalent skill level.

Lecture, 5 hours.

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*Prerequisite: German 2 with a grade of C or better, or equivalent skill level.***Lecture, 2 hours.**

This course focuses on the development and improvement of oral communication skills in German based on discussions of everyday experiences, current events, cinema, cultural topics, and readings. The emphasis is on vocabulary-building and the learning of idiomatic expressions, along with pronunciation practice. This is a web-enhanced class, requiring students to access coursework online. It is not recommended for native speakers of German.

185 Directed Study - German (1) CSU**285 Directed Study - German (2) CSU****385 Directed Study - German (3) CSU***Prerequisite: None.***Conference, 1 hour per unit.**

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.

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.

HEALTH**3 Cardiopulmonary Resuscitation****(1) CSU***Prerequisite: None***Lecture and directed practice, 1 hours, 5 weeks.**

This course will teach students the steps to follow in a life-threatening emergency situation (i.e. no pulse, not breathing) using the American Red Cross Community CPR skills for the adult, child and infant.

11 Principles of Healthful Living**(3) UC:CSU***(Credit given for only one of Health 9, 10 or 11.)**Prerequisite: None.*

Recommended for Physical Education and Elementary Education majors.

Lecture, 3 hours.

This course will address today's health care crisis and how our society's health needs have changed over time. An emphasis will be placed on prevention strategies and lifestyle behavior change techniques. Health topics will include family health, stress management, mental health, fitness, nutrition, and weight management, drug prevention, sexuality, epidemiology, and environmental health issues.

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**285 Directed Study - Health (2) CSU****385 Directed Study - Health (3) CSU****Conference, 1 hour per unit.**

Allows students to pursue Directed Study in Health Education on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

HEBREW**1 Elementary Hebrew I ‡ (5) UC:CSU***(Same as Jewish Studies 11)**Prerequisite: None.***Lecture, 5 hours.**

Fundamentals of the language, the essentials of grammar, practical vocabulary, useful phrases, and the ability to read, write and speak simple Hebrew. Emphasis is on the spoken language. Use of the language laboratory is required.

2 Elementary Hebrew II ‡ (5) UC:CSU*(Same as Jewish Studies 12)**Prerequisite: Hebrew 1 or Jewish 11 with a grade of C or better.***Lecture, 5 hours.**

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

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
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.

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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 ☼

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 ☼

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.

5 History of the Americas I (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

History of the Americas from the European intrusion on the native cultures through the development of the colonial life patterns to the achievements of independence of Latin America and the United States. Emphasis is placed on development and structure of the United States Constitution. This course fulfills the graduation requirement in U.S. History and the U.S. Constitution.

6 History of the Americas II (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

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 Worlds Great Religions (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

The historical development of the worlds great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religion and religion as a discipline of study.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HIST 7, 47, OR 48, IS TWO COURSES.

11 Political and Social History of the United States I (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the development of the United States from its discovery, placing emphasis upon the Colonial Experience, the American Revolution, the Constitution and the new government, the Civil War and Reconstruction. This course fulfills the state graduation requirement in U.S. History and the U.S. Constitution.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF HISTORY 11, 17, OR 32 COMBINED IS ONE COURSE.

12 Political and Social History of the United States II (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A survey of the development of the United States from the Reconstruction period to the present, placing emphasis upon the emergence of modern industrial America and upon the relationship between the nation and the world. This course fulfills the state graduation requirement in US History and California state and local government.

MAXIMUM UC CREDIT FOR HISTORY 12 AND 13 IS ONE COURSE.

18 American Civilization II (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is a survey of the cultural development of American society from 1865 to the present with particular emphasis on social, intellectual and artistic trends.

20 History of California and the Pacific Coast (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

History of California and the Pacific Coast from 1542 to the present with emphasis on Native, Spanish, and American cultures; political, economic and social developments; and California's constitution, history and role in the American system. This course fulfills the state graduation requirement in state and local government.

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.

49 Religion in America ‡ (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

Surveys the variety of religious expression since the colonial period, from Native American to New Age.

86 Introduction to World Civilization I (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course traces the development and relationships of major world civilizations, their traditions and contributions from earliest times to the era of European expansion in the sixteenth century.

385 Directed Study - History (3)

Prerequisite: None

Lecture, 3 hours.

Allows students to pursue Directed Study in History on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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HUMANITIES (HUMAN)

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: Humanities 1

Recommended: English 28, English 363, or placement into English 101.

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

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A study in some depth of a particular period or tradition, such as Imperial China, the Middle Ages, Renaissance, Victorian England, the Age of Reason and others. Historical background, key personalities, contribution and significance within the various arts and sciences are emphasized.

3 The Arts of Contemporary Society ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A cultural survey which includes a study of the literature, philosophy, music, painting, architecture and sculpture of the 18th, 19th and early 20th centuries in western Europe and North America, in terms of the ideas and basic needs which stimulated the artists and thinkers and the contributions of their work toward the development of contemporary society.

6 Great People, Great Ages ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course includes a cultural survey of the lives and contributions of selected individuals such as St. Augustine, Martin Luther, Louis XIV and others whose impact helped shape the eras in which they lived. The course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 6 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

8 Great Women in the Humanities ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This class is a cultural survey of the lives and contributions of selected individuals such as Hatshepsut, Elizabeth I, Madame Curie, Virginia Woolf and others whose impact helped to shape the eras in which they lived. This course will explore both the lives and eras with an appreciation of both their historical importance and their individual contributions to our cultural heritage.

HUMANITIES 8 IS REPEATABLE BUT MAXIMUM UC CREDIT IS 3 UNITS.

30 The Beginnings of Civilization (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is a survey of man's cultural heritage from prehistoric times to the early civilizations of Sumeria, Babylonia, Assyria and Egypt. Emphasis is placed on the arts, literature, religion, cultural traditions and contributions made by these civilizations to man's historical and cultural heritage.

90 The Hero and Heroine Through Film Over the Ages (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is a cultural survey of heroes and heroines through the use of film. A collection of movies depicting the Ancient World, the Middle Ages, the Renaissance, and the Modern Era will be shown and critiqued through the semester. Themes of the movies will reflect real or imaginary people who have made an impact on history. The course will give an appreciation through films of various eras and how film and subject matter have changed culture over time.

INTERNATIONAL BUSINESS (INTBUS)

1 International Trade (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This introductory course in the field of foreign commerce deals with the relation of foreign trade to domestic trade. The course surveys the operation of an import and export business, including organization, marking, terminology, documents, financial procedures, credits and collection and communications. The basic principles and practices of world trade are studied.

ITALIAN

1 Elementary Italian I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic Italian grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis on communication in cultural settings. It introduces the student to basic traits of Italian geography, customs, and culture. This is a web-enhanced course requiring students to perform online coursework.

2 Elementary Italian II (5) UC:CSU

Prerequisite: Italian I with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple Italian. Students will continue the study of Italian civilization and modern developments in Italy. This is a web-enhanced course, requiring students to access and perform online coursework.

3 Intermediate Italian I ‡ (5)

UC:CSU ☉

Prerequisite: Italian 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

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.

185 Directed Study - Italian (1) CSU

285 Directed Study - Italian (2) CSU

385 Directed Study - Italian (3) CSU

Prerequisite: None.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Italian on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

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JEWISH STUDIES (JEWISH)

(For Jewish Studies see also Hebrew)

1 The Jew in America ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A historical analysis of the Jews in the United States which discusses the essentially social and psychological problems of Jewish group identity. Much of the course concerns itself with the contemporary scene; the Jewish religious minority in America and its revival, the reasons for it, and the extent to which it expresses religious and spiritual impulses as well as social needs. The contribution of the successive waves of Jewish immigration to this country and western civilization in general is evaluated.

2 The Jewish Religious Heritage ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Comprises an exploration of the major teachings of Judaism. A brief historical background dealing with the development of Judaism is related to an exposition of its central affirmations. The goal is to familiarize the student with what the Jewish religious tradition regards to be its essential genius and also to provide an opportunity for an appreciation of the similarities and differences between Judaism and the other major religious groups of American culture. Among the topics to be discussed are the following: (A) The shape of faith: God, man, rites of passage, Jewish festivals, community; (B) The dynamics of faith: religious commitment and social problems, contemporary values, the present state of Jewish belief.

4 Israel: The Theory and Practice of Zionism ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Consists of a general survey of the historical development of the area with an emphasis upon the social and political development of the state of Israel. The social and political institutions of the state of Israel will be analyzed along with a general study of the geographic, economic, ethnic and religious composition of the land of Israel. A general study will be made of the ideological and historical background of the Zionist movement as well as a general survey of the origins of the Palestinian national movement.

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 read, write and speak simple Hebrew. Emphasis is on the spoken language. Use of the language laboratory is required.

12 Elementary Hebrew II ‡ (5) UC:CSU

(Same as Hebrew 2)

Prerequisite: Jewish 11 or Hebrew 1 with a grade of C or better or equivalent skill level.

Lecture, 5 hours.

Continues the presentation of grammatical forms, provides additional training in oral and written composition, and reading. Use of the language laboratory is required.

25 The History of the Jewish People ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

Traces the development of the Jews from their origins in Mesopotamia to the present day. It follows and describes the experiences of the Jewish people in all parts of the world and in all important countries. It analyzes their outlook and philosophy, their habits and customs, their values and ideals.

27 Holocaust: A Prototype of Genocide ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The course describes pre-World War II Europe, emphasizes the nature of Hitler's Nazi-movement in Germany, reviews the war years and program of genocide against the Jewish people of Nazi-occupied Europe, and considers reasons for the Holocaust, roles of the perpetrators and victims, and results.

35 Judaism, Christianity, and Islam ‡ (3) UC:CSU

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.

STUDENTS MAY NOT GET CREDIT FOR BOTH JEWISH STUDIES 35 AND PHILOSOPHY 35.

JOURNALISM (JOURNAL)**101 Collecting and Writing News (3) CSU**

Prerequisite: None.

Required of all newspaper and photo-journalism majors. Journalism 101 or 106 required of all magazine journalism majors.

Lecture, 3 hours.

This introductory course stresses instruction in the gathering of information and in its presentation. Extensive writing experience is emphasized. Critical evaluation of news reporting includes instruction and practice in the avoidance of faulty interpretation of facts, in the critical presentation of information, and in the recognition of propaganda appeals and libel. Newspaper, radio, and television news are surveyed. Adherence to writing style and standards of the profession are emphasized.

105 Mass Communications (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This introductory course examines the major aspects of the electronic and print media. Students will survey newspapers, magazines, film, radio and television. New media such as the world wide web will also be discussed. A historical perspective is taken showing the chronological development of each of these media. Their sociological and psychological impact on society at different periods of time from their origin to the present also is analyzed.

106 Mechanics of Expression (3) CSU

Prerequisite: None.

Required of all newspaper journalism majors. Journalism 101 or 106 required of all magazine journalism majors.

Lecture, 3 hours.

Provides thorough instruction in grammar, punctuation, capitalization and word usage. Concentrates on critical analysis and application of the interaction and relationship of words, phrases, and clauses in the correct and effective expression and transference of thoughts in written English. Emphasizes journalistic style and copy editing techniques.

108 Article Writing (3) CSU

Prerequisite: None.

Required of all magazine journalism majors.

Lecture, 3 hours.

A course for journalism majors, freelance writers and anyone who wants to learn to write materials for magazines. Emphasis is placed on writing articles features, editorials, or reviews suitable for publication. Students also receive practice in editing and the use of illustrations.

202 Advanced Newswriting (3) CSU

Prerequisite: Journalism 101 with grade of C or better.

Required of all newspaper journalism majors.

Lecture, 3 hours.

This course provides the student with advanced principles and practice in writing specialized types of newspaper stories and increases the mastery of fundamental reporting techniques. Interpretive writing skills, editorial writing and feature writing techniques are included.

218 Practical Editing (3) CSU

Prerequisite: Journal 202 with grade of C or better.

Required of all newspaper journalism majors.

Lecture, 1 hour; laboratory, 6 hours.

Students receive practical instruction and practice in producing the campus newspaper, 'The Valley Star'. Editions are critiqued and evaluated in regularly scheduled class meetings.

218-1 Practical Editing I (3) CSU

Prerequisite: Journalism 202

Lecture, 1 hour; Laboratory, 6 hours.

Students receive practical instruction and practice in producing the campus newspaper, The Valley Star. Editions are critiqued and evaluated in regularly scheduled class meetings.

220 Magazine Editing ‡ (3) CSU

Prerequisite: Journal 101 or 108 with a grade of C or better.

Required of all magazine journalism majors.

Lecture, 2 hours; laboratory, 3 hours.

Students receive practical instruction and practice for writing and producing the campus magazine 'The Crown'. Magazine design and layout technique are stressed. Writing and editing of copy, page design, preparing photographs, illustrations and other materials for publishing are practiced.

185 Directed Study - Journalism (1) CSU**285 Directed Study - Journalism (2) CSU****385 Directed Study - Journalism (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

This course allows students to pursue Directed Study in Journalism on a contract basis under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Journalism (1-4) CSU

Journalism is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

KINESIOLOGY (KIN)**Formerly Physical Education (Phys Ed)**

Some courses in Kinesiology are in the Kinesiology Family group and have enrollment limitations. The code appears under the course title. See page 173 for more information.

Qualified disabled students possessing the required talents, skills and health conditions are allowed and encouraged to participate in all physical education activities.

8 Special Studies in Kinesiology Skills (1) UC:CSU RPT3

(Kinesiology Family K05)

(Formerly Phys Ed 95)

Prerequisite: None.

Lecture, 0.5 hours; activity 1.5 hours.

Allows the student to pursue directed study in physical education activity at times flexible to his/her program on a contract basis under the supervising instructor.

9 Kinesiology - Combined Skills (1) UC:CSU RPT3

(Kinesiology Family K05)

(Formerly Phys Ed 96)

Prerequisite: None.

Lecture, 0.5 hours; activity, 1.5 hours.

A course designed for the individual interested in using variety of combined fitness activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning, increase muscle strength/endurance, flexibility and improve body composition.

45 Adapted Fitness (1) CSU

(Kinesiology Family K02)

Prerequisite: None.

Lecture, 0.5 hour; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs will be performed by students with instruction covering the basic elements of physical fitness and training principles. Students with disabilities must provide a physician's prescription for exercises.

46 Adapted Strength Training (1) CSU

(Kinesiology Family K02)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities who require restricted or modified activities. Individualized exercise programs will be performed by students with instructional emphasis placed on strength training principles and techniques. Students with disabilities must provide a physician's prescription for exercises.

47 Adapted Swimming and Hydroexercise (1) CSU

(Kinesiology Family K03)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities requiring restricted or modified activities. Individualized exercise programs focus on basic swimming and water safety skills. Hydro-exercise programs emphasize physical fitness, buoyancy, and hydrodynamic resistance principles.

49 Adapted Cardiovascular Fitness (1) CSU

(Kinesiology Family K02)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities who can benefit from individualized cardiovascular endurance training. Development of cardiovascular endurance through the use of bicycle ergometers, treadmills, hand cranks, will be the major class focus. Students with disabilities must provide physician prescription for exercises.

50 Adapted Exercise for Back Disorders (1) CSU

(Kinesiology Family K02)

(Formerly Phys Ed 648)

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed to meet the needs of students with disabilities with back and/or neck problems who can benefit from an individualized exercise program. Instruction and practice will be given in individualized exercise, including stretching, resistive exercise, and cardiovascular fitness. Students with disabilities need a medical prescription for exercises from physician.

205 Water Polo Skills ‡ (1) UC:CSU

(Kinesiology Family K03)

(Formerly Phys Ed 121)

Prerequisite: None.

Lecture, 0.5 hour; activity, 1.5 hours.

This course, introduces the student to the sport of Water Polo. Topics will begin with basic swimming and ball handling skills and advance to the specifics of game strategy, shooting, defense, offense, counter attack, and game management.

206 Diving Skills ‡ (1) UC:CSU

(Kinesiology Family K01)

(Formerly Phys Ed 105)

Prerequisite: None.

Lecture, 0.5 hours; activity, 1.5 hours.

Fundamental, intermediate and advanced principles/theories of basic Springboard Diving Skills are taught. Course instruction includes demonstration and practice of basic forward, backward, inward, reverse and twisting dive skills.

217 Self-Defense Skills (1) UC:CSU

(Kinesiology Family K07)

(Formerly Phys Ed 238)

Prerequisite: None.

Lecture, 0.5 hours; activity, 1.5 hours.

This course instructs the student in self-defense skills for women against rape and other physical attacks. The course includes safety precautions and the promotion of mental and physical well-being.

229 Body Conditioning Skills ‡ (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 228)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course will expose students to a variety of cardiovascular, strength, endurance and flexibility exercises using a mix of equipment and environment to improve students fitness and health. Students will learn how to create a balanced fitness program based on current research to reach their goals.

Fitness assessments will be conducted to provide students with feedback and recommendations for progressive improvement.

251 Yoga Skills (1) UC:CSU*(Kinesiology Family K08)**(Formerly Phys Ed 225)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course teaches a 5,000 year old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a "way of life". There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

268 Golf Skills (1) UC:CSU*(Kinesiology Family K06)**(Formerly Phys Ed 259)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course is designed to meet the need of the student on all aspects of the sport of golf. The course includes the basics of the grip, stance, swing, posture, course etiquette, course management, driving, putting and chipping. This course is open to all ability levels.

269 Gymnastics Skills (1) UC:CSU*(Kinesiology Family K01)**(Formerly Phys Ed 247)**Prerequisite: None.***Lecture, 0.5 hours; 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.

273 Tumbling Skills ‡ (1) UC:CSU*(Kinesiology Family K01)**(Formerly Phys Ed 250)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This course introduces the student to, fundamental, intermediate and advanced principles/theories of basic tumbling skills. The course includes, instruction, demonstration and practice of basic tumbling skills and routines.

286 Baseball Skills (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 301)**Prerequisite: None.***Lecture, 0.5 hours; activity, 1.5 hours.**

This is a baseball skills course. Skills taught in the class will be throwing, fielding, hitting, base running, and baseball strategy.

287 Basketball Skills (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 304)**Prerequisite: None.***Activity, 2 hours.**

This course is designed to teach all levels the basic basketball skills of passing, dribbling, shooting, and rebounding. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness.

301 Swimming (1) UC:CSU*(Kinesiology Family K03)**(Formerly Phys Ed 695)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course is designed to teach the skills of swimming: crawl stroke, backstroke, 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.

303 Aqua Aerobics (1) UC:CSU*(Kinesiology Family K03)**(Formerly Phys Ed 131)**Prerequisite: None.***Lecture, 0.5 hours; 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.

307 Swim and Run ‡ (1) UC:CSU*(Kinesiology Family K10)**(Formerly Phys Ed 628)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course will develop students cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running technique with practice drills and feedback. The emphasis will be to provide safe and effective training progressions to improve health and skill acquisition. This class promotes the appreciation of outdoor fitness and all abilities are welcomed.

315 Judo (1) UC:CSU*(Kinesiology Family K07)**(Formerly Phys Ed 670)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

Judo is a self-defense course. Techniques taught include throws, pins, strangles, falls, submission holds, escapes and counter attacks.

326 Aerobic Super Circuit Laboratory (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 630)**Prerequisite: None.***Lecture, 0.5 hours; activity 2.5 hours.**

This course is designed for the individual interested in beginning a personal fitness program. Using fundamentals of exercise physiology, each student will assess his/her level of physical fitness, develop fitness goals, design and implement a personalized exercise program to be performed on circuit training equipment.

327 Lifelong Fitness Lab (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 640)**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.

329 Body Conditioning (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 666)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course will direct students to a variety of cardiovascular, strength, endurance and flexibility exercises using a mix of equipment and environment to improve students fitness and health. Students will learn how to create a balanced fitness program based on current research to reach their goals. Fitness assessments will be conducted to provide students with feedback and recommendations for progressive improvement.

331 Cross Training (1) CSU*(Kinesiology Family K02)**(Formerly Phys Ed 655)**Prerequisite: None.***Lecture, 0.5 hours; activity 2.5 hours.**

This is 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.

334 Fitness Walking (1) CSU*(Kinesiology Family K10)**(Formerly Phys Ed 170)**Prerequisite: None.***Lecture, 0.5 hours; activity 2.5 hours.**

This course focuses on achieving cardiovascular fitness and a healthy lifestyle through walking. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, and assessing fitness level.

350 Weight Training (1) UC:CSU*(Kinesiology Family K02)**(Formerly Phys Ed 690)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This weight training and conditioning course 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.

351 Yoga (1) UC:CSU*(Kinesiology Family K08)**(Formerly Phys Ed 696)**Prerequisite: None.***Lecture, 0.5 hours; 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.

364 Archery (1) UC:CSU*(Kinesiology Family K06)**(Formerly Phys Ed 661)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course is designed to provide the student with the fundamental skills of target archery. The course emphasizes safety procedures and injury prevention while performing basic shooting techniques at various distances.

370 Table Tennis (1) UC:CSU*(Kinesiology Family K04)**(Formerly Phys Ed 681)**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.

371 Tennis (1) UC:CSU*(Kinesiology Family K04)**(Formerly Phys Ed 682)**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.

387 Basketball (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 665)**Prerequisite: None.***Lecture, 0.5 hours; 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.

389 Soccer (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 677)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feed back.

390 Softball (1) UC:CSU*(Kinesiology Family K09)**(Formerly Phys Ed 678)**Prerequisite: None.***Lecture, 0.5 hours; activity, 2.5 hours.**

This course gives instruction on advanced softball skills, techniques, rules and game strategies. This course is designed for prospective intercollegiate softball players.

391 Volleyball (1) UC:CSU*(Kinesiology Family K04)**(Formerly Phys Ed 684)**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.

185 Directed Study - Kinesiology (1) CSU**285 Directed Study - Kinesiology (2) CSU****385 Directed Study - Kinesiology (3) CSU**

(Kinesiology family K05)

(Formerly Phys Ed 185, 285, 385)

Prerequisite: None.

Lecture 1 hour per unit.

This course allows students to pursue directed studies in Physical Education on a contract basis, under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

KINESIOLOGY ATHLETICS (KIN ATH)

Formerly Physical Education (Phys Ed)

503 Intercollegiate Athletics - Baseball ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This is an Intercollegiate Athletic competitive baseball team course. The skills perfected in this course will include throwing, fielding, hitting, base running, and baseball game strategies.

504 Intercollegiate Athletics - Basketball ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course includes instruction in the fundamental, intermediate and advance principles/theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting, rebounding, individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required.

506 Intercollegiate Athletics – Cross Country ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This is the Intercollegiate Athletic competitive cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the Cross country team.

508 Intercollegiate Athletics – Football ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course is the intercollegiate athletic competitive football team. It includes advanced football skills for blocking, tackling, kicking, ball carrying (offense & defense). The course includes components of fitness requiring running, cardiovascular endurance, agility, strength training and balance. Specific handling of the football requiring catching and throwing skills are also taught. The class will include the study of football strategies for offense, defense and special teams including video study of technique and opponent strategies.

511 Intercollegiate Athletics – Soccer ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

Fundamental, intermediate and advance principles/theories and skills of Soccer. Instruction, demonstration and practice of basic soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense/defense and soccer intercollegiate competition.

512 Intercollegiate Athletics – Softball ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

Fundamental, intermediate and advanced principles/theories and skills of Softball. Instruction, demonstration and practice of basic softball skills, including throwing, fielding, hitting, base running, and intercollegiate competition.

513 Intercollegiate Athletics – Swimming and Diving ‡ (3) UC:CSU RPT 2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course is designed for the intercollegiate athlete in competitive swimming and diving. The course includes instruction, demonstration and practice of fundamental and advanced swimming and diving techniques, including starts, turns, stroke technique, breathing, and interval training. This course requires intercollegiate competition. Tryouts are required for participation in this course.

515 Intercollegiate Athletics – Track and Field ‡ (3) UC:CSU RPT2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This is a intercollegiate athletic competitive Track and Field team course. It requires active participation on the college track & field team. The course covers fundamental and advanced principles/theories of track and field techniques. Course content includes, demonstration and practice of sprinting, hurdling, throwing, jumping (vertical and horizontal), pole vaulting, middle and long distance skills. Try outs may be required.

517 Intercollegiate Athletics – Water Polo ‡ (3) UC:CSU RPT 2

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course is designed for the competitive intercollegiate Water Polo team. The course covers fundamental and advanced principles/theories of water polo techniques, including instruction, demonstration and practice of swimming, eggbeater kick, offense, defense, counter attack, man up and man down situations.

549 Intercollegiate Cheer/Yell Leaders ‡ (3) UC:CSU RPT3

Prerequisite: None.

Enrollment is limited to those students judged most qualified based on past performance and/or tryouts.

Activity, 10 hours.

This course covers fundamental and advanced principles/theories of basic drill patterns, yell, dance, stunt and cheerleading routines. Instruction, demonstration and practice of yell, dance, stunt and cheerleading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

552 Intercollegiate Sports-Conditioning & Skills Training ‡ (1) UC:CSU RPT3

Prerequisite: None.

Lecture, 0.5 hours; activity, 2.5 hours.

This course is designed for the student athlete. The following areas are emphasized: the analysis/development of athletic skills, the analysis/practice of offensive and defensive systems, muscular strength, muscular endurance, cardiovascular endurance, flexibility and body composition.

**KINESIOLOGY MAJOR
(KIN MAJ)**

Formerly Physical Education (P.E.)

100 Introduction to Kinesiology ‡ (3) UC:CSU

(Formerly P.E. 712)

This class does not meet the credit for Physical Education activity.

Required for Physical Education and Recreation majors.

Prerequisite: None.

Lecture, 3 hours.

This is an introductory course designed to offer the major examples of the requirements of a physical education teacher and related careers. A major emphasis is placed on guidance and problem areas faced by physical educators.

103 Introduction to Coaching Athletics ‡ (3) UC:CSU

(Formerly P.E. 713)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 3 hours.

This course delineates the responsibilities of coaching an athletic team. The course is designed to enlighten the student to the scope of issues encountered in athletic coaching, including (but not limited to) facilities, budgets, managing participants, parents, spectators, the press, coaching techniques, philosophies and administration.

104 Officiating Competitive Sports I (2) UC:CSU

(Formerly P.E. 710)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

The course presents the theory, practice and techniques of officiating Spring Sports, such as baseball, swimming, diving, track and field and other athletic activities.

105 Officiating Competitive Sports II ‡ (2) UC:CSU

(Formerly P.E. 711)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

The course presents the theory, practice and techniques of officiating Fall Sports, such as football, soccer, volleyball, basketball and other Fall athletic activities.

106 Sports Ethics (3) CSU

(Formerly P.E. 750)

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. This course examines current and historical events, rules, laws of governing organizations.

116 Introduction to the Group Fitness Instructor (3) CSU

(Formerly P.E. 722)

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.

126 Fundamentals of Athletic Training ‡ (3) UC:CSU

(Formerly P.E. 718)

This class does not meet the credit for Physical Education activity.

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and any one else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

127 Advanced Athletic Training ‡ (3) CSU

(Formerly P.E. 719)

This class does not meet the credit for Physical Education activity.

Prerequisite: Kin 126 with a grade of C or better.

Lecture, 2 hours; laboratory, 3 hours.

This course will build on the knowledge and skills introduced in Athletic Training 718. The student will acquire more hands on experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries.

LAW**1 Business Law I (3) UC:CSU**

Prerequisite: None.

Lecture, 3 hours.

This is an introductory course in law as it relates to business, including an overview of court systems and procedures, U.S. Constitution, intentional torts, negligence, products liability, crimes, and intellectual property. Emphasis in this course is on contracts: formation, interpretation, performance, remedies for breach, and safeguards.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF LAW 1 OR LAW 2 IS ONE COURSE.

2 Business Law II (3) UC:CSU*(Law 2 may be taken before Law 1)**Prerequisite: None.***Lecture, 3 hours.**

This course covers the essentials of the law of agency, partnerships, corporations, property, bailments, and commercial paper. Case study method is used. Offered in Spring semester only.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF LAW 1 OR LAW 2 IS ONE COURSE.

3 Civil Rights and the Law (3) UC:CSU*Prerequisite: None.**Recommended: English 28, English 363, or placement into English 101.***Lecture, 3 hours.**

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 82, for prerequisite, course description and credit limits.

LEARNING SKILLS (LRNSKIL)**1A Reading (3) NDA***Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Laboratory, 9 hours.**

Students receive group and individualized instruction in reading comprehension including searching for main ideas, minor ideas and central themes. Basic dictionary skills and word retention are covered. Root words and context clues, synonyms, homonyms, and homophones are learned. Students evaluate forms of language such as figurative, fiction and poetry. This course is offered in three 1-unit modules.

2A English Fundamentals (3) NDA*Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Laboratory, 9 hours.**

Students receive group and individualized English instruction with emphasis on grammar, punctuation, sentences, paragraphs, and essays. Areas to be covered include, word order, verb tense, and paragraph and essay structure. This course is offered in three 1-unit modules.

10ABC Mathematics Fundamentals (3) NDA*Prerequisite: None.**This course is offered on a Pass/No Pass basis only.***Lecture, 1 hour; Laboratory, 4 hours.**

Students receive specialized instruction in math fundamentals including, addition, subtraction, multiplication, division of whole numbers; addition, subtraction, multiplication, and division of fractions, decimals, and percents; conversion of measurements in both English and Metric systems; area, perimeter, and volume; word problems, and a preview of Algebra and Geometry. This course is offered in three-1 unit modules.

13 Learning Skills in English as a Second Language (1) NDA*Prerequisite: None.***Laboratory, 3 hours.**

Students receive group and individualized instruction in English with an emphasis on reading, vocabulary, grammar, punctuation, listening and speaking skills. This course is offered on a Pass/No Pass basis only.

40 Introduction to Learning Disabilities (1) NDA*Prerequisite: None.**Students should obtain add cards from the Services for Students with Disabilities Office. Pass/No Pass only.***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*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*Prerequisite: None.**Class is designed for students with disabilities.**Students should obtain add cards from the Services for Students with Disabilities 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*Prerequisite: None.**Class is designed for students with disabilities.**Students should obtain add cards from the Services for Students with Disabilities 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*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

Prerequisite: None.

Lecture, 3 hours.

Introduction to the linguistic diversity of the world and to the main subfields of linguistics such as phonetics and phonology (the study of sound production and patterning), morphology (word formation) and syntax (sentence formation). Other topics covered include the structural characteristics of world languages, first and second language acquisition, methods of classifying languages into families, how context shapes meaning and language use, and language use in social context. Students will not receive credit for both Linguistics 1 and English 105.

MACHINE SHOP-CNC (MSCNC)

114 Print Interpretation and Sketching (Blueprint I) (3)

Prerequisite: None.

Lecture, 3 hours.

A course in understanding the fundamental principles and practices of blueprint reading which includes a study of standard symbols and their applications with emphasis on interpreting a variety of mechanical drawings in the major technical fields.

124 Print Interpretation and Inspection (Blueprint II) (3)

Prerequisite: None.

Lecture, 3 hours.

Multi-view, assembly and detail prints are studied in this course. Advanced terminology including geometric dimensioning and tolerancing and true position is stressed. Basic Inspection processes are covered.

MANAGEMENT (MGMT)

1 Principles of Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This is an introductory course on the principles of management. The course provides a detailed analysis of management functions: planning, including business environment, strategies, objectives, policies, methods, and procedures; organizing, including authority, responsibility, and organizational structure; directing, including leadership, motivation, communication, and team dynamics; and, controlling, including performance measurement, standards, operations, and action implementation.

NO UC CREDIT FOR MGMT 1 AFTER SUMMER 1995.

13 Small Business Entrepreneurship (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides a systematic approach to developing and operating a successful small business. The areas of study include: personal qualifications for starting and managing a small business, determining the market opportunity, legal procedures, planning and marketing the business, location factors, capital requirements, protective factors to provide for risk, and personnel management. Students gain experience through the development of a business plan.

31 Human Relations for Employees (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course covers the practical application of psychological and sociological principles to the study of human relations in business and industry. The course emphasizes case studies and teamwork. Topics covered include communication styles, self-esteem, ethics, attitude and motivation, self-disclosure, emotional balance, leadership strategies, work force diversity, and professional presence.

48 Management Systems and Procedures ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course presents an introduction to systems and procedures aspects of modern management, particularly to more efficient paperwork; relation to organization and management; barriers to procedure improvement, systems and procedure analysis, charting, work simplification, forms design and control, work measurement, project evaluation and review techniques, and computer systems, selling and installing a system.

911-921-931-941 Cooperative Education - Management (1-4) CSU

Management is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

MARKETING (MARKET)

1 Principles of Selling ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing the sale are covered. The course is designed to help students currently involved in sales as well as those seeking to improve their communication skills. Sales presentations, videotapes and case studies are used.

11 Fundamentals of Advertising ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces the student to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of media, such as television, radio, newspapers, magazines, the internet are integrated into the advertising campaign.

21 Principles of Marketing ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides an extensive study of concepts and strategies on which the field of marketing is based. Emphasis will be on product, place, promotion and pricing decisions. Additional topics are sales forecasting, domestic and international markets; personal selling, marketing legislation and the environmental factors that impact marketing.

31 Retail Merchandising ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course provides a systematic approach to the principles and procedures of retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and the retail communication mix.

185 Directed Study - Marketing (1) CSU**285 Directed Study - Marketing (2) CSU****385 Directed Study - Marketing (3) CSU**

Prerequisite: None.

Conference, 1 hour per unit.

Directed Study allows selected students to pursue specific projects (departmentally approved) under the direction of a supervising instructor. The student will be examining topics related specifically to that individuals training, education and interest.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

911-921-931-941 Cooperative Education - Marketing (1-4) CSU

Marketing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, 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.

110 Introduction to Algebraic Concepts (5) NDA

Prerequisite: None.

Lecture, 5 hours.

The course covers the fundamentals of arithmetic through beginning algebra skills that are essential for Elementary Algebra. Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; ratios, proportions, percents, and applications; perimeter, area, and volume applications; metric and English conversions; and simple algebraic expressions and equations. Basic word problems that embody these concepts are included throughout the course.

STUDENTS MAY NOT EARN CREDIT FOR BOTH MATH 110 AND THE COMBINATION OF MATH 105 AND MATH 112.

112 Prealgebra (3) NDA

Prerequisite: None.

Recommended: A grade of C or better in Math 105, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

A review of the fundamentals of arithmetic. The course covers the beginning algebra skills that are essential for Elementary Algebra. Topics covered include Integers, Simple Algebraic Expressions and Equations, Basic Geometry, Fractions, Decimals, Order of Operations, Ratio, Proportion, and Percent. Basic word problems that embody these concepts are included throughout the course. Negative numbers are used throughout the course.

113 Elementary Algebra A (3)

Prerequisite: Math 112 or Math 110 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 3 hours.

The first half of Math 115. The course covers integer exponents, polynomials, solving linear equations and inequalities, and factoring. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment in Math 113 and 114 is not permitted.

114 Elementary Algebra B (3)

Prerequisite: Math 113 with a grade of C or better.

Lecture, 3 hours.

The second half of Math 115. The course reviews factoring, and covers rational expressions, introduction to graphing linear equations in two variables, solving systems of linear equations, roots and index 2 radicals, and methods of solving quadratic equations. Math 113 and 114 together are equivalent to Math 115. Credit is allowed in only one of Math 115 or the Math 113/114 combination. Concurrent enrollment is Math 113 and 114 is not permitted.

115 Elementary Algebra (5)

Prerequisite: Math 112 or Math 110 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

The course covers the real numbers and their properties; evaluating and simplifying algebraic expressions; rules of positive integer exponents; fundamental operations on polynomial, rational, and radical (index 2) expressions; polynomial factoring; solving linear, quadratic, and special polynomial equations; solving rational and radical equations; graphing a linear equation in two variables; solving a system of two linear equations in two variables; setting up and solving a variety of word problems.

120 Plane Geometry (5)

Prerequisite: Math 113 and Math 114 with grades of C or better, or Math 115 with a grade of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

The course covers properties of points, lines, angles, triangles, quadrilaterals, circles, and other polygons. Emphasizes is placed on logical reasoning and methods of proof, especially deductive reasoning.

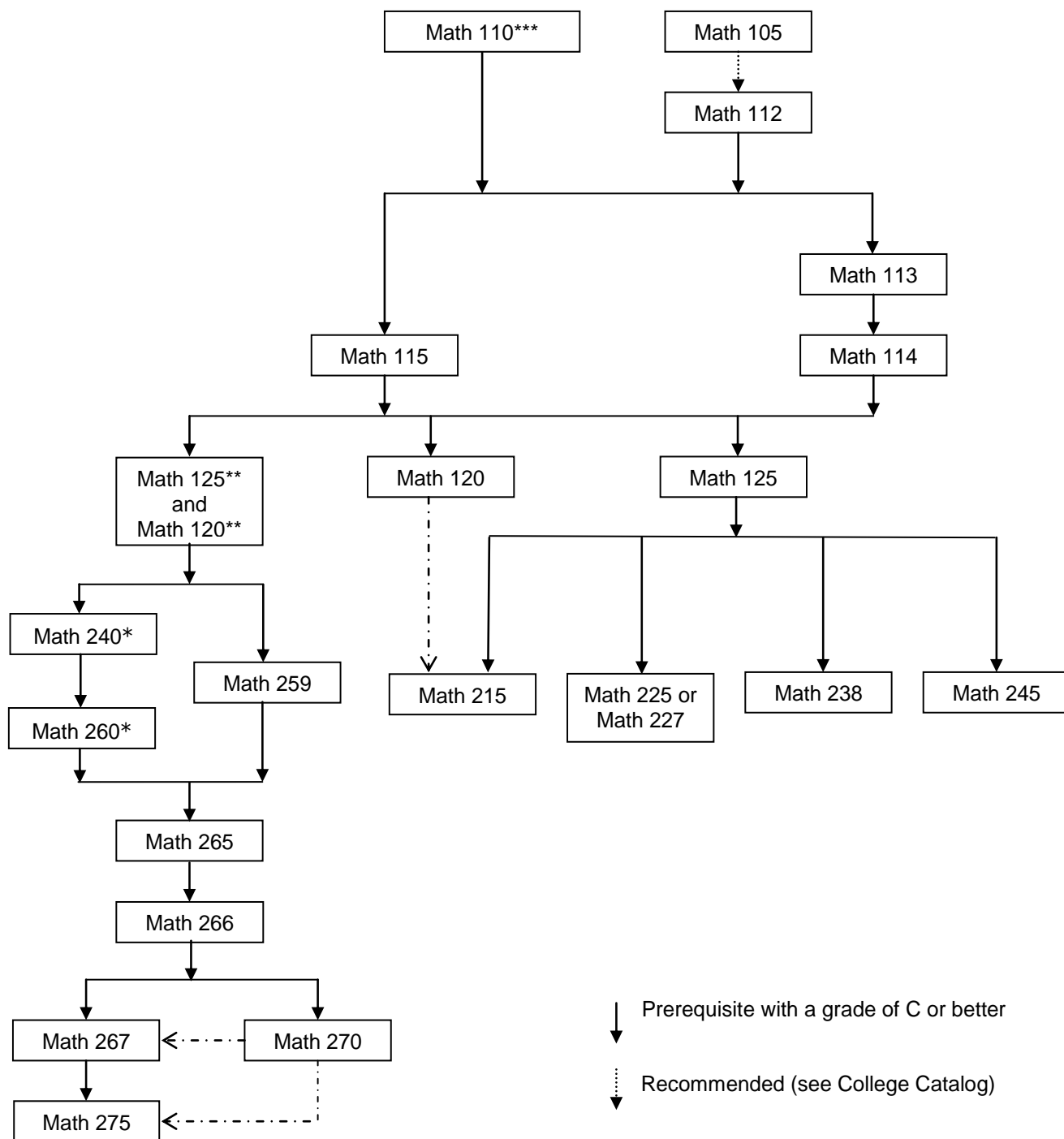
125 Intermediate Algebra (5)

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.

Math Course Sequence



- ↓ Prerequisite with a grade of C or better
- .-> Recommended (see College Catalog)
- !-.-> Recommended prerequisite or corequisite

- * Math 240 may be taken concurrently with Math 260
- ** Math 120 and Math 125 do not need to be taken in the same semester
- *** Students successfully completing Math 110 are strongly encouraged to enroll in Math 115

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.

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.

MATH 225, 227 STAT 1, 101 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

238 Calculus for Business and Social Science I (5) UC:CSU

Prerequisite: Math 125 with a grade of C or better or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

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

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

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.

259 Precalculus with Trigonometry (6) UC:CSU

Prerequisite: Math 120 and Math 125 with grades of C or better, or appropriate skill level demonstrated through the math placement process.

Lecture, 6 hours.

A precalculus course in college algebra, trigonometry, analytic geometry, functions, theory of equations, mathematical induction, sequences and series, binomial theorem, inequalities, matrices, polar coordinates, exponential, logarithmic, and trigonometric functions, and graphing polynomial, rational, and transcendental functions and conic sections.

260 Precalculus (5) UC:CSU ☼

Prerequisite: Math 240 with a grade of C or better, or concurrent enrollment; or appropriate skill level demonstrated through the math placement process.

Lecture, 5 hours.

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 ☼

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, antiderivatives, and definite integrals.

MAXIMUM UC CREDIT FOR ANY COMBINATION OF MATH 238/239 OR 265/266 IS ONLY ONE SERIES.

266 Calculus with Analytic Geometry II (5) UC:CSU

Prerequisite: Math 265 with a grade of C or better.

Lecture, 5 hours.

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

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

Prerequisite: Math 266 with a grade of C or better.

Lecture, 3 hours.

Matrix and determinant theory and application to linear systems; vector and inner product spaces; linear transformations; eigenvalue-eigenvector theory; and diagonalization.

275 Ordinary Differential Equations (3) UC:CSU

Prerequisite: Math 267 with a grade of C or better.

Recommended: Math 270.

Lecture, 3 hours.

A study of first order and linear differential equations. Special methods for the solutions of these equations developed and applied. Laplace transforms and inverse Laplace transforms are developed and applied. Power series solutions and linear systems of differential equations are included.

185 Directed Study - Mathematics ‡ (1) CSU

285 Directed Study - Mathematics ‡ (2) CSU

385 Directed Study - Mathematics ‡ (3) CSU

Prerequisite: Math 265 with a grade of C or better.

Conference, 1 hour per unit.

Direct study allows students to pursue selected topics in mathematics beyond the normal curriculum under the direction of a supervising instructor.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

MEDIA ARTS (MEDIART)

100 Introduction to Media Arts (3) CSU

Prerequisite: None.

Lecture, 3 hours.

Introductory, interdisciplinary survey of the entertainment industry; showcasing the creative process from start to finish: from development and pre-production (idea to script through budgeting and preparation) to production (casting, story-boarding, shooting), post production (editing, visual effects, sound/music) and distribution (marketing and exhibition). Changes in the media owing to new technology and various other forms of production, including but not limited to, video games and Internet direct projects will be covered.

101 Introduction to Digital Film/Video Production (3) CSU

Prerequisite: Mediart 100 or Cinema 107 with a grade of C or better or concurrent enrollment in either course.

Lecture, 2 hours; laboratory, 2 hours.

Comprehensive overview of all aspects of digital film/video production from script concept to finished project, centering on basic theory and its applications via exams, demonstrations, and hands-on digital media exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

103 Digital Imaging and Motion Graphics for Film and Television ‡ (3) UC:CSU

Prerequisite: Mediart 120, or Mediart 104 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate level course dealing with motion graphics for film and television using digital imaging and animation software, with an emphasis on programs such as Photoshop and After Effects, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

104 Photoshop for Motion Pictures and Television (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This is a beginning level course dealing with graphics for Motion Pictures and Television using digital imaging software, with an emphasis on programs such as Adobe Photoshop, including layers, masks, filters, text, blend modes, editing tools, animation techniques and output to video applications, via demonstrations, practicums, and exercises.

110 Digital Film/Video Audio ‡ (3) CSU

Prerequisite: Mediart 101 or Cinema 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course dealing with all aspects of film/video sound recording, mixing, and editing from theory to application, centering on learning the basic parts and functions of professional motion picture and digital video sound equipment, as well as sound techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

113 Low Budget Filmmaking ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course is an overview of the creative and business aspects of producing low-cost motion pictures from budgeting, financing, development and pre-production to production to post-production, distribution and marketing. Students will prepare an actual film proposal for a slate of movies.

115 Digital Film/Video Cinematography ‡ (3) CSU

Prerequisite: Mediart 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course dealing with all aspects of cinematography from theory to application, centering on learning the basic parts and function of intermediate film/video cameras, lenses, lighting equipment, accessories as well as cinematography techniques and aesthetics.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

118 Directing ‡ (3) CSU

Prerequisite: Mediart 100 or Cinema 107 with a grade of C or better.

Lecture, 3 hours.

This course presents an introduction to the art and craft of film directing, with emphasis on the role of the director as a storyteller, the visualization of the script, directing the actors, and the creative interaction with above and below the line personnel. Visual presentations, discussions and exercises will illustrate the director's process during pre-production, production and post-production as well as the beginning steps toward a directing career.

120 Digital Film/Video Editing ‡ (3) CSU

Prerequisite: Mediart 101 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an intermediate course covering all aspects of digital film/video editing theory, techniques and aesthetics. A variety of professional applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

121 Advanced Digital Film/Video Editing ‡ (3) CSU

Prerequisite: Cinema 120 or Mediart 120 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This is an 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 compositing techniques, via demonstrations and editing exercises.

NOTE: Students will be required to provide instructional materials to complete class assignments. Additional out-of-class or lab time may be required to complete projects.

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

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.

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.

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 82, for prerequisite, course description and credit limits.

METEOROLOGY (METEOR)**3 Introduction to Weather and Climate (3) UC:CSU**

(Same as Geog 3.)

Prerequisite: None.

Lecture, 3 hours.

An introduction to weather, climate and environment employing scientific method and observation. The course examines Earth's atmosphere, processes and phenomena and their impacts on humans and the global environment. Course topics include composition of the atmosphere, weather elements and controls, atmospheric processes, global circulation, storms, air pollution, global climate patterns and climate change, and techniques and tools for weather forecasting.

MICROBIOLOGY (MICRO)**20 General Microbiology (4) UC:CSU**

Prerequisite: Chem 51 with a grade of C or better.

Lecture, 3 hours; laboratory, 3 hours.

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. \$15 dollar lab fee to be paid with registration.

MICRO 1 COMBINED WITH MICRO 20, MAXIMUM UC CREDIT IS ONE COURSE.

MUSIC

A list of required and recommended classes for the Music Major is available in either the Counseling office or the Music Department.

Some courses in Music are part of the Music Family group and have enrollment limitations. The group code appears under the course title. See page 173 for more information.

101 Fundamentals of Music (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Introductory course in reading and writing music. Covers notation, keys, scales, intervals, chords. Includes experience in rhythmic drills, sight singing and ear training.

111 Music Appreciation I (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

An introductory survey course designed to develop an understanding of the literature of Western art music from the Middle Ages through the present day. Emphasis is given to music heard in concert, motion pictures, radio and television and to techniques of perceptive listening.

LOS ANGELES VALLEY COLLEGE MUSIC DEPARTMENT

COMMERCIAL MUSIC MAJOR

Semester Plan for the A.A. Degree

First Semester	Music 141 - Jazz Appreciation Music 165 - Introduction to Recording Arts Music 205 - Commercial Harmony I Music 241 - Music Notation & Copying I Music 321 - Elementary Piano I
Second Semester	Music 137 - Music As A Business Music 286 - Commercial Harmony II Music 242 - Music Notation & Copying II Music 265 - Recording Arts Workshop Music 322 - Elementary Piano II <i>General Education Requirements - 3 Units</i>
Third Semester	Music 161 - Introduction to Electronic Music Music 251 - Jazz Improvisation Workshop Music 281 - Commercial Music Techniques I Music 323 - Elementary Piano III Performing Ensemble* <i>General Education Requirements - 3 Units</i>
Fourth Semester	Music 271 - Songwriters Workshop Music 282 - Commercial Music Techniques II Music 324 - Elementary Piano IV Performing Ensemble* <i>General Education Requirements - 6 Units</i>

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 780-Jazz Combo Workshop.

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

First Semester

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*
Recommended: Music 111 - Music Appreciation or other
 elective in Music - 3 Units
General Education Requirements - 6 Units

Second Semester

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

Third Semester

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

Fourth Semester

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

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 780-Jazz Combo Workshop.

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.

121 Music History and Literature I ‡ (3) UC:CSU

Prerequisite: Music 201 with a grade of C or better.

Lecture, 3 hours.

Designed for Music Majors, but open to the general student. Traces the evolution of musical thought and practice in the Western world from ancient Greece through the Medieval, Renaissance and Baroque periods, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

122 Music History and Literature II ‡ (3) UC:CSU

Prerequisite: Music 201 with a grade of C or better.

Lecture, 3 hours.

Designed for music majors, but open to the general student. Traces the evolution of musical thought and practice in the Western world from the Classic period through the present day, with particular focus on the function of music in various social, political and historical contexts and the emerging compositional styles and techniques.

136 Music in American Culture ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A comparative and integrative study of the multi-cultural music styles of the United States. Emphasis is given to the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, tracing the development of these various musical traditions from their historical roots to their influence on contemporary American music.

137 Music as a Business (3)

Prerequisite: None.

Lecture, 3 hours.

A study of the business aspects of the music industry. Students will examine the varied aspects of handling and packaging their own musical talents, and how to acquire and deal with agents and managers, how to read contracts, and keep records. Unions, marketing and taxation are also covered.

141 Jazz Appreciation (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A study of the elements of jazz as well as tracing the development and evolution of styles and structure. Listening skills will be developed to recognize the many differences in individual solo as well as jazz ensemble interpretations. A discussion of composing and arranging music in a jazz style will be incorporated.

152 Current Musical Events (1) CSU

Prerequisite: None.

Lab/performance, 2 hours.

This course enriches the student's musical experiences through the presentation of live performances in a variety of concerts and recitals throughout Los Angeles. The events offered include concerts by the various departmental musical organizations, student soloists, faculty recitals and guest artists.

161 Introduction to Electronic Music (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

This introductory course explores the history and use of electronic equipment, synthesizers, computers and recording equipment in the making of music. Topics include computer hardware and software, modern sequencing techniques, MIDI (Musical Instrument Digital Interface), and basic digital audio, using the Macintosh platform.

165 Introduction to Recording Arts (3) CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 2 hours.

Introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principles and usage; recording styles; recording studio equipment; multi-track recording procedures.

180 Applied Music Lab (1.5) CSU

Prerequisite: None. Pass/No Pass only.

Corequisite: Music 181 or 182 or 183 or 184, and 250.

Laboratory, 5 hours.

This course allows students to improve their technical skills on their own instrument or voice as assigned by applied music faculty or performance workshop faculty. Basic repertoire and historical performance practices are emphasized.

181 Applied Music I ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

182 Applied Music II ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

183 Applied Music III ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

184 Applied Music IV ‡ (0.5) UC:CSU

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Corequisite: Music 180 and 250.

Laboratory, 1 hour.

This course is designed for students to develop study, practice, and performance skills on a principal instrument or voice through private lessons. Parallels the offering for and requirements of UC and CSU music majors.

190 Music Laboratory for Practicing (0.5)

Prerequisite: None. Pass/No Pass only.

Laboratory, 1.5 hours.

This course allows students to improve their technical skills on their own instrument or voice and work on the performance assignments from their theory, instrumental, vocal and musicianship instruction courses.

191 Music Laboratory for Listening (0.5)

Prerequisite: None. *Pass/No Pass only*

Laboratory, 1.5 hours.

This course allows students to develop listening skills and complete listening assignments from music classes through the use of listening library equipment and audio media.

192 Music Software Laboratory (0.5)

Prerequisite: None. *Pass/No Pass only.*

Laboratory, 1.5 hours.

Students gain rudimentary skills in using the computer software associated with music. Students work at their own pace on projects in computer music notation, sequencing, musicianship and part writing.

200 Introduction to Music Theory (4) UC:CSU

Prerequisite: None.

Lecture, 3 hours; lab/performance, 2 hours.

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 introduces students to commercial harmony. Terminology, notation, chord structure and usage are covered, with an emphasis on part writing using open and closed 4ths, major 6th and 7th chords expanding to 9th, 11th and 13th chords, minor 7th chords; major, minor, pentatonic and blue scales, modes, blues and commercial chord progressions.

206 Commercial Harmony II ‡ (3) CSU

Prerequisite: Music 205 with a grade of C or better.

Lecture, 3 hours.

Commercial music terminology, notation, chord and scale structure, modes, blues and pentatonic scales, extended chords, bass line construction, harmonization of melodic lines, chord progressions, basic chord voicing, ear-training and applied piano.

211 Musicianship I (2) UC:CSU

Prerequisite: Music 200 with a grade of C or better.

Corequisite: Music 201.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 201. An advanced beginning course in ear training, the course includes sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony, and a review of fundamentals of music theory.

212 Musicianship II (2) UC:CSU

Prerequisite: Music 211 with a grade of C or better.

Corequisite: Music 202.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 202. An intermediate course in ear training; sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony. Review of fundamentals of music theory.

213 Musicianship III ‡ (2) UC:CSU

Prerequisite: Music 212 with a grade of C or better.

Corequisite: Music 203.

Lecture, 1 hour; lab/performance, 2 hours.

This course is correlated with the study of harmony in Music 203. An advanced intermediate course in ear training; sight singing; rhythmic, melodic and harmonic dictation; basic keyboard harmony. Review of fundamentals of music theory.

241 Music Notation and Copying I (1) CSU

Prerequisite: None.

Lecture, 1 hour.

Instruction and practical experience in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

242 Music Notation and Copying II (1) CSU

Prerequisite: Music 241 with a grade of C or better.

Lecture, 1 hour.

Continued studies in the techniques of music, chord symbol and lyric notation. Training in lead sheet, piano, and master rhythm score construction, as well as score and part layout, as it is applied using the computer. It is assumed that the student has the ability to read music and has basic skills in computer use.

250 Music Performance Workshop (1) CSU

Prerequisite: Music 322, or 412, or 602, or 612, or 622, or 652 with a grade of C or better.

Required of all students in A.A. transfer program and open to others.

Lab/performance, 3 hours.

Students work in a master class environment, rehearsing classical music appropriate to their instrument/voice and skill level. A final public performance is given. Concert attendance is required.

251 Jazz Improvisation Workshop (1) UC:CSU

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

Prerequisite: Music 165 with a grade of C or better.

Lecture, 2 hours; laboratory, 2 hours.

This course presents the basic techniques of recording and mixing. Emphasis is placed on multi-track recording. The student will have the opportunity to prepare for and participate in recording sessions.

271 Songwriters Workshop I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

The craft of songwriting, using rhythm section, electronics and vocals in a variety of commercial styles.

281 Commercial Music Techniques I (3) CSU

Prerequisite: Music 206 with a grade of C or better.

Lecture, 2 hours; lab/performance, 2 hours.

Emphasis on writing for rhythm section, jazz combo and big band. Development of skills in writing lead sheets, rhythm charts, three horn and big band arrangements. Performance and recording of class projects.

282 Commercial Music Techniques II (3) CSU

Prerequisite: Music 206 and 281 with a grade of C or better.

Lecture, 2 hours; lab/performance, 2 hours.

A continuation of Music 281, focusing on development of writing techniques for film, television and video, live and studio vocalists, as well as small project studio. Emphasis on short musical cues, as well as larger forms, incorporating vocal arranging, synthesizer sweetening, and multi-track recording overdubs, in a variety of contemporary styles. Introduction to scoring cues for film, television and video in a project studio setting.

299 Music Honors (1) CSU

Prerequisite: None.

Laboratory, 3 hours.

This course provides the advanced music student an opportunity for concentrated independent study in selected performance areas under the direct supervision of an instructor. Projects are designed to increase the student's repertoire and skill level.

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

(Music Family M02)

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours.

Beginning repertoire, technique and music reading in five-finger positions; selected scales; melody harmonization.

322 Elementary Piano II (2) UC:CSU

(Music Family M02)

Prerequisite: Music 321 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of Music 321 topics with extended hand positions; transposition; selected exercises.

323 Elementary Piano III (2) UC:CSU

(Music Family M02)

Prerequisite: Music 322 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of Music 322 topics; repertoire on level of Beethoven Sonata in G; Bach Minuet in G.

324 Elementary Piano IV (2) UC:CSU

(Music Family M02)

Prerequisite: Music 323 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of Music 323 topics; repertoire on level of Chopin Prelude in E minor; Bach Prelude 1.

411 Elementary Voice I (2) UC:CSU

(Music Family M07)

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours.

Basic techniques of vocal production are introduced. The student is directed toward proper stance and breathing techniques, increased vocal freedom, and improvement of articulation and tone. The course introduces standard solo literature and offers performing experience.

412 Elementary Voice II (2) UC:CSU

(Music Family M07)

Prerequisite: Music 411 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Continuation of basic vocal technique, further practice and performance experience. Basic Italian repertoire is introduced.

413 Elementary Voice III (2) UC:CSU

(Music Family M07)

Prerequisite: Music 412 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Continued voice building, looking toward the possibilities of increasing range, richness, and expressiveness. A song repertoire of moderate difficulty, including art songs in English, Italian, and German, or French is memorized and performed in class.

414 Elementary Voice IV (2) UC:CSU

(Music Family M07)

Prerequisite: Music 413 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Further experience with technique, repertoire and performance.

453 Musical Theater Repertoire for Singers ‡ (1) UC:CSU

Prerequisite: Music 411 with a grade of C or better. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

This course is designed to teach fundamental vocal techniques as utilized in a Broadway musical. Instruction includes basic body movement, acting technique, interpretation of Broadway song literature and the skill of auditioning. Students are required to prepare a final project excerpted from a standard work. All performances are evaluated.

501 College Choir (1) UC:CSU RPT3

Prerequisite: None.

Lab/performance, 3 hours.

Introduction to choral ensemble singing. Emphasis is on vocal technique and choral elements such as blend, intonation, diction, and music reading. Repertoire is chosen on the basis of the ensemble's ability and represents historical and current styles of music.

531 Philharmonic Choir (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

The Philharmonic Choir studies and performs major choral works such as oratorios, cantatas and masses with orchestra, as well as motets, chansons, madrigals, popular music, multicultural and vocal ensemble music from all periods of music.

563 Chamber Singers (1.5) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 5 hours.

The Chamber Singers is a carefully selected group that prepares and performs representative repertoire including motets, chanson, madrigals, popular music, jazz standards and multicultural music from a variety of periods in music history.

650 Beginning Guitar (2) UC:CSU

(Music Family M01)

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours.

Learning the basics of guitar: chords, strums, notes. Easy songs to give the student a firm grasp of the instrument. Student must possess guitar.

651 Classical Guitar I (2) UC:CSU

(Music Family M01)

Prerequisite: None.

Lecture, 1 hour; lab/performance, 2 hours.

Classical techniques of right and left hand development, beginning repertoire; note reading, preparation for solo and ensemble performance. Student must possess nylon string guitar.

652 Classical Guitar II (2) UC:CSU

(Music Family M01)

Prerequisite: Music 651 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours.

Intermediate classical techniques of right and left hand development, intermediate repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.

653 Classical Guitar III (2) UC:CSU

(Music Family M01)

Prerequisite: Music 652 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 652. More advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.

654 Classical Guitar IV (2) UC:CSU

(Music Family M01)

Prerequisite: Music 653 with a grade of C or better.

Lecture, 1 hour; lab/performance, 2 hours. Continuation of Music 653. Advanced classical techniques of right and left hand development, more extensive repertoire; note reading, preparation for solo and ensemble performance. Student must possess guitar.

721 Orchestra (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 4 hours.

Emphasis on performance. Opportunity to expand repertoire and reading of standard symphonic literature through rehearsal and concert performance of that literature. Participation in a symphonic season of no less than four programs a year.

751 Wind Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

Preparation for performances of concert band repertoire. Development of individual technical and artistic abilities through experience with a wide range of band literature.

771 Guitar Ensemble (1) UC:CSU RPT3

Prerequisite: None. Students are encouraged to enroll at registration. A successful audition on the first day of class is required for continued enrollment.

Lab/performance, 3 hours.

This course consists of study and performance of standard guitar ensemble literature with emphasis on intonation, rhythmic alignment, balance, style and the requirements of effective ensemble playing.

780 Jazz Combo Workshop (1) CSU 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**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 82, for prerequisite, course description and credit limits.

NUMERICAL CONTROL (NUM CON)

(Automated and Computer Controlled Machining)

21 Advanced Manual CNC Lathe Programming & Introduction to CAM (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Students will study Numerical Control part program preparation that began in Numerical Control 1 (CNC-1) and develop the techniques of planning for efficient operation sequencing. Compares NC, CNC and DNC; including examination of these systems in relation to CAD/CAM. Introduces computer-assisted NC part programming languages. Emphasizes writing and running CNC Lathe programs machining metal parts.

22 Advanced Manual CNC Mill and Microcomputer Assisted Programming (3)

Prerequisite: None.

Lecture, 1 hour; laboratory, 5 hours.

Acquaints the advanced student with three and four axis CNC applications involving manufacturing planning, tooling design, tooling specification, CNC mill programs employing full 3-axis positioning and implementation of programs using HAAS mill equipment in the CNC lab. Students will learn and practice microcomputer assisted part programming of CNC mill using Fanuc, Haas and Yasnac controls.

23 Computer Aided Manufacturing Programming of CNC Equipment (3)

Prerequisite: None.

Lecture, 2 hours; laboratory 4 hours.

Advanced programming with MasterCAM. Computer Numerical Control (CNC) programming with Computer Aided Manufacturing (CAM) software. Students will learn to create part geometry and to generate tool paths on PC based equipment.

911-921-931-941 Cooperative Education - Numerical Control (1-4)

Numerical Control is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

NURSING

911-921-931-941 Cooperative Education – Nursing (1-4) CSU

Nursing is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, for prerequisite, course description and credit limits.

NURSING SCIENCE (NRSCE)

101 Introduction to Nursing (3.5) CSU

Prerequisites: English 101, Physio 1, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1 hour; laboratory, 7.5 hours.

This course is an introduction to the philosophy of nursing, nursing history, Maslow's Hierarchy of needs, and legal and ethical issues in nursing. Concurrent with the theory, the nursing student will have basic client care experience in the skills lab and hospital setting.

102 Fundamentals of Nursing (3.5) CSU

Prerequisites: NRSCE 101, and NRSCE 103 with grades of C or better.

Lecture, 1 hour; laboratory, 7.5 hours.

This course will be an introduction to medical-surgical nursing concept and issues related to care of clients based on Maslow's hierarchy of needs. The course content will be presented with the framework of health-wellness continuum, and normal physiological, psychological, and sociocultural needs of the client.

103 Nursing Process (1) CSU

Prerequisites: English 101, Physio 1, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Math 115, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1 hour.

This course 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) CSU

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) CSU

Prerequisites: English 101, Physio 1, Micro 20 (must have High School Chemistry or College Chemistry), Anatomy 1, Math 115, Psych 1 and Psych 41 with grades of C or better.

Lecture, 1.5 hours; laboratory, 1.5 hours.

This course 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 Gastro-intestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. In addition this course will cover laboratory practice of medication administration.

106 Medical-Surgical Nursing I (5.5) CSU

Prerequisites: NRSCE 102, NRSCE 104, and NRSCE 105 with grades of C or better.

Lecture, 3 hours; laboratory, 7.5 hours.

This 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, neurological, cardiac and respiratory disorders. Problems associated with fluid and electrolytes, acid base 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 (5.5) CSU

Prerequisites: NRSCE 106, NRSCE 109, and NRSCE 110 with grades of C or better.

Lecture, 3 hours; laboratory, 7.5 hours.

This intermediate level medical/surgical nursing 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 (3.5) CSU

Prerequisites: NRSCE 107 and NRSCE 111 with grades of C or better.

Lecture, 1.5 hours; laboratory, 6 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 affecting 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 (2.25) CSU

Prerequisites: NRSCE 105, NRSCE 102, and NRSCE 104 with grades of C or better.

Lecture, 1 hour; laboratory, 3.75 hours.

This course 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-based 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 illnesses/implications/risk factors affecting the older adult client's health and wellness, end-of-life care/issues.

110 Psychiatric-Mental Health Nursing (3.25) CSU

Prerequisites: NRSCE 102, NRSCE 104, and NRSCE 105 with grades of C or better.

Lecture, 1.5 hours; laboratory, 5.25 hours.

This course 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 (4) CSU

Prerequisites: NRSCE 106, NRSCE 109 and NRSCE 110 with grades of C or better.

Lecture, 2 hours; laboratory, 6 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 (4) CSU

Prerequisites: NRSCE 107 and NRSCE 111 with grades of C or better.

Lecture, 2 hours; laboratory, 6 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) CSU

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.

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 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

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.

PERSONAL DEVELOPMENT (PERSDEV)

1 Introduction to College (1) CSU

Prerequisite: None.

This course is offered on a Pass/No Pass basis only.

Lecture, 1 hour.

Provides students with important information about the college and its resources, introduces them to the requisite skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

20 Post-Secondary Education: Scope of Career Planning (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course introduces students to the role of higher education in society and to their role as students. Students explore personal attributes needed for college success, critical thinking and effective study strategies, relating to others in a diverse world, the career planning and decision making process, and transfer and educational planning. This course will also provide students with an overview of campus resources and policies.

30 Personal Development Seminar For Students With Disabilities ‡ (1) NDA

Prerequisite: None

This course is offered on a Pass/No Pass 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 ☼

Prerequisite: None

Lecture, 3 hours.

A survey of the fundamentals of philosophy, Western or Eastern, with selected philosophers or topics in the history of philosophy, theory of knowledge, metaphysics, ethics, philosophy of religion, and philosophy of science. Subjects covered vary with instructor.

6 Logic in Practice (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

This course is intended to introduce fundamental issues of logic, epistemology, rationality, argument, persuasion, and critical thinking, with examples of sound and unsound thinking, for analysis and debate. Topics will range from current public discourse to perennial political and philosophical issues.

9 Symbolic Logic I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction to the basic concepts of symbolic logic. This introduction will include the Origin and Use of Formal and Symbolic Logic, Truth Functional Connectives and Validity, Truth Tables, and Formal Deductive Proofs.

12 History of Greek Philosophy ‡ (3) UC:CSU ☼

Prerequisite: None.

Lecture, 3 hours.

A survey of the history of Greek Philosophy, including the Presocratics, Sophists, Socrates, Plato, and Aristotle.

14 History of Modern European Philosophy ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction and survey to modern Western or European Philosophy, beginning with the inception of Modern Science with Copernicus and Galileo, the inception of modern philosophy proper with Rene Descartes, through the Rationalists and Empiricists, German Idealism, Positivism, Marxism, Linguistic and Analytic Philosophy, Phenomenology, Philosophy of Science, Existentialism, Feminism, Deconstruction, and other recent trends.

20 Ethics (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Survey of ethics, covering moral dilemmas, the justification and nature of moral value, i.e. metaethics, different historical ethical doctrines with representative philosophers, theories about the good life, or the meaning and value of life, and a selections of contemporary moral issues, which may be of a personal nature (e.g. abortion) or involve political (race, gender), economic (class, corporations), or religious issues.

28 Environmental Ethics (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

A philosophical examination of the relationship between human beings and their relationship with their environment. This study will include an analysis of traditional normative theories of ethics, morality, and rights, as applied to issues involving the environment, food, and animals. In addition, it will require a consideration of the value and moral status of the environment and the human relationship to it through social processes of food production and consumption, production and the use of resources, and technological development.

30 Asian Philosophy ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Philosophy in the traditions of India and China, including countries of South, East, and Southeast Asia influenced by Indian and Chinese civilization. This covers philosophical schools such as Vedanta, Sankhya, Yoga, Confucianism, Taoism, and, in Buddhism, Zen, Tendai, and Tantrism.

35 Judaism, Christianity, and Islam (3) UC:CSU

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.

Students may not earn credit for both Philos 35 and Jewish 35.

45 Philosophy of Labor (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

An introduction and survey of the basic philosophical theories and developments that have shaped our modern understanding of labor and its role in society. Topics will include, but will not be limited to: normative ethical theory, economic theory, marxist theory of value and alienation, critical theory, and philosophy of social movements.

PHOTOGRAPHY (PHOTO)**9 Introduction to Cameras & Composition (3) CSU**

Prerequisite: None.

Recommended for communication students interested in camera techniques and photo composition.

Lecture, 3 hours.

This course provides an introduction to color photography, including basic information on cameras, lenses, film and exposure designed to aid in an awareness of camera techniques and photo composition. Color slide assignments are given for analysis in class. Note: A 35mm single lens reflex camera is required.

10 Beginning Photography (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This is a basic course in the use of the camera to produce a photographic image through study of light, shadow, exposure and composition. This course in black and white photography recognizes that total artistic and creative control of the image comes not only through taking the photo but also through processing film and print making and gives instruction and practice in these skills. Presents the history of photography and its place as an art in our society. Note: A 35mm single lens reflex camera and various lab supplies are required.

11 Advanced Photography (4) CSU

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 2 hours; laboratory, 6 hours.

This course provides theory and practice of advanced photography techniques. Students will receive instruction in both traditional photography and digital imaging techniques with an emphasis on idea development, preparation and execution. Studio procedures, creative thinking and computer assisted image processing will also be emphasized.

20 Beginning Photojournalism (4) CSU

Prerequisite: Photography 10 with a grade of C or better.

Lecture, 2 hours; laboratory, 6 hours.

This course provides photography instruction for those interested in learning the skills necessary for making photographs for publication. Students will learn techniques for high impact digital capture, dynamic story telling as well as how to use their camera as a tool for social change. Emphasis is placed on digitally preparing photographs for both the Internet and print media.

Note: a digital single lens reflex camera is required.

21 News Photography (4) CSU

Prerequisite: Photography 20 with a grade of C or better.

Lecture, 2 hours, laboratory, 6 hours.

Students receive instruction in advanced photojournalism techniques and digital preparation of photographs for publication. Students work in a real-world environment where they are able to make photographs of sports events, news events, and photo essays with meaningful sociological impact. Emphasis is placed on portfolio development and the use of digital technology.

101 Beginning Digital Photography (3) UC:CSU

Prerequisite: None.

Lecture, 2 hours; laboratory, 3 hours.

This is a basic course in the use of the digital single lens reflex camera to produce a photographic image through study of light, shadow, exposure and composition. This course in digital photography recognizes that total artistic and creative control of the image comes not only through digital capture, but also through image processing and print making using Adobe Photoshop and gives instruction and practice in these skills. Presents the history of photography and its place as an art in our society. Note: A digital single lens reflex (DSLR) camera and various supplies are required.

185 Directed Study - Photography (1) CSU**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 82, for prerequisite, course description and credit limits.

PHYSICAL EDUCATION (P.E. OR PHYS ED)

(See Kinesiology, Kinesiology Athletics, and Kinesiology Major)

PHYSICAL SCIENCE (PHYS SC)

1 Physical Science I (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

NO UC CREDIT FOR PHY SCI 1 IF TAKEN AFTER A TRANSFERABLE COURSE IN ASTRONOMY, CHEMISTRY, GEOLOGY, OR PHYSICS.

14 Physical Science Laboratory (1) UC:CSU

Prerequisite: Physical Science 1 with a grade of C or better, or concurrent enrollment.

Laboratory, 2 hours.

Designed for the non-science major, this course will provide an introduction to the laboratory methods and skills used in physics, chemistry, astronomy, and geology. Through experiment, students will visualize and apply basic concepts in physics, chemistry, astronomy, and geology.

PHYSICS

5 Allied Health Physics ‡ (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A specialized course designed to integrate selected physical facts, principles, and concepts as an essential part of the working knowledge of health care personnel. In addition, the specific relationship of physics to contemporary patient care equipment will be defined. Throughout the course, emphasis will be placed on the utilization of the scientific method in health care situations.

6 General Physics I ‡ (4) UC:CSU

Prerequisite: Math 240 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 3 hours.

The first semester of a two-semester, trigonometry-level sequence in general physics designed for Premedical, Pre dental, Preoptometry, Prepharmacy, Physical Therapy, Medical Technology, Chiropractic, Biology, Geology, 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

Prerequisite: Physics 6 with a grade of C or better.

Lecture/demonstration, 3 hours; laboratory, 3 hours.

The second semester of a two-semester trigonometry-level sequence in general physics. Physics 7 includes topics in electricity and magnetism, optics, and modern physics. Problem solving is an integral part of the course.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

37 Physics for Engineers and Scientists I (5) UC:CSU

Prerequisite: Math 265 with a grade of C or better.

Lecture, 4 hours; laboratory, 3 hours.

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors, Physics 37 is the first semester of a three semester calculus-level sequence in introductory college Physics. Topics include kinematics, dynamics, laws of motion, and conservation laws for particles and systems of particles in both translation and rotation.

38 Physics for Engineers and Scientists II ‡ (5) UC:CSU

Prerequisite: Physics 37 and Math 266 with grades of C or better.

Recommended: Math 267.

Lecture, 4 hours; laboratory, 3 hours.

Designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors, Physics 38 is the second semester of a three semester calculus-level sequence in introductory college Physics. Topics include electric charge and electric fields, electric energy storage, electric currents, magnetism, electromagnetic induction, electromagnetic oscillations, AC circuits, and Maxwell's Equations.

39 Physics for Engineers and Scientists III ‡ (5) UC:CSU

Prerequisite: Physics 37 and Math 266 with grades of C or better.

Recommended: Math 267.

Lecture, 4 hours; laboratory, 3 hours.

Designed for Physics, Astronomy, Chemistry, & Engineering majors, Physics 39 is the third semester of a three semester calculus-level sequence in introductory college Physics. Topics include oscillations, wave motion, sound, thermodynamics, geometric optics, the wave nature of light, special relativity, early quantum theory and models of the atom.

MAXIMUM UC CREDIT FOR PHYSICS 6/7 COMBINED WITH PHYSICS 37/ 38/39 IS ONLY ONE SERIES.

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 or 6 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.

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 ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This is an introductory course about the U.S. political system. The course incorporates the theory, structure, and functions of the national, state, and local governments. The course emphasizes political parties, interest groups, and the roles and functions of state and national institutions. This course fulfills the state graduation requirement in the U.S. Constitution and state and local governments.

2 Modern World Governments (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

A comparative study of the major governments of the modern world in terms of their institutions, ideologies, political habits and foreign policies. Emphasis is placed on the governments of Great Britain, France and Germany.

5 The History of Western Political Thought ‡ (3) UC:CSU

Prerequisite: None.

Recommended: English 28 and 363, or placement into English 101.

Lecture, 3 hours.

This course offers an introduction to the most important political theories and ideas from the time of the ancient Greeks to the present day. The course explores the various relationships and connections that exist between political theory and political practice.

7 Contemporary World Affairs (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course studies the relationships among nation-states, emphasizing the nation-state system, international diplomacy, international law, and international organizations. The course examines the causes, consequences, and methods of resolving international conflicts as well as the impact of internal economic, political, and military factors on foreign policy.

PSYCHOLOGY (PSYCH)

1 General Psychology I (3) UC:CSU ☼

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course is an introduction to the scientific study of behavior and mental processes, psychological perspectives, theories, concepts, and research. The main topics include: history of psychology, physiological psychology, sensation and perception, consciousness, life span development, learning, memory, cognition, social psychology, motivation and emotion, health psychology, personality, psychological disorders and therapy, gender and sexuality.

2 Biological Psychology (3) UC:CSU ☼

Prerequisite: Psych 1 with a C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course presents a detailed study of the physiology and anatomy of the biological systems fundamental to behavior and experience. The course will cover the central and peripheral nervous system and response systems from various perspectives. Students will examine the relationship of biological mechanisms as they relate to the psychological processes of sensation, perception, consciousness, attention, sleep, motivation, sexuality, emotion, learning and memory, intelligence, and psychological disorders.

3 Personality and Social Development (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course focuses on the psychology of personality, human identity, self-awareness, and personal growth in contemporary society. The course provides an applied understanding of our impressions of and presentations to others based on personality theory and social and psychological processes. Students acquire new knowledge and skills through selected readings, class discussion, demonstrations and group exercises.

11 Child Psychology (3) UC:CSU ☼

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

The focus of this course is on the psychological development of the child from pre-natal through adolescence, within the physical, cognitive, and psychosocial domains. This course covers principles derived from recent research and major theories. It covers the implications of hereditary, prenatal, family, peer and educational influences. Maternal and infant health, attachment theory, language development, and learning are explored. There is additional focus on various research techniques and group and individual comparisons.

12 Adolescent Psychology ‡ (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Offered Spring semester only.

Lecture, 3 hours.

This course covers physical, social, emotional and cognitive development of adolescents including male/female roles and stereotypes, cross cultural differences in adolescence, and psychological needs of the period and how they may be met. Lectures introduce major theories and research strategies in adolescent development and integrates applied aspects such as parent-adolescent conflict and adolescent substance use.

13 Social Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course examines how individuals are influenced by the behavior and presence of others. Topics include: liking and loving; forming impressions; aggression; changing attitudes; interactions within groups; and the psychology of conformity, obedience, and prejudice.

14 Abnormal Psychology (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course considers the major diagnostic, etiologic, and treatment issues for a variety of categories of abnormal behavior and psychological disorders. The course examines disorders related to anxiety, stress, mood, schizophrenia, eating, substance abuse, memory and organic dysfunctions, and personality. Social, cultural, legal and ethical issues of psychopathology are included.

17 The Exceptional Child ‡ (3) CSU

Prerequisite: Psych 1 with a grade of C or better. Offered Fall semester only.

Lecture, 3 hours.

This course offers students an opportunity to study children who do not follow the normal developmental process - autistic, mentally retarded, gifted, educationally handicapped, neurologically impaired, emotionally disturbed, and children with other learning and emotional disorders. Includes different theoretical orientations and discussion of practical applications.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

Prerequisite: Psych 1 with a grade of C or better.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course covers individual psychological development from conception to death, including physical, cognitive and psychosocial aspects. Major theories and research methodologies are introduced. Family, peer, education and social influences on intelligence, gender, personality and relationships are explored. Practical applications are emphasized.

60 Stress Management (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course examines how stress influences our lives. Course topics include stress reduction, relaxation techniques, time management, stress management, psychophysiological factors, the roles of health, exercise and nutrition, and occupational, personal, and age-related stress issues.

READING

(See Developmental Communication)

REAL ESTATE (REAL ES)**1 Real Estate Principles (3) CSU**

Prerequisite: None.

Lecture, 3 hours.

The basic real estate course covering fundamental principles of real estate. Provides background and terminology necessary for advanced study in specialized courses. Course must be completed prior to taking Real Estate Salesman's Licensing Test. Applies toward the mandatory educational requirements for the sales license.

3 Real Estate Practices (3) CSU

Prerequisite: None.

Lecture, 3 hours.

This course deals with the day-today operations in real estate brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward mandatory requirement for the brokers license.

5 Legal Aspects of Real Estate I (3) CSU

Prerequisite: None.

Lecture, 3 hours.

A study of real estate law including rights incident to property ownership and management, agency contracts; application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosures; recent legislation governing real estate transactions. Meets mandatory educational requirements for California real estate broker examination.

7 Real Estate Finance I (3) CSU

Prerequisite: Real Es 1 or 3 with a grade of C or better.

Lecture, 3 hours.

This course covers the analysis of real estate financing, including lending policies and problems in financing residential, apartment, commercial and special purchase properties. Methods and sources of financing emphasized. Applies toward the mandatory education requirement for the real estate brokers examination.

9 Real Estate Appraisal I (3) CSU

Prerequisite: Real Es 1 with a grade of C or better.

Lecture, 3 hours.

This is an introductory course covering the purposes of appraisals, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Emphasis is on residential and single unit property. This course applies toward the mandatory educational requirements for the real estate brokers examination.

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, proration, 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.

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics include urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory and problems of sub-division. Also studied is the government's role in the economy and its influence upon the real estate market including the federal reserve system, taxation and land use controls including zoning, planning and fair housing legislation.

24 Common Interest Developments (3) CSU

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 82, for prerequisite, course description and credit limits.

RECREATION (RECR)**81 Field Work I ‡ (4) CSU**

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

This course requires internship in recreation agency or related activity while under the supervision of qualified personnel.

82 Field Work II ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

This course requires internship in a recreation agency or related activity with responsibility to plan, conduct and evaluate activities, while under the supervision of qualified personnel.

83 Field Work III ‡ (4) CSU

Prerequisite: None.

Lecture, 1 hour; field work, 6 hours.

This course requires internship in a recreation agency or related activity with responsibility to supervise recreation aides and/or group leaders, while under the direction of qualified personnel.

911-921-931-941 Cooperative Education - Recreation (1-4) CSU

Recreation is approved for Cooperative Work Experience Education credit. See Cooperative Education, page 82, 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 November 1st to validate corequisites in Resp Th 2 to be considered for the acceptance pool. In the event that there are more applicants than clinical space available, enrollment into the clinical internship will be determined by active application date to LAVC.

(Students must be formally admitted to Phase II, the clinical phase of the Respiratory Therapy program which includes Respiratory Therapy 3, 4, 5, 6, 7, 8, 11, and 15. Consult the Health Science Department for details.) For more information on the RT Program Application Process and Phase II requirements see page 70.

1 Introduction to Respiratory Therapy ‡ (1)

Prerequisite: None.

(Offered in Fall and Spring Semesters)

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 6 and Resp Th 15 with grades of C or better.

Offered only in the Summer semester.

Lecture, 1 hour; laboratory, 12 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 and Resp Th 6 with grades of C or better.

Corequisite: Resp Th 7 and 8.

Offered only in the Fall semester.

Laboratory, 15 hours.

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, 7 and 8 with grades of C or better.

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 and 2 with grades of C or better.

Corequisites: Resp Th 15.

Offered only in the Spring 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 3 and 6 with grades of C or better.

Corequisites: Resp Th 4 and 8.

Offered only in the Fall semester.

Lecture, 2 hours; laboratory, 3 hours.

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 3 and 6 with grades of C or better.

Corequisites: Resp Th 4 and 7.

Offered only in the Fall 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 4, 7, and 8 with grades of C or better.

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.

Corequisite: Resp Th 6.

Offered only in the Spring semester..

Laboratory, 12 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.

23 Advanced Respiratory Pathophysiology (1) CSU

Prerequisite: Resp Th 3 and 6 with grades of C or better.

Corequisite: Resp Th 4, 7, and 8.

Lecture, 1 hour.

The pathology, diagnosis, and treatment of the common diseases and disorders of the cardiovascular and neuromuscular systems are covered in detail. Techniques of laboratory evaluation, and specific monitoring methods are discussed. Pharmacology of drugs used in respiratory therapy is provided.

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 82, for prerequisite, course description and credit limits.

SOCIOLOGY (SOC)

1 Introduction to Sociology (3) UC:CSU ☼

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 ☼

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

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. Students may not earn credit for both Soc 12 and FAM &CS 31.

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.

19 Introduction to Social Services (3) CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course covers the history and development of social and human services. A particular emphasis is placed on social work, case work, and urban generalists. Institutions such as the welfare system, community organizations, health care and Medicare are explored. Social service work as a career, including social work, urban generalists, counseling, addiction specialists, and their qualifications are also covered.

20 Directed Practice in Social Welfare (3)

Prerequisite: None

Recommended: English 28, 363, or Placement into English 101.

This course provides a basic understanding of the concepts, theories and practical experience for working in the Human Services field. Students will be assigned a 40-60 hour per semester in field placement at various community service agencies outside of class. Students will be assessed on their participation in these field placements (e.g., child abuse prevention, sexual assault, elderly services, primary and secondary education, homelessness, suicide prevention) and the application of course material as it relates to their field work.

21 Human Sexuality (3) UC:CSU ☉

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This interdisciplinary course presents a sociological and psychological introduction to human sexuality and human sexual behavior. 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.

31 Sociology of Gender (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course focuses on gender, including the development of the individual, the scripts that are learned in our culture, the comparative information from other cultures and other times in our history, how people use gender in interpersonal relationships, and how gender structures society. A particular emphasis is placed on the political, social and economic status of women and men. Topics include the social forces that help to shape the experience of women and men such as race, class, the social construction of gender and sexuality.

35 The Labor Movement (3) UC:CSU

Prerequisite: None.

Recommended: English 28, English 363, or placement into English 101.

Lecture, 3 hours.

This course presents an overview and history of the labor movement in the U.S. beginning with slavery and moving on to the rise of labor unions and the middle class. The sociological perspective on labor includes major figures in the labor movement, prominent theories, and analysis of the impact on labor of the Industrial Revolution and wars.

84 SIMSOC: Simulated Society (1)

Prerequisite: None.

Lecture, 1 hours.

Students simulate a society, actively learning sociological concepts such as status, role, primary group, power, and hierarchy. The game takes approximately 14 hours to play and students have great fun learning about the working of society and how societal structure emerges from group dynamics and the exchange of resources.

185 Directed Study - Sociology (1) CSU**285 Directed Study - Sociology (2) CSU****385 Directed Study - Sociology (3) CSU**

Prerequisite: None.

Recommended: English 101.

Conference, 1 hour per unit.

Allows students to pursue Directed Study in Sociology on a contract basis under the direction of a supervising instructor. See current schedule of classes for details.

Credit limit: A maximum of 3 units per subject in Directed Study may be taken for credit.

UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC; CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

SPANISH

1 Elementary Spanish I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

This course introduces the student to basic Spanish grammar and vocabulary. The focus is on the development of the four language skills: listening, speaking, reading, and writing, with special emphasis on communication in cultural settings. It introduces the student to basic traits of Hispanic cultures in the U.S. and in Spanish-speaking countries. This is a web-enhanced course requiring students to perform online coursework.

2 Elementary Spanish II (5) UC:CSU

Prerequisite: Spanish 1 or 22 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course completes the study of elementary grammar. It includes the reading of simplified texts with continued emphasis on aural and written comprehension, oral expression, and the writing of simple Spanish. Students will continue the study of diverse Spanish and Hispanic cultures and modern developments in the Spanish-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

Credit given for either Spanish 36 or Spanish 2, but not both.

3 Intermediate Spanish I (5) UC:CSU

Prerequisite: Spanish 2 with grade of C or better, or equivalent skill level.

Lecture, 5 hours.

This course provides a more intensive study of the Spanish language, including a comprehensive review of grammar and the study of advanced grammatical concepts, idiomatic expressions and irregular structures. Emphasis is placed on developing fluency in oral expression and facility in writing. Students will read and discuss cultural and literary texts in Spanish, and advance their knowledge of Spanish and Hispanic cultures and modern developments in the Spanish-speaking world. This is a web-enhanced course, requiring students to access and perform online coursework.

4 Intermediate Spanish II (5)

UC:CSU

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

Prerequisite: Spanish 2 with a grade of C or better or equivalent skill level. (Not open to native speakers of Spanish)

Lecture, 2 hours.

This course focuses on the development and improvement of oral communication skills based on discussions of everyday experiences, current events, cinema, cultural topics, and readings. Emphasis on vocabulary-building and the learning of idiomatic expressions, along with pronunciation practice. This is a web-enhanced class, requiring students to access coursework online. Not recommended for native speakers of Spanish.

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.

12 Contemporary Mexican Literature ‡ (3) UC:CSU ☉

Prerequisite: None.

(Same as Chicano Studies 42)

Lecture, 3 hours.

This course provides an introduction to the major historical events and literary movements in Mexico, with a focus on 20th-century Mexican literature read in translation. The lectures, readings and discussions are in English.

16 Mexican Civilization ‡ (3) UC:CSU

(Same as Chicano Studies 44)

Prerequisite: None.

(Taught in English)

Lecture, 3 hours.

Considers the significant elements of pre-Columbian Mexican civilization, the impact of the Spanish domination upon the indigenous population and its influence upon the mores, art, and industry. Studies in the history, literature, art, music of Mexico as they evolved from colonial times to the present. The impact of the Mexican Revolution upon all the Americas is considered. Examines the present-day culture of Mexican-Americans as influenced by their Mexican heritage and life in the United States.

35 Spanish for Spanish Speakers I (5) UC:CSU

Prerequisite: None.

Lecture, 5 hours.

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 I, but not both.

36 Spanish for Spanish Speakers II (5) UC:CSU

Prerequisite: Spanish 35 or Spanish I 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.

185 Directed Study - Spanish (1) CSU 285 Directed Study - Spanish (2) CSU 385 Directed Study - Spanish (3) CSU

Prerequisite: Approval of project.

Conference, 1 hour per unit.

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.

SPEECH

(See Communications Studies)

STATISTICS (STAT)

(For Statistics see also Math 227)

1 Elementary Statistics I for the Social Sciences (3) UC:CSU ☉

Prerequisite: Math 125 with a grade of C or better or equivalent.

Lecture, 3 hours.

This course introduces the fundamental tools of quantitative methods in research including techniques of data collection, organization, presentation, analysis and interpretation. Special attention is given to such topics as (1) tabulation and graphic presentation of data; (2) measures of central tendency and variability of sample data; (3) the normal curve and its properties; (4) introduction to probability and statistical inference; (5) linear correlation; and (6) research methods.

MATH 225, 227, STAT 1, 101 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

101 Statistics for the Social Sciences (4) UC:CSU

Prerequisite: Math 125 with a grade of C or better or equivalent.

Lecture, 4 hours.

This course introduces the fundamental tools of quantitative methods in research including techniques of data collection, organization, presentation, analysis, and interpretation using appropriate technologies (e.g., statistical software) in the context of real data sets. Special attention is given to such topics as tabulation and graphic presentation of data; measures of central tendency and variability; the normal curve and its properties; introduction to probability and statistical inference; hypothesis testing; correlation; linear regression; analysis of variance; and research methods.

MATH 225, 227, STAT 1, 101 COMBINED, MAXIMUM UC CREDIT, ONE COURSE.

THEATER

Theater majors should take two of the following: Theater 301, 310, 315, 325, 450. Some courses in Theater are part of the Theater Family group and have enrollment limitations. The group code appears under the title. See page 173 for more information.

100 Introduction to the Theater (3) UC:CSU

Prerequisite: None. Open to all students.

Lecture, 3 hours.

A survey course which introduces beginning students to the art and the craft of the live theater, its historical and cultural background, its fundamental skills, activities and opportunities, and its significance in contemporary societies, through lectures, demonstrations, projects, 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) UC:CSU

Prerequisite: None.

Recommended: English 101.

Lecture, 3 hours.

A history of the development of the theater, its playwrights, structures and methods of staging and acting, from English Restoration through the Twentieth Century, including development of Eastern forms of theatre.

125 Dramatic Literature ‡ (3) UC:CSU

Prerequisite: 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.

Students may not earn credit in both Theater 125 and English 213.

130 Playwriting ‡ (3) UC:CSU

Prerequisite: None.

Lecture, 3 hours.

Training is given in the fundamentals of effective stage, film, and television writing leading to possible production in the one-act program or film workshop.

225 Beginning Direction (3) UC:CSU

(Theater Family T04)

Prerequisite: None.

Lecture, 3 hours.

A study of the principles of casting, rehearsal scheduling, aims and conducting of rehearsals: Orchestration of all production phases is made through lectures, reading assignments, class projects and the preparation of a complete directors production script.

227 Advanced Direction (3) UC:CSU

(Theater Family T04)

Prerequisite: Theater 225 with a grade of C or better.

Laboratory, 6 hours.

Practical experience in the direction and production of a one act play in the Laboratory Theater or other productions under Faculty supervision.

232 Play Production II (2) UC:CSU

(Theater Family T07)

Prerequisite: None.

Laboratory, 6 hours.

This class is designed for student participation in the current play productions of the Theater Department: for example: lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

233 Play Production III (3) UC:CSU

(Theater Family T07)

Prerequisite: None.

Laboratory, 9 hours.

This class is designed for student participation in the current play productions of the Theater Department: for example: lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

240 Voice and Articulation for the Theater ‡ (3) UC:CSU

(Theater Family T10)

Prerequisite: None.

Designed for performing arts students.

Lecture, 3 hours.

Students are introduced to the fundamentals of effective vocal production and the techniques of voice improvement as applied to the stage and other media of theatrical performance. Through basic vocal exercises and the practice and production of interpretative reading, students investigate the principles of good speech, breathing and posture. A study is made of the physiological, psychological, and acoustical factors determining vocal quality, force, rhythm and pitch.

270 Beginning Acting (3) UC:CSU

(Theater Family T02)

Prerequisite: None.

Required of all theater majors.

Lecture, 3 hours.

Introduction to the art and craft of acting: freeing the actor's voice, body and mind to begin to realize the possibilities for creative expression. Topics of study include: responding to impulse and working as an ensemble (through exercises, theater games, and improvisation); the actor's homework: researching a role, analyzing a text, and breaking down a script from an actor's point of view; monologue work, scene study, audition technique, rehearsal methods, and working with a director.

272 Intermediate Applied Acting (3) UC:CSU

(Theater Family T02)

Prerequisite: Theater 270 with grades of C or better.

Required of all theater acting majors.

Laboratory, 6 hours.

Students will continue to apply the principles introduced in Theater 270: Beginning Acting to texts and roles that are increasingly more demanding and sophisticated. Scene and monologue work will be drawn from realistic contemporary plays as well as from the modern classic repertory.

274 Advanced Applied Acting ‡ (3) UC:CSU

(Theater Family T02)

Prerequisite: Theater 270 with grades of C or better.

Laboratory, 6 hours.

Building on the foundation of Theater 270 and Theater 272, students in Advanced Applied Acting will explore the challenges and joys of working outside the realm of contemporary, realistic drama; scene and monologue work may be drawn from Greek and Roman comedy and tragedy; medieval drama; Shakespeare and other Elizabethan playwrights; Racine, Corneille, Moliere; Restoration and 18th century comedy; high comedy (Oscar Wilde, Noel Coward, George Bernard Shaw); American musical theater; modern and contemporary non-realistic drama.

275 Scene Study ‡ (2) CSU

(Theater Family T02)

Prerequisite: None.

Laboratory, 3 hours.

Students are assigned monologues, improvisations, and scripted scenes intended to strengthen their individual acting skill levels.

276 Actors' Workshop ‡ (3) CSU

(Theater Family T09)

Prerequisite: None.

Laboratory, 6 hours.

Students are made more aware of their individual acting problems and their solutions.

279 Musical Theater ‡ (2) UC:CSU

(Theater Family T06)

Prerequisite: None.

Lecture, 1 hour; laboratory, 2 hours.

A performance class which integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on learning musical theater techniques and preparing successful audition material for musicals.

280 Musical Theater Workshop (3) CSU*(Theater Family T06)**Prerequisite: None***Laboratory, 9 hours.**

This course emphasizes the principles and techniques of acting, singing and movement required for the production of a musical theater performance presented before an audience.

282 Advanced Musical Theater (2) CSU*(Theater Family T06)**Prerequisite: Theater 279***Lecture, 1 hour; Laboratory, 2 hours.**

This course is an advanced performance class which further integrates the elements of voice, dance and acting as required for performing in musicals. Emphasis is placed on expanded repertoire in both vocal and dance performance.

291 Rehearsals and Performances I (1) CSU*(Theater Family T07)**Prerequisite: None***Laboratory, 3 hours.**

This class is designed for student participation in the current play productions of the Theater Department: for example: lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

292 Rehearsals and Performances II (2) CSU*(Theater Family T07)**Prerequisite: None***Laboratory, 6 hours.**

This class is designed for student participation at an intermediate level in the current play productions of the Theater Department: for example: assistant crew head in lights, sound, props, wardrobe, stage management, or performing a supporting role in acting, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

293 Rehearsals and Performances III (3) UC:CSU*(Theater Family T07)**Prerequisite: None. Open entry/open exit.***Laboratory, 9 hours.**

This class is designed for student participation in a leadership role in the current play productions of the Theater Department: for example: crew head in lights, sound, props, wardrobe or a major acting role, etc. Student must be available for performance schedules. Student must contact the department chair by the end of the first week of the semester for continued enrollment. For more information, contact the department chair.

301 Stage Craft (3) UC:CSU*Prerequisite: None.***Lecture, 2 hours; laboratory, 2 hours.**

The study of and laboratory practice in the theoretical principles and practical problems involved in all technical aspects of mounting a stage production.

310 Introduction to Theatrical Lighting ‡ (3) UC:CSU*Prerequisite: None.***Lecture, 3 hours.**

This course introduces the student to all aspects of lighting for television and stage. Practical experience and problem solving are highlighted, including the study of color, procedures, control, and handling of lighting equipment. Students 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.

325 Stage Management and Advanced Stage Craft ‡ (3) UC:CSU*Prerequisite: None.**Recommended: Theater 301.***Lecture, 2 hours; laboratory, 2 hours.**

Students will be introduced to specialized topics of advanced stagecraft with especial focus on the duties and responsibilities of a production stage manager. Related topics include: the duties and responsibilities of a production manager, company manager and technical director.

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.

411 Costuming for The Theater (3)*Prerequisite: None***Lecture, 2 hours; Laboratory, 2 hours.**

This course surveys theatrical costuming as a craft and design art. It introduces design principles, research methods, pattern and construction techniques, sewing equipment usage and maintenance, and the functions of costume personnel in production work. Lab work may include assignments on current department productions.

450 Beginning Stage Make-Up ‡ (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*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
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 82, 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

81 Projects Laboratory ‡ (1)

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)
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 82, for prerequisite, course description and credit limits.

COURSE DESCRIPTIONS (NONCREDIT)

BASIC SKILLS (BSICSKL)

80CE Basic Language Arts (0)

Prerequisite: None.

Lecture, 2.25 hours.

The course is designed to provide a review of language arts and test-taking strategies to prepare students for college and career pathways. Topics include instruction in test-taking approaches, essay writing, reading comprehension, and vocabulary and sentence skills.

81CE Basic Math Skills (0)

Prerequisite: None.

Lecture, 2.25 hours.

The course is designed to provide a review of mathematics test-taking strategies to prepare students for college and career pathways. Topics include instruction in test-taking approaches and review of arithmetic, algebraic functions, geometry, and statistics.

ENGLISH AS A SECOND LANGUAGE (ESL NC)

1CE English as a Second Language Beginning I (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages, and generate and write sentences related to basic communications, housing, food, health, and emergencies.

2CE English as a Second Language Beginning II (0)

Prerequisite: None.

Lecture, 3 hours.

This is an open-entry, open-exit course 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 that emphasizes listening/speaking and reading/writing skills at a beginning-low level. The focus of the course is on understanding and participating in basic communication and conversation skills in routine social situations. Students read simple passages and generate and write sentences related to housing, food, health, transportation, employment, and other resources.

8CE English as a Second Language – 2 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking skills and reading/writing skills at a beginning level. The focus of the course is on comprehending and engaging in extended conversations related to familiar contexts, such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write short, clearly organized paragraphs and messages.

9CE English as a Second Language – 3 (0)

Prerequisite: None.

Lecture, 12 hours.

This is an open-entry open-exit course that emphasizes listening/speaking and reading/writing skills at a beginning-high level. The focus of the course is on comprehending and using more complex spoken and written English skills. Students participate in increasingly extended conversations on topics beyond survival needs, such as family responsibilities. Students will develop skills to understand short reading passages and differentiate between fact and opinion with some accuracy as well as write clear and well-organized paragraphs.

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.

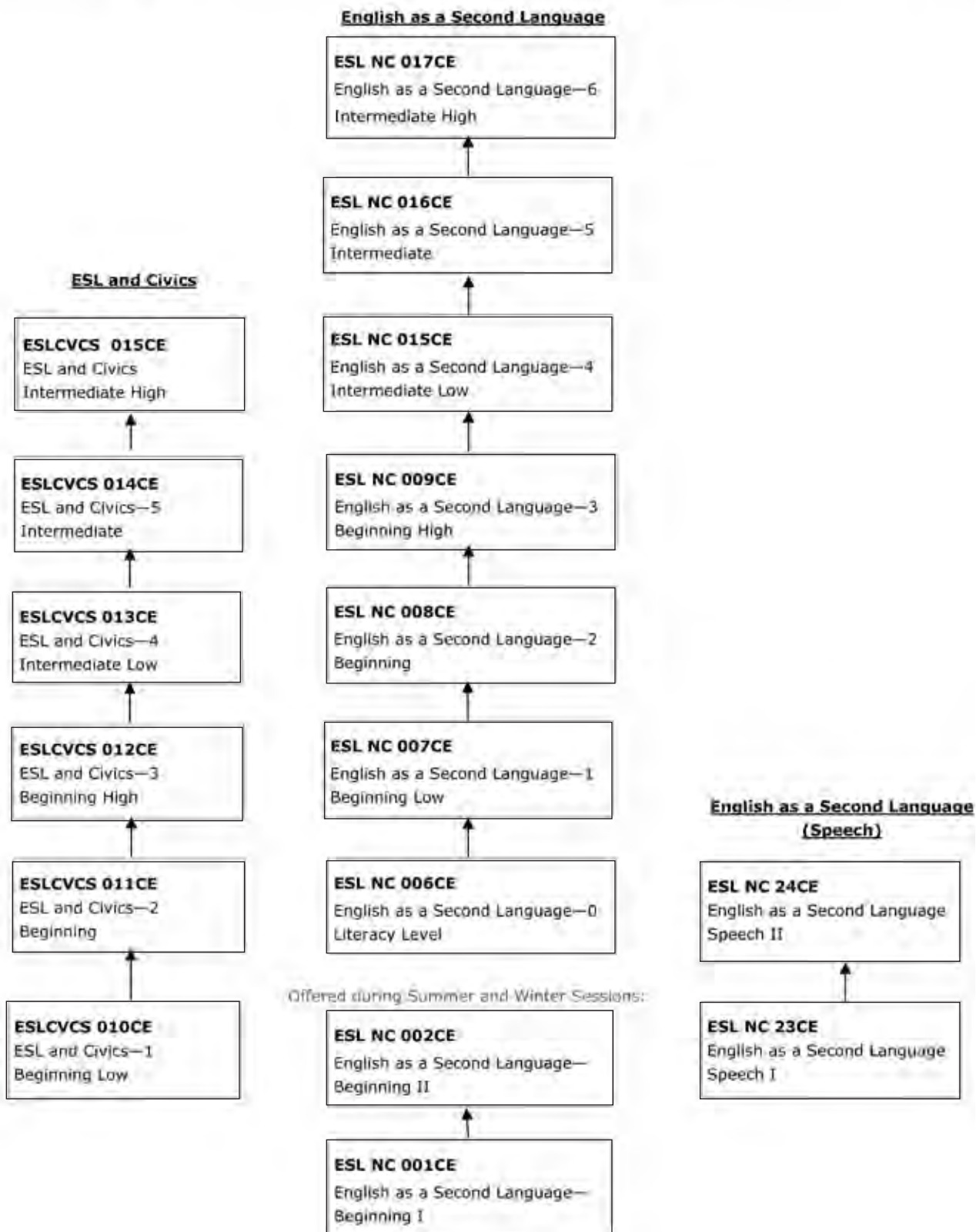
17CE English as a Second Language - 6 (0)

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



‡ This course may not be offered each semester. * Designated class sections are Transfer Alliance Classes.

23CE English as a Second Language Speech I (0)*Prerequisite: None.***Lecture, 6 hours.**

This is an open-entry open-exit course that emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate low level. The focus of the course is on comprehending and developing listening and speaking on topics in social and academic environments. Students also learn to give brief prepared oral presentations. Students will focus on practicing pronunciation skills for better oral communication and developing rhythm, stress, and intonation patterns of English conversation

24CE English and a Second Language Speech II (0)*Prerequisite: None.***Lecture, 6 hours.**

This is an open-entry open-exit course that emphasizes listening/speaking, grammar, and pronunciation skills at an intermediate level. The focus of the course is on understanding and engaging in increasingly extended conversations, discussions, and lectures. Students also learn to give brief impromptu oral presentations. Students focus on practicing more complex pronunciation skills for better oral communication as well as developing rhythm, stress, and intonation patterns of English conversation.

ESL CIVICS (ESLCVCS)

(formerly Citizenship)

10CE ESL and Civics 1 (0)*Prerequisite: None.***Lecture, 1 hour.**

This is an open-entry/open exit course. This course is intended for beginning English speakers at skill level 1, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on living in the United States, housing issues, and U.S. history (Colonies, Bill of Rights, and Founding Fathers).

11CE ESL and Civics 2 (0)*Prerequisite: None.***Lecture, 1 hour.**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 2, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on issues related to employment, job interviewing, and United States history and government (First Government, Constitution, Branches of Government).

12CE ESL and Civics 3 (0)*Prerequisite: None.***Lecture, 1 hour.**

This is an open-entry/open-exit course. This course is intended for beginning English speakers at skill level 3, as recommended. Speaking, listening, reading, and writing skills are emphasized. Learners engage in discussions on city, county, and community services and topics related to United States history (Civil War and Civil Rights Movement).

13CE ESL and Civics 4 (0)*Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 4, as recommended. Intermediate low listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions on education and early United States history (Declaration of Independence, First Four Presidents, Constitution).

14CE ESL and Civics 5 (0)*Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 5, as recommended. Intermediate listening, speaking, reading, and writing skills are emphasized. Learners engage in discussions and written assignments on becoming work ready, workplace safety, and interactions with co-workers, as well as the judicial branch of government and national symbols and holidays.

15CE ESL and Civics 6 (0)*Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry/open-exit course. This course is intended for English speakers at skill level 6, as recommended. Intermediate high listening, speaking, reading and writing skills are emphasized. Learners engage in discussions and written assignments. The focus of the course is on the role of state and local governments, the U.S. electoral process, and living and working in the U.S.

PARENTING (PARENT)**20CE Parent-and-Baby (0)***Prerequisite: None.***Lecture, 3 hours.**

This is an open-entry, open-exit course 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 (0)***Prerequisite: None.***Lab, 20 hours.**

Upon faculty/counselor referral, student will receive tutoring in designated subject areas in various tutoring labs on campus. Cumulative progress and attendance records will be maintained for this non-credit, open entry course. Supervised Learning Assistance 001T will not appear on the student's transcript.

VOCATIONAL EDUCATION (VOC ED)**82CE Certified Nurse Assistant (0)***Prerequisite: None.***Lecture, 2.80 hours, Lab, 12.70 hours.**

This course is designed to prepare students for the California State Certified Nursing Assistant Examination. Topics covered include patient rights, communication and interpersonal skills, safe environment, body mechanics, principles of asepsis, weights and measures, resident care skills and procedures, vital signs, nutrition, emergency procedures, long term care resident, rehabilitative/restorative care, observation and charting, and death and dying.

83CE Home Health Aide Program (0)*Prerequisite: VOC ED 82CE***Lecture, 1.16 hours, Lab, 2.16 hours.**

This course is designed to prepare students for the California State Certified Home Health Aide License. The program prepares students to appropriately take care of clients in the clients' home. Topics address issues with home safety, nutrition in the home, and working with home health agencies.

96CE Blueprint for Workplace Success (0)*Prerequisite: None.***Lecture, 2 hours.**

This class is designed to provide students with the necessary tools and skills to develop an understanding of themselves in the context of the workplace and assist them in the creation of a workplace portfolio (or "blueprint"). Topics covered include self-discovery, time management, job market realities, workplace skills, effective communication, contacting employers, interview preparation, getting hired, and maintaining employment.

98CE 30 Ways to Shine as a New Employee (0)

Prerequisite: None.

Lecture, 0.67 hours.

This course is designed to provide new and incumbent workers “30 Ways to Shine as a New Employee” and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing positive attitude, and formulating balance between home and work.

114CE Microcomputer Literacy 1 (0)

Prerequisite: None.

Lecture, 0.5 hours; laboratory, 1.5 hours.

This open-entry/open-exit course familiarizes students with computer workplace skills. Students will be exposed to a demonstration of word processing and the Internet.

115CE Microcomputer Literacy 2 (0)

Prerequisite: None.

Lecture, 0.5 hours; laboratory, 1.5 hours.

This open-entry/open-exit course will help to familiarize students with basic spreadsheet and PowerPoint applications. Students will distinguish between basic commands including: saving, deleting rows, and editing. The course will also cover the use of PowerPoint and its basic functions.

301CE Customer Service A: Introduction (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with relevant skills to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction, and customer retention.

302CE Customer Service B: Communicating with People (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to introduce the student to key elements in communication with people. The student will learn verbal and non-verbal communication, listening skills, and to be a facilitator of communication skills.

303CE Customer Service C: Team Building (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with an understanding of teamwork, common problems teams encounter and how to solve them. The students will learn to recognize various team player personalities and styles, and characteristics of an effective team.

304CE Customer Service D: Attitude in the Workplace (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with key skills in the area of attitude. The student will be introduced to the concepts of “attitude”, the three types of attitudes, and how to adjust one’s attitude. Topics will also include the primary causes of a bad attitude and turnaround strategies to battle these negative attitudes.

305CE Customer Service E: Values and Ethics (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with understanding of the importance of values and ethics in the workplace. The importance of values and ethics and why people participate in unethical behavior will be emphasized.

306CE Customer Service F: Time Management (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with an introduction to the concept of time management principles and specific techniques that assist in maximum use of time. Basic concepts of prioritizing and delegation will be discussed.

307CE Customer Service G: Stress Management (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with an introduction to stress management and its effects in the workplace. Included is the recognition of internal and external stresses and stress management tips and techniques.

308CE Customer Service H: Conflict Management (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with an understanding of what conflict is and one’s conflict style. The student will learn skills for resolving interpersonal conflict and strategies to bring out the best of others and self.

309CE Customer Service I: Decisions/Problem Solving (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with an introduction to decision making and problem solving. The student will learn steps in making decisions, blocks to problem solving, and techniques to solving problems.

310CE Customer Service J: Managing Change (0)

Prerequisite: None.

Lecture, 0.5 hours; Lab, 0.2 hours

This noncredit open entry/open exit course is designed to provide the student with an understanding of change and the influence on individuals. Topics will include understanding change, reasons for resistance to change, paradigms and communicating change.

330CE Principles of Sales (0)

This course will provide students with how to skillfully diagnose and solve customer problems. Students will adopt an approach that is an extension of the marketing concept—the consultative sales presentation. This approach can be used in the four major “sustainable” employment settings: retail, wholesale, manufacturing, and service selling and can be applied to all areas of “Green Technology”.

331CE Negotiating Buyer Concerns and Overcoming Objections (0)

This course will provide students with how to skillfully diagnose sales resistance and provide creative methods to overcome objections. Students will adopt a formal negotiation approach that contributes to a “win-win” strategy and continues as an extension of the consultative sales model. This approach can be used in all areas of “sustainability” as well as the areas of retail, wholesale, manufacturing, and service selling and all areas of “Green Technology”.

334CE Introduction to Green Entrepreneurs (0)

This course will introduce the concept of Entrepreneurship and provide students with all definitions, include initiative taking and the organizing and reorganizing the social/economic mechanisms to turn resources and situations into practical accounts and profit. Students will be introduced to “Green” aspects of innovation and ways to develop a business with a sustainability focus. Students will maintain the approach to all areas of “sustainability” as well as the areas of “Green Technology”.

ACADEMIC POLICY

Open Enrollment

Unless specifically exempted by law, every course for which State aid is claimed is fully open to any person who has been admitted to the college and who meets the appropriate academic prerequisites.

How to Enroll

1. File an application online and receive an appointment to enroll.
2. See Steps to a Successful Enrollment on page 10 for instruction on how to enroll online, or by coming to the college in person.
3. If you miss your registration appointment, you may still register for classes anytime AFTER your scheduled appointment.
4. If you have not applied to the college prior to the start of the classes you MUST get an add permit from the instructor and submit a paper application to Admissions and Records.

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college. At the same time, the District has a responsibility, to fulfill public information needs (i.e., information about students participating in athletics, announcements of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college Records Officer, designated by the Chief Administrative Officer on each campus. The Records Officer may be contacted via the Admissions Office. Copies of the Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Records Officer. A student has the right to receive a copy of his or her records, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Admissions Office).

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

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

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

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Admissions Office.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Units of Work/Study Load

Study Load Limitations

Maximum unit requirements are as follows:

Fall/Spring Semesters

1. The maximum study load is 18 units during a regular semester. The normal class load for students in the Fall or Spring semester is 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students.
2. Students who desire to take 19 or more units must obtain counselor approval after the semester begins by presenting an add card signed by the instructor for each class they wish to add.
3. The maximum study load for a student who has been on academic and progress probation for two consecutive semesters is 6 units. Students who desire to enroll in more than 6 units must obtain counselor approval.

Summer and Winter Sessions:

1. Students are limited to a maximum study load of 8 units per session.
2. To enroll in two courses per session that total more than 8 units but do not exceed 10 units, students must go to the Admissions Office. No other enrollment unit requests will be considered until the session begins.

Students must see a counselor with an add card signed by the instructor for each class they wish to add.

New rules about the number of times you can attempt a course

Effective Summer 2012, course withdrawal (“W”) will count in ways that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript. The “W” will count as an attempt for that course.
- A course on a student’s transcript which shows a recorded “W” counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as “repeatable,” students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- Where the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances. Using the Course Repetition Petition available in Admissions & Records.

Enforcement of 30-Unit Limit on Basic Skills Courses

Title 5, California Code of Regulations, limits a student from taking more than 30 units of “remedial” course work, which is defined as “nondegree-applicable basic skills courses.” The LACCD registration system will prevent students who have exceeded this limit from enrolling in additional basic skills courses. However, a student who has reached this limit, but enrolls in a credit or non-credit English as a Second Language (ESL) course, will be allowed to also enroll in additional basic skills courses. Students with a learning disability may request an exemption through the Services for Students with Disabilities office (formerly DSPS). Also, this limitation does not apply to enrollment in non-credit basic skills courses.

Petitioning the 30-Unit Limit on Basic Skills Courses

Students may petition by submitting a General Petition to the Admissions Office. The petition must include a Student Educational Plan issued by a counselor.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- Communication Studies 61-1, 61-2, 61-3, 62-1, 62-2, 64, and 66
- Developmental Communications 22A, 22B, 22C, 22D, 22E, 23, 35, 36A, and 36B
- English 21, 33, 67, 68, 80, 82, 83, 98, 361, and 362
- Learning Skills 1, 2, 4, 10, 13, 40, and 41
- Math 105, 110 and 112

Program Changes

It is essential that enrollment forms be completed accurately and carefully. While classes may be dropped any time before the end of the 11th week, “Add Permit” forms may be obtained and processed only through the published deadline. The Admissions Office requires a picture I.D. to process any program changes.

Supplemental Instructional Materials

Some of the classes offered may require students to provide those materials which are of continuing value to the student outside of the classroom setting. These materials may be purchased at the campus bookstore.

Attendance 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 submit your on-line application, you will receive an e-mail with 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.
4. To add classes once the semester begins, you must obtain an Add Permit form from the instructor of the class. Bring this Add Permit to the office of Admissions.

Campus Procedure

No semester courses may be added after the normal add period (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

Withdrawing from a Class

New statewide regulations are now in effect that change the way students should think about enrolling in, and then withdrawing from, classes.

Community colleges get their money from state apportionment. Apportionment is a set amount of dollars distributed to the college districts, based on enrollment. Each class you enroll in results in compensation to the college, and that is how the college stays open.

It used to be that a student could withdraw from the same course up to 4 times, and in addition repeat the course up to two times to try to improve a grade of D or F. In other words, you could get a "W" in the same course 4 times and complete the course up to three times until attaining a grade of "C" or better.

From now on, a "W" counts as an attempt, and you only get three attempts at any one course.

After that, the state won't pay the college for you to take the course again.

What this means for LAVC students:

- If you stay in a course past the "no penalty" withdrawal date and then drop it or are excluded, you receive a grade of "W" and you have used up one of your three attempts.
- When you have made three attempts at a class, with any combination of W, D, or F grades, you will not be able to register for the class again. You would have to try to take the class again at a college outside the Los Angeles Community College District.
- You may petition for one more try citing "extenuating circumstances;" however, for the most part the only extenuating circumstances that will work are military deployment or natural disaster.
- If your registration is blocked because of this rule, getting an add permit will not help.

What you should do:

- If you're going to drop, drop before the deadline so you won't get a "W".
- Be sure you're academically ready for classes you enroll in.
- See a counselor to help you make good decisions about your educational plan.

It is the student's responsibility to withdraw officially. Consult the deadline calendar on the inside front cover of the Schedule of Classes.

Dropping Classes

THROUGH THE 2nd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first two weeks of the semester.

THROUGH THE 11TH WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 3rd through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal). Consult the deadline calendar in the Schedule of Classes or contact the office of Admissions.

Enrollment/Schedule Conflicts

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

Enrollment in courses which are cross-referenced to each other (i.e., courses designated "same as" in the catalog will be rejected by the computer.

The computer will also reject enrollment in classes scheduled or conducted during overlapping times.

Math and English Competency Requirement

Students entering prior to Fall 2009 must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by achieving a grade of "C" or better in appropriate courses, recommended by the District Academic Senate, and approved by the Chancellor or by achieving a passing score on an examination or examinations recommended by the District Academic Senate and approved by the Chancellor.

Effective for all students entering on or after the Fall 2009 semester, competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in Mathematics 125 (Intermediate Algebra), or another mathematics course at the same level and rigor, or higher, and with elementary algebra or higher as a prerequisite, as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements may also be met by obtaining a satisfactory grade in courses with English and mathematics content (but taught in subjects other than English and mathematics), which require entrance skills at a level equivalent to those necessary for English 101 and Mathematics 125, respectively, and are taught at the same level and with the same rigor. The District Academic Senate shall recommend such courses to the Chancellor for approval.

Credit by Examination

Credit By Examination

Some courses in the college catalog are eligible for credit by examination.

1. Method of obtaining credit by examination:

Satisfactory completion of an examination written, administered and graded by the discipline faculty at the college in lieu of completion of a course listed on the approved list below (Courses Approved for Credit by Examination).

2. Determination of eligibility to take the examination

- A. The student must be currently registered in the college and in good standing with a minimum grade point average of 2.0 in any work attempted at the college.
- B. The student must have completed 12 units within the L.A. Community College District, unless the petition is for a Career Technical Education course with an approved high school articulation agreement.
- C. The course for which credit is requested must be listed on the approved list below (Courses Approved for Credit by Examination).
- D. The student is not currently enrolled in, or has completed a more advanced course in the discipline.

3. Maximum Credit Allowable and Limitations

- A. The maximum number of units that may be earned through Credit by Examination toward the associate degree shall be 15. Credit by examination transferred from other institutions is counted toward this maximum.
- B. Credits acquired by examination are not applicable to the meeting of such unit load requirements as Selective Service deferment, veterans' or Social Security benefits or scholastic honors.
- C. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence.
- D. A student who does not pass the exam for a course may not repeat the exam.

4. Recording of Credit

The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading method of the course, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

5. Filing a Petition

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson. The date and time of the examination are the responsibility of the department chair and/or faculty involved. Further information on this topic may be obtained from the Admissions Office and/or department chairperson of the subject area concerned.

Courses Approved for Credit by Examination

Administration of Justice – All Classes
 Architecture – All Classes
 Business 31
 Computer Applications and Office Technology 7, 31
 Child Development 1, 172
 Electronics 2
 Geography 1, 2
 Geology 1, 2
 Mathematics 115, 120, 125, 215, 227, 238, 240, 245, 260, 265, 266, 267, 270, 275
 Nursing Science 101, 102, 103, 104, 105
 Oceanography 1
 Physics 5, 12
 Physical Science 1
 Photography 10
 Respiratory Therapy 1, 2, 3, 4, 5, 6, 7, 11, 15
 Theatre Arts 100, 110, 301
 Tool & Manufacturing - All Classes

Credit for External Exams

Students may be awarded credit for external exams once enrolled at the college. Each external exam follows distinct policies. Students who take an Advanced Placement (AP) Exam, and International Baccalaureate (IB) Exam or College-Level Examination (CLEP) Exam in the same topic area will receive credit for only one exam. The college will award credit for the exam that most benefits the student.

Advanced Placement (AP) Exam Credit

Course equivalency for Advanced Placement exams, for purposes other than meeting general education and graduation competency requirements for the Associate Degree are described below. To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Valley College during the semester in which credit is to be granted. Advanced Placement exam scores must be 3 or higher in order to receive credit. Students may file a petition for credit by seeing a counselor in the Counseling Department. Official AP score reports must be sent directly to the Admissions Office.

Please refer to page 26 for a chart on how general education credit is earned for the IGETC general education plan requirements. Please refer to pages 30-31 for a chart on how general education credit is earned for CSU general education certification. Please refer to page 39 for a chart on how general education credit is earned for LAVC general education. The amount and type of transferable credit granted towards a university's admission or major requirements are determined by that university's AP policies and not by Valley's policies; a university's policies often differ from Valley's policies. See a counselor for further information. Credit acquired by AP exams is not applicable towards meeting unit load requirement of Veterans Administration benefits, Social Security benefits, or athletic eligibility.

The following is a list of course equivalencies for Advanced Placement exams. This course equivalency information is used for satisfying Associate Degree major or Certificate requirements.

AP EXAM	COURSE EQUIVALENCY
Calculus AB	Math 265
Calculus BC	Math 265
Comparative Government & Politics	Political Science 2
English Language	English 101
English Literature Score of 3 or 4	English 101
English Literature Score of 5	English 101 + 102
Environmental Science Science 1	Environmental
European History	History 2
French Language	French 4
French Literature	French 4
German Language	German 4
Human Geography	Geography 2
Music Theory	Music 201
Physics B	Physics 6 & 7
Physics C (Mechanics)	Physics 37
Psychology	Psychology 1
Spanish Language	Spanish 4
Spanish Literature	Spanish 4
Statistics	Math 225 or Statistics 1
U.S. Government & Politics	Political Science 1
U.S. History	History 11

College Level Examination Program (CLEP) Credit

Valley College will grant units towards general education and/or the associate degree. Students must receive a passing score of 50 on most CLEP exams, except Foreign Language level 2 exams which require a higher score as indicated in the catalog. A passing score on any one the following exams fulfills the American Institutions Requirement as required in Board Rule 6201.14: American Government, History of the United State I: Early Colonization to 1877, or History of the united States II: 1865 to present. A passing score on any one of the following exams fulfills the Mathematics Competency Requirement as required in Board Rule 6201.12: Calculus, College Algebra, College Mathematics, or Precalculus.

For information on how the CLEP exams apply toward the CSU Breadth GE, see pages 31-32.

INTERNATIONAL BACCALAUREATE (IB) CREDIT

The International Baccalaureate® (IB) Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. The IB Diploma Program is a comprehensive and challenging pre-university course of study, leading to examinations that demand the best from motivated students and teachers.

Valley College will grant units towards general education and/or the associate degree as describe in the chart on page 32. This chart also indicates the passing score required for each exam. A passing score on any one of the following exams fulfills the Reading and Written Expression Competency Requirement as required in Board Rule 6201.12: IB Language A1 (English) HL or IB Language A2 (English) HL. A passing score on the IB Mathematics HL Exam fulfills the Mathematics Competency Requirement as required in Board Rule 6201.12. Credit is only given for the Higher Level (HL) exams. No credit is given for Standard Level (SL) exams. For information on how IB credit is applied toward the CSU Breadth GE, see page 31.

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a C or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. Credit for graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

- a. Thirty (30) semester units of credit is granted to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the college to which application is made.
- b. The work of graduates of Diploma Schools of Nursing outside California are recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
- c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
- d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
- e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

Students who are currently serving in or have served in the military service may, after successful completion of at least one course with the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

For completion of military basic training, students will be granted one unit of Physical Education credit and 6 units of elective credit. Students may also request an evaluation of credit earned at other military service schools and/or occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

3. Credit for Law Enforcement Academy Training

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

- a. Credit is given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- b. A single block of credit will be given and identified as academy credit.
- c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

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

Campus Procedure

The college makes the final judgment regarding the acceptability of courses from non-accredited schools.

Pass/No Pass Courses

The grade of P (Pass) (formerly CR) will be given if the performance in class is equal to a C grade or better. The grade of NP (No Pass) (formerly NC) will be given if the performance in class is equal to a D or F grade. A student who has received credit for a course taken on Pass/No Pass cannot repeat that course. A student must have a C or better average in all work attempted at LAVC.

Students considering taking courses for Pass/No Pass in their major field should see a Counselor or major field department chairperson in order to avoid loss of credit.

The courses listed below may be taken on a Pass/No Pass basis providing the student meets the requirements for enrollment on this basis. Information concerning the requirements is available in the Admissions Office. In order to take a class on a Pass/No Pass basis the student must make such request in the Admissions Office by Friday of the 5th week of the semester.

In addition to courses designated Pass/No Pass Only (Developmental Communications 22A-E, 35; English 21, 33, 67, 83; Personal Development 1, 4, 6; Nursing 185; Learning Skills 1A, 2A, 4, 13, 40, 41) students may take only one class per semester on a requested Pass/No Pass basis.

- Administration of Justice: All Courses
- African American Studies: All Courses
- Architecture: All Courses
- Anthropology: All Courses (except Anthro 185, 285, 385)
- Art: 101, 102, 103, 105, 109, 112, 115, 116, 201, 501
- Astronomy: All Courses
- Biology: 3, 22
- Broadcasting: All Courses
- Business: All Courses
- CAOT: All Courses
- Chemistry: All Courses
- Chicano Studies: All Courses
- Child Development: All Courses (except Ch Dev 22, 23, 185, 285, 385)
- Cinema: (non majors only) 104, 105, 106, 107
- Communication Studies: All Courses
- Dance Specialties: All Courses
- Dance Studies: All Courses
- Dance Techniques: All Courses (except DanceTQ 446)
- Economics: All Courses (except Econ 2)
- Education: 2
- Electronics: 2
- Engineering, General: All Courses
- English: All Courses (except English 28, 101 and 103)
- Environmental Science: All Courses
- Environmental Studies: All Courses
- Finance: All Courses
- Fire Technology: All Courses
- French: All Courses
- Geography: All Courses
- Geology: All Courses
- German: All Courses
- Health: 10, 11
- Hebrew: All Courses
- History: All Courses
- Humanities: All Courses
- Italian: All Courses
- Jewish Studies: All Courses
- Journalism: 101, 105, 106
- Kinesiology: All Courses
- Law: All Courses
- Learning Skills: 41
- Library Science: 101
- Linguistics: All Courses
- Management: All Courses
- Marketing: All Courses
- Mathematics: All courses
- Meteorology: All courses
- Music: 101, 111, 141, 152, 250, 321
- Numerical Control: All Courses
- Nursing Science: 101, 102, 103, 104, 105
- Oceanography: 1, 10
- Personal Development: 20
- Philosophy: All Courses
- Photography: 9, 10, 20, 21
- Physical Science: 1, 14
- Physics: 5, 12
- Political Science: All Courses
- Psychology: All Courses (except Psych 1, 2)
- Real Estate: All Courses
- Recreation: All Courses
- Sociology: All Courses
- Spanish: All Courses
- Statistics: 1
- Theater: 100, 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 student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall be done only upon authorization by the instructor of the course and approval of the Vice President of Academic Affairs. No grade may be challenged by a student more than one year from the end of the term in which the course was taken.

In the case of fraud or incompetence, the final determination concerning removal or change of grade will be made by the College President.

Grading Symbols and Definitions

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

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

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (at least Satisfactory. Units are not counted in GPA, P has the same meaning as CR.)	
NP	No Pass (less than satisfactory or failing. NP has the same meaning as NC.)	

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

The following non-evaluative symbols may be entered on a student's record:

SYMBOL	DEFINITION
I	Incomplete

Incomplete academic work for enforceable, emergency, and justifiable reasons at the end of the term may result in an I symbol being entered in the student's record. The condition for removal of the I shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the I and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" symbol shall not be used in calculating units attempted nor for grade points. **THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete (I) may not be repeated unless the I is removed and has been replaced by a grade of D or F. This does not apply to courses which are repeatable for additional credit.

SYMBOL	DEFINITION
IP	In Progress

The IP symbol shall be used only in those courses which extend beyond the normal end of an academic term. IP indicates that work is in progress, but that assignment of a substantive grade must await its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required course work is completed. The IP shall not be used in calculating grade-point-averages. If a student enrolled in an open-entry, open-exit course is assigned IP at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

SYMBOL	DEFINITION
W	Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

No notation (W or other) shall be made on the record of a student who withdraws during the first two weeks, or approximately 15% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the second week (or 15% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a W, except in cases of extenuating circumstances. An evaluative grade (A, B, C, D, F, P, NP) is assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized as extenuating circumstances shall be recorded as W.

The W shall not be used in calculating units attempted nor for the students grade-point-average.

W's are used as factors in probation and dismissal.

SYMBOL	DEFINITION
RD	Report Delayed
	The RD symbol is assigned by the Admissions Office only in those cases where there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation replaced by a permanent symbol as soon as possible.

How to Access Your Grades

Access Grades Online

Follow the steps below:

1. Go to the LAVC homepage at www.lavc.edu
2. Right click on [Register for Classes](#)
3. Enter your Student ID and 4 digit PIN. Right click on submit.
4. From menu, select view grades
5. Enter college, Semester, year
6. Submit

Grading Standard

A course grade of "C minus" does not satisfy the "C or better" requirement for purposes of prerequisites, competencies or transfer to UC or CSU.

Course Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked RPT in the course description section of the catalog and in the schedule of classes, allow the student an expanded educational experience each time the student enrolls in the course.

ENROLLMENT IN ACTIVE PARTICIPATION COURSES

Effective Fall 2013, students enrolled in "active participation courses" in physical education (kinesiology), visual arts, or performing arts are **limited to 4 enrollments per "family" group**

within the LA Community College District. All grades including withdrawals count as enrollments.

Even if a family contains multiple courses, a student can only take 4 of them. This applies to courses in the areas of **Music, Art, Dance Specialties, Dance Techniques, Kinesiology (Physical Education), and Theater**. Not all courses listed below are offered at Valley College but are offered at other colleges in the LA district. Note that courses within a family may be "leveled." That means, for example, beginning, intermediate, and advanced courses. Students still are limited to no more than 4 enrollments within the family group. For example, Kinesiology 251 has four levels: KIN 251-1, 251-2, 251-3, and 251-4. You could enroll once in each level. However, if you enrolled in KIN 251-1 twice (due to withdrawal or substandard grade) you effectively will have no opportunity to take KIN 251-4. Additions are made to the list on an ongoing basis as new curriculum is developed.

Art Family group (7 families)

- | | |
|-----------------------------------|-----------------------|
| 1. Ceramics - A01 | Art 708-711 |
| 2. Design - A02 | Art 501-505, 520 |
| 3. Drawing - A04 | Art 100, 201-203 |
| 4. Life Drawing - A05 | Art 204-207 |
| 5. Oil Painting - A06 | Art 307-309 |
| 6. Sculpture - A07 | Art 700-703, 706, 707 |
| 7. Water Color
& Acrylic - A08 | Art 300-306 |

Dance Family Group (9 families)

- | | |
|---------------------------------------|--|
| 1. Ballet Techniques -D01 | DanceTQ 111-114, 434, 460, 466 |
| 2. Cultural & World
Dance - D02 | DanceTQ 411-414, 421-424
DnceSPC 311, 441, 490, 491 |
| 3. Dance Production - D03 | DanceST 301-304, 814-817,
820-825 |
| 4. Hip-Hop Techniques - D04 | DanceTQ 171-174,
DnceSPC 171-174, 402 |
| 5. Jazz Techniques - D05 | DanceTQ 121-124, 437, 463, 468 |
| 6. Modern Techniques - D06 | DanceTQ 141-144, 431, 462, 467 |
| 7. Special Projects
in Dance - D07 | DanceTQ 151-154, 201-204,
535-538
DanceST 185, 285, 385,
801, 802 |
| 8. Tap Dance - D08 | DanceTQ 211-214, 446
DnceSPC 331-334 |
| 9. Yoga/Stress Mgmt - D09 | DanceTQ 181-184, 221-225,
241-244, 469, 570-573, 696, 710
All levels of KIN 35, 247, 249,
251, 347, 348, 349, 351 |

Kinesiology (Physical Education) Family group (10 families)

- | | |
|---|---|
| 1. Acrobatics - K01 | All levels of KIN 206, 269, 273 |
| 2. Aerobics, Circuit
Training & Sport
Specific Strength
Training - K02 | All levels of KIN 10, 45, 46,
48, 49, 50, 225, 228-230,
232, 245, 246, 250,
326-332, 345, 346, 350 |

- | | |
|---|--|
| 3. Aquatics -K03 | All levels of KIN 47, 201-205, 301, 303 |
| 4. Court Sports - K04 | All levels of KIN 266, 270, 271, 291, 366, 370, 371, 391 |
| 5. Directed Study - K05 | All levels of KIN 8, 9, 185, 285, 385 |
| 6. Individual Activities - K06 | All levels of KIN 51, 267, 268, 364, 365, 368 |
| 7. Martial Arts/
Combatives - K07 | All levels of KIN 215, 217, 315, 316 |
| 8. Mind/Body
Conditioning - K08 | See Yoga/Stress Management under the Dance Families |
| 9. Team Sports - K09 | All levels of KIN 286-290, 386-390 |
| 10. Track & Field Mixed
Activities - K10 | All levels of KIN 180, 272, 307, 334-335, 372 |

Music Family groups (7 families)

- | | |
|------------------------------------|--|
| 1. Classical Guitar - M01 | Music 650-654 |
| 2. Piano - M02 | Music 311-314, 321-324, 341 (All levels) |
| 3. Brass Instruments - M03 | Music 601-604 |
| 4. String Instruments - M04 | Music 611-614 |
| 5. Woodwind
Instruments - M05 | Music 621-624 |
| 6. Percussion
Instruments - M06 | Music 631-634 |
| 7. Voice - M07 | Music 400-403, 411-414 |

Theater Families groups (10 families)

- | | |
|--|--|
| 1. Acting for the
Camera - T01 | Theater 230, 278 |
| 2. Acting Study & Professional
Applied Acting - T02 | Theater 270-273, 274 (All levels), 275 |
| 3. Analysis of Theater - T03 | All levels of Theater 105 |
| 4. Directing - T04 | Theater 225, 227 |
| 5. Movement - T05 | Theater 265 |
| 6. Musical Theater - T06 | Theater 279, 280, 282 |
| 7. Professional Ensemble
Performance - T07 | Theater 232, 233, 235, 250, 262, 291-295 |
| 8. Professional Ensemble
Vocal - T08 | All levels of Theater 246 |
| 9. Professional Performance
Preparation - T09 | Theater 205, 276 (All levels), 277 |
| 10. Voice Theory - T10 | Theater 240, 242 (All levels) |

Final Examinations

Final examinations are held in all subjects according to a schedule published each semester. No student will be excused from a final examination. Should circumstances develop which justify a student's requesting a special examination at a time other than scheduled, the student must secure permission from the instructor.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a petition for graduation early in the semester BEFORE they expect to complete their requirements. The deadlines for filing each semester are listed in the front of the Schedule of Classes. The Admissions Office in the Student Services Center building has the necessary forms. Students filing the petition will be notified of the results by 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:

- 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).
- 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.
- 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 student's 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.

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.

No course may be repeated more than 3 times.

* See page 166 on limits on enrollment.

as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

The college may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college's process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules – ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- f. A student may repeat any course if the college has properly established a recency prerequisite for a course, or there has been "significant lapse of time."

If the district determines that a student needs to repeat an activity course due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, CCR, subdivision (c)(4), except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of time may be allowed.

- g. A student with a disability may repeat a special class for students with disabilities any number of times, based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 CCR section 56029.

Background: This revision conforms to the August 2007 revisions of Title 5, California Code of Regulations.

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

Transcript

Upon written request of the student, a copy of the student's academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency. Transcripts from another institution are not available for copying.

Requests for transcripts or verifications may be obtained by mail (Payment by check or money order must be enclosed.) Or in person at the Admissions office. 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.

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 directly from the institution providing the transcript. No transcripts are accepted directly from students.

Awards

Honors with Associate Degree

Summa Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.9 or more scholastic average in all work taken.

Magna Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.7 or more scholastic average in all work taken.

Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.3 or more scholastic average in all work taken.

President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students at Valley College. This certificate is awarded at the college commencement exercises. In order to be considered for the award, a candidate must:

1. petition for the Associate Degree, and
2. achieve a grade-point-average of 3.7 or better in all college work attempted at the time of petition, and be in good standing, and
3. complete at least 50% of all units utilized for the award at Valley College, and
4. if graduation requirements will not be completed until the end of the spring semester, the student must achieve a grade-point-average of 3.7 and be in good standing in all college work attempted at the end of the fall semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.7 GPA, he or she will be awarded the President's Distinguished Honor Award.

Students who possess associate, equivalent or advanced degrees are not eligible for this award.

President's Honors List

Students who have appeared on the college's full or part time Deans Honors List for three (3) consecutive semesters will be placed on the President's Honor List. The designation Dean's Honors List and President's Honors List will be placed on qualifying students transcripts.

Dean's List

Each semester, those students whose scholastic achievement is outstanding are given public recognition by means of the Dean's List. Also, a notation of this award is added to the student's transcript.

Both full-time students and part-time students are eligible for the Dean's Honor List. Full-time students are enrolled in 12 or more graded units and must have completed at least 12 graded units with a grade point average (GPA) of 3.5 or above in the semester they are considered for inclusion on the Dean's List.

Part-time students are enrolled in 6 to 11 units in the qualifying semester. Part-time students must have completed 12 or more cumulative graded units at the college where they are being considered for inclusion on the Dean's List, and they must have at least a 3.5 GPA in the qualifying semester. In calculating the GPA of part-time students, the only grades used will be from courses completed at Valley College.

Recording Devices, Use of

Section 78907 of the California Education Code prohibits the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Office of the Ombudsperson

Student Grievance Procedures

The purpose of Administrative Regulation E-55 is to provide students a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the CA Education Code Section 76224(a). For any matters requiring the attention of the Ombudsperson, and for additional information or resources, please contact Dr. Annie G. Reed at (818) 947-2320 or email her at goldmaa@lavc.edu for a confidential communication.

For complaints surrounding actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability, students are directed to contact Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@laccd.edu or laccd.edu/diversity.

Grade Grievances - Informal Remedy

Grade grievances can be resolved informally for students. The first step for a student is to contact his/her professor to discuss the problem. If the issue is not resolved, or if the student is unable to meet with the professor, the next step is to contact the Department Chairperson. If a resolution is not met after meeting with the Department Chairperson, the next step is to meet with the area Dean over the department in the Office of Academic Affairs.

Grade Grievances – Formal Resolution Procedures

The CA Education Code Section 76224(a) specifies that the instructor's determination of student grades shall be final, except in the cases of fraud, mistake, bad faith or incompetence. A student who reasonably believes, and has proof, that his/her instructor has issued an evaluative final grade based on any of these grounds, he/she is directed to contact the Ombudsperson at (818) 947-2320 for assistance. The Grievance Hearing Request must be made within one-hundred and twenty (120) calendar days of the date of the alleged incident that is the basis of the student's complaint.

COMPLAINT PROCESS NOTICE

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office by completing the web form below if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- The Chancellor's Office website is: <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

Standards of Student Conduct and Disciplinary Action

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (CA Education Code Sections 66017, 66300, 76030 and 76031.) The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803, Standards of

Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these Board Rules shall relate to the alleged violation of appropriate standards of student conduct. Discipline measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both. [complete text of Board Rules can be found on www.lavc.edu]

The Board Rules on Student Discipline Procedures and Academic Dishonesty apply to all classes (face-to-face as well as distance education).

Los Angeles Valley College is dedicated to maintaining an optimal learning environment for students as outlined in LACCD Board Rule 9803.

These standards apply to all current students on campus, former students, online students, while attending any college-sponsored classes, activities or events. Violations of such rules, or behavior adversely affecting suitability as a student, may lead to disciplinary action.

Policy on Academic Dishonesty

Academic dishonesty is defined as "Dishonesty, such as cheating, or knowingly furnishing false information to colleges" (Student Code of Conduct §9803.12). The consequences for academic dishonesty can be determined by the instructor and/or with the assistance of the Vice President Student Services, or designee. For repeat offenses, students will be subject to a system called progressive discipline, which affords students due process protocols.

Although the facts and circumstances surrounding each incident of alleged academic dishonesty may differ, please read the basic examples illustrating academic dishonesty.

1. In-class academic dishonesty, or otherwise known as "cheating," can occur when there is unauthorized looking at, procuring or sharing information from any unauthorized sources. An "authorized source" is from a college official. This can apply to looking at or operating any kind of electronic device during class when directed not to.
2. Out of class academic dishonesty, or otherwise known as "cheating," can occur when students obtain an unauthorized copy of sealed test questions or any other kind of exam that has not been published to the public at large. It also applies to changing, altering, or any other kind of falsification of a scantron, essay, exam, or any other kind of test or college document with the intent of procuring another grade or benefit.
3. Plagiarism is the representation of expression of ideas from either published or unpublished work(s) as students own. We encourage students to always cite sources to avoid the appearance of plagiarism. Using text from internet sources without proper citation is considered to be plagiarism.

4. Furnishing false information can take the form of forgery, falsification, alteration, or misuse of college documents, records, or identification in class or laboratory situations.
5. Attempting to bribe a college official with an object of value or money to procure a higher grade than earned is considered to be academic dishonesty.

Examples of Academic Dishonesty (non-inclusive)

- Copying answers from another student during in-class or online exams and handing them in as one's own.
- The use of notes, books, dictionaries, or other references during an in-class or online exam that are not authorized by the instructor.
- Signing one's name to an official college document for another not present in class, in a lab, or for any other reason.
- Unauthorized use of electronic devices to communicate such as text messaging, cell phone, or emailing any other person during an in-class or online exam.
- Unauthorized talking during in-class exams.

Consequences of Cheating

At the time of the violation, penalties for academic dishonesty, determined by the instructor, can result in a zero score for the exam or work in question. In addition, the Vice President of Student Services, or designee, may impose other penalties for violations of the Student Code of Conduct. Student discipline charges resulting in warning, reprimand, restitution, disciplinary probation, suspension, or expulsion become part of a student's academic record and may affect transfer and/or gainful employment opportunities.

Violations of the Standards of Student Conduct are as follows:

- 9803.10** Willful Disobedience: Willful disobedience to directions of college officials acting in the performance of their duties.
- 9803.11** Violation of College Rules and Regulations: Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
- 9803.12** Dishonesty: Dishonesty, such as cheating, or knowingly furnishing false information to colleges.
- 9803.13** Unauthorized Entry: Unauthorized entry to or use of the college facilities.
- 9803.14** College Documents: Forgery, alteration, or misuse of college documents, records, or identification.
- 9803.15** Disruption of Classes: Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- 9803.16** Theft of or Damage to Property: Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
- 9803.17** Interference with Peace of College: The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article.
- 9803.18** Assault or Battery: Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- 9803.19** Alcohol and Drugs: Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substance," as used in this section includes, but is not limited to, the following drugs and narcotics: a) opiates, opium, and opium derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.
- 9803.20** Lethal Weapons: Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.
- 9803.21** Discriminatory Behavior: Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.
- 9803.22** Unlawful Assembly: Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.
- 9803.23** Conspiring to Perform Illegal Acts: Any agreement between two or more persons to perform an illegal act.
- 9803.24** Threatening Behavior: A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions (such as stalking) which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
- 9803.25** Disorderly Conduct: Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.
- 9803.26** Theft or Abuse of Computer Resources including but not limited to the following:
- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.

- c. Unauthorized use of another individual's identification or password.
- d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
- e. Use of unlicensed software
- f. Unauthorized copying of software
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the college or District computing system.

9803.27 Performance of al Illegal Act: Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

9804 Interference with Classes: Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees: Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10 Assault or Abuse of an Instructor: Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

9806 Unsafe Conduct: Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard of safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Compliance Officer

A District Compliance Officer should be informed if a student has a complaint of sexual harassment or other forms of unlawful discrimination, whether formal or informal. If students feel there are grounds for such a complaint, information about methods for resolving a problem, including investigation of complaints and informal resolutions, are available by contacting the Office of Diversity Programs by calling (213) 891-2317 or via email at diversityprograms@laccd.edu or laccd.edu/diversity.

Drug-Free Environment

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

Violators are subject to disciplinary action and/or prosecution. Student discipline procedures may include warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, and expulsion. Counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Student Right-To-Know Disclosure

Student Right-to-Know Rates for Fall 2009 Cohort

Completion Rate: 18.38 %

Transfer Rate: 10.01%

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2009, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2009 to Spring 2012. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2010 to Spring 2012, are transfer students.

DISTRICT AND COLLEGE POLICIES

Non Discrimination Policy

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability (including AIDS), or veterans status (Reference: Board Rule 1202).

Política No Discriminatoria

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Non discrimination Policy Compliance Procedure

In order to insure nondiscrimination policy compliance at Los Angeles Valley College, please direct inquiries to the 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.

Política De Acuerdo Con Los Procedimientos De Igualdad De Oportunidades

Para asegurar que se cumpla una política no discriminatoria en Los Angeles Valley College, favor de dirigirse a la oficina de un mediador si se refiere al acoso sexual o a la discriminación (Compliance Officer Title IX/Gender Equity (818) 947-2463. Para la Sección 504, diríjase a la oficina de Administrative Services al (818) 947-2606.

Además, puede también dirigir sus preguntas a la oficina de Diversity Programs del Distrito, teléfono (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 that provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained at <http://www.lavc.edu/compliance> or by visiting the Compliance Officer located in the Campus Center, Room 108, (818) 947-2463, or email to: LAVCCOMPLIANCE@LAVC.EDU. You may also contact 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.

Diversity Program

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding equal opportunity practices at Los Angeles Valley College should be directed to the college Compliance Officer located in the Campus Center, Room 108 (818) 947-2463.

Smoking Policy

Effective Spring 2013 Los Angeles Valley College is a Smoke Free Campus with four designated smoking locations. Smoking is permitted only within those locations and no closer than 20 feet from the nearest building. Please refer to the campus map on the inside back cover of the catalog, and look for signage located throughout campus for the locations of the four designated smoking areas.

Policy Enforcement

Refer to the LACCD Administrative Regulation B-6, Section 6 for the penalties on violations of the College Policy at www.laccd.edu/admin_regs/documents/B-6.pdf.

- a) Any District employee who knowingly violates the rules pertaining to SMOKING or NON-SMOKING may be subject to disciplinary action pursuant to the policies of the Board of Trustees.
- b) A member of the public or volunteer who knowingly violates the rules pertaining to SMOKING and NON-SMOKING may lose his/her right to remain on the premises. (Penal Code Sect.626.4)
- c) A student of the colleges who knowingly violates the rules pertaining to SMOKING and NON-SMOKING shall be subject to the student disciplinary regulations. (See Board Rule 9804)
- d) A College President or designee may refer violations of the rules pertaining to smoking and non-smoking to campus law enforcement for criminal prosecution.



ACADEMIC AND STUDENT SUPPORT

Tutoring

Becoming A Tutor

The best way to strengthen your understanding of a subject is to help someone else learn it. Being a tutor can provide professional experience that may enhance your career opportunities. It can also be a great source of personal satisfaction.

The minimum general requirements for becoming a tutor are:

- Having completed the course for which you will be a tutor with a grade of B or better
- Maintaining an overall GPA of 3.0
- Being enrolled in 12 units or 6 units and work study
- Completing a 1/2-unit tutor training course

Tutoring is offered in the following labs:

- **General Tutoring** (Phyllis Yasuda, Director, x2750, LARC 213)
- **The Writing Center** (Scott Weigand, Director, x2811, LARC 229)
- **Math** (John Kawai, Director, x2852, LARC 226)
- **Biology** (Ms. Songqiao (Sara) Huang, Director, x2877, AHS 232)
- **Nursing** (Mary Cox, Director, x2847, AHS)

Please contact the lab supervisor for more information.

General Tutoring

General Tutoring, located in LARC 213, provides drop-in tutoring. These tutoring services are offered in basic skills and in 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. Drop-in tutoring is available in chemistry, physics, statistics, accounting and economics, and other subjects; call (818) 947-2744 for specific subject schedule availability. All tutees must be currently enrolled at LAVC.

The Writing Center

(818) 947-2810

writingtutor@lavc.edu Scott Weigand, Director

<http://www.lavc.edu/writingcenter>

The Writing Center, located in LARC 229, offers all students at LAVC free, individualized help with any kind of writing, reading, or critical thinking assignment in a comfortable setting. Students can receive assistance through one-to-one and group tutoring sessions, writing workshops, and instructive handouts. These different resources allow students to practice writing as a process, which is a guiding principle of the staff. We believe that writing has definite stages including prewriting, thesis statement development, drafting, revising, and editing. To develop and hone their own writing process, we encourage students to seek help from the beginning to the end of their assignments.

To work on their assignments independently, students are encouraged to use our computer lab where an assistant is always on duty to answer questions about word processing, MLA format, printing, and Internet research. If students have an Internet connection at home, then they can take advantage of the Writing Center's comprehensive website, where we offer online tutoring, instructive handouts, self guided tutorials, assistance for non native speakers and students writing across the disciplines, and various links for research. Visit <http://www.lavc.edu/writingcenter>.

In addition to the free services available to LAVC students, the Writing Center also offers classes where students can earn college credit: English 67, a 1/2 unit course writing laboratory, is designed to give students extra practice with writing academic essays; English 68, a 1/2 unit reading laboratory, helps students improve reading comprehension and develop critical reading skills necessary for colleges classes; English 69, a one unit course, provides students with practice formatting and revising papers on the computer, researching on the Internet and using databases, and drafting resumes. For more information about these Writing Center classes, please check the catalog and schedule of classes.

Reading Center

The Psychology Department Reading Center, located in LARC 220, offers day and evening classes to improve reading and study skills: Developmental Communications 23, 35, 36. Individualized, one unit, credit/no credit programs 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) 947-7253.

Math Skills Lab

The Math Lab, located in LARC 226, 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, John Kawai, at 818-947-2852 or by email at kawaijk@lavc.edu.

Biology Tutor & Resource Center

The Biology Tutorial and Resource Center is located on the second floor of the Allied Health and Sciences Center (AHS 232) and under the direction of Professor Songqiao (Sara) Huang. The Tutorial and Resource Center is open approximately 20 hours per week and provides students with study materials such as models, microscopes and slides, and supplemental materials provided by instructors. Tutoring includes all biology courses, microbiology, anatomy, and physiology. Join us there. Bring your Monarch card. Enrollment in supervised Learning, section 8983 is required.

Library

Located on the first floor of the LARC

The college's library, one of the largest in the San Fernando Valley, has more than 135,000 books and subscribes to over 84 magazines and newspapers. The Library also provides access to a number of electronic databases including thousands of full text journals, newspapers, e-Books and reference sources that are available from on or off campus. Students should consider the library their first and best source of learning materials. Students can access these online resources using their campus UIA network account ID. The Library's home page on the Internet, www.lavc.edu/library.html, provides a link to the online catalog and resources. A staff of experienced librarians and library technicians is always available to assist you. The Library's Reference Desk can be reached at 818-947-2763. All registered students are eligible to check out library materials by showing their LAVC student ID card.

A collection of helpful handouts produced by the Library is available to help library users get acquainted with the Library and its resources. For those who want to learn more about research methods and library organization, the Library offers, Library Science 101, Library Research Methods, each semester.

The Library's web page includes a complete list of library policies and regulations. Students should familiarize themselves with these policies before borrowing library materials. Borrowers will be held responsible for overdue, lost or damaged library materials. The overdue fine policy is posted in the library. A hold will be placed on student records if overdue material is not returned or fines are not paid. Lost materials are billed at the current replacement cost plus a \$10.00 processing charge. If the library judges material to have been damaged by a student, additional fines will be assessed up to the replacement cost of the item. Under the authority of Board Rule 9803, Standards of Conduct, the library reserves the right to restrict library privileges of students who do not abide by these policies.

Career/Transfer Center

The Career/Transfer Center is located in the Student Services Annex Building. As a vital component of the Counseling Department, the Career/Transfer Center provides students with career counseling and exploration services along with university transfer information. Students are also able to access various resources which include printed materials, videos, computerized assessments, internet access, workshops and various special events. At the Center, students planning to transfer are able to schedule appointments or walk-in to meet with different university representatives. Students could also schedule to visit different university campuses during one of our many bus trips. Students who are undecided on a major could either schedule an appointment to meet with a Career Counselor or attend an Undecided Major Workshop to engage in the career exploration process which may include taking various career assessments. Telephone: (818) 947-2646.

Academic Computing

Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including but not limited to, suspension or expulsion.

The Center for Career and Technical Training (CCaTT)

The CCaTT Lab is a computer lab open to all currently enrolled Career/Technology Education students. It is located in the Business-Journalism building, room 103, and is available Monday through Saturday during posted hours. An LAVC Monarch photo ID card, or other current LACCD photo ID card, is required for admittance. For more information contact Ken Freeman at (818) 947-2568.

Computer Commons

Students may use the Open Computer Lab during posted hours, located in Library, 2nd floor.

Strategic Team for the Advancement and Retention of Students (STARS)

STARS is a program of opportunities for students to become more successful learners. Students and instructors actively engage together in the learning process. STARS students receive an opportunity to determine their own learning goals, 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. 2712 or go to www.lavc.edu/stars.

SPECIAL PROGRAMS

Service Learning Program

Become a volunteer in your community and make a difference in the world around you!

Los Angeles Valley College's Service Learning Program links students as volunteers with nonprofit agencies. Through volunteer service, students gain valuable practical experience that can be related to any class.

Many Valley College instructors offer extra credit and incorporate Service Learning into their courses enhancing opportunities for learning, while students gain valuable hands-on work experience with community non-profit agencies. Most requirements are about 15 to 20 hours of volunteer service per semester. Students must also maintain a "reflection journal," challenging them to think, write, and talk critically about their experiences.

Benefits to Students

- Greater understanding of course work. Provides examples of real life application of classroom knowledge.
- Connection to college is strengthened, increasing the likelihood of remaining in school, earning higher grades, and achieving educational goals.
- Provides opportunities for career exploration and workforce training.
- Opportunity to develop leadership and teamwork skills.
- Fosters cultural awareness and diversity.
- Increases self-esteem and critical thinking skills.
- Volunteer service can be included in college applications and employment resumes.

For more information, call the Counseling Department:
Rick Brossman, Director (818) 947-2642
Internet: www.lavc.edu.

Study Away Program

The Study Away Program at Los Angeles Valley College is dedicated to furthering the development of national, international and intercultural awareness. You can also visit our website at www.lavc.edu/studyaway.

High School Students ACE - Advanced College Enrollment

The ACE Program at Los Angeles Valley College invites high school students to enroll in college-level courses at a number of local high schools. While these courses are open to the general student population, ACE courses are typically taught at local high school campuses. If you are a parent or high school student, please talk to your high school career/college counselor about taking ACE courses.

ACE has these advantages:

- Free tuition for high school students only
- Convenient locations near LAVC
- College-level coursework to prepare for transfer

For more information on our ACE Program, please contact Joel Trudgeon at (818) 947-5831 or trudgej@lavc.edu.

Community Services and Education

The Community Services office offers classes in recreational, creative, educational, cultural, and business-oriented subjects. Community Education classes are designed for the adult learner and are offered in the evenings and on weekends to meet the needs of working adults and seniors. All Community Education classes are not-for-credit, although some courses, upon completion, offer a certificate. For more information on upcoming classes, please call (818) 947-2577, Extension 4172. The Community Services office is located in the Field House on Ethel Avenue. Office hours are Monday – Thursday from 8:00 a.m.-5:30 p.m., and Friday from 8:00 a.m.-4:00 p.m.

Extension Program

The Los Angeles Valley College Extension Program was established in 1995 for training competencies in professional fields and to accomplish lifelong learning goals. All Extension academies and programs are not-for-credit, although most Extension offerings grant affidavits of completion. Throughout the academic year, the Extension Program hosts free career seminars and informational open house sessions related to a number of different professional industries and fields. Academies are reasonably priced and can be paid for by check, cash, or credit card (Visa, MasterCard, Amex and Discover). An easy payment plans are also available for Extension Academies.

The Extension Program offers the following

- Legal Secretary Academy
- Professional Paralegal Academy
- Human Resource Assistant Academy
- Clinical Medical Assistant
- Pharmacy Technician
- Electronic Health Records Specialist

For further information about the Extension Program, please telephone (818) 997-0967 or visit www.lavc.edu/extension. The Extension Office is located in the Job Training office.

Instructional Television

Instructional Television courses are convenient, flexible, and especially suitable for college students needing to supplement their on-campus program or to add classes for those times when campus attendance is not possible. Students enroll on the SIS, selecting ITV as the campus. Students view Telecourse lessons at home or at a learning center at one of the colleges, complete reading and study assignments, attend seminars and complete exams on week-ends at a Los Angeles Community College near their home. All classes have video and Internet components. Telephone: (800) 917-9277.

CalWORKs Program (California Work Responsibility for Kids)

The CalWORKs Program at LAVC is an educational, training, and job development program established for students who are receiving Temporary Assistance to Needy Families (TANF) benefits. Our goal is to provide an educational environment where students may develop the needed vocational skills leading to meaningful employment. Students may enroll in short-term trainings and other vocational programs offered by the college. The program provides specialized supportive services such as: academic counseling, child care, tutoring, GED (General Education Development) evaluation/test, job development, Work-Study, Life Skills/Parenting/Employment Workshops, resource referrals, and more. For more information, visit us in Bungalow 14-15. Hours of operation: Monday through Thursday 8:00 am to 4:00 pm, Friday 8:00 am to 12:00 pm. Office hours subject to change without notice and additional hours are available by appointment.

Telephone: (818) 947-2976. Fax (818) 947-2975. Email: HYPERLINK "mailto:rabanie@lavc.edu" rabanie@lavc.edu
Website: www.lavc.edu/calworks

GED Testing Center (General Education Development) Test

The GED testing center, in partnership with the LAVC CalWORKs Program is certified by the State of California to conduct official GED testing. GED testing is usually held once per month, space is limited and prior registration/fee is required. GED testing is open to anyone 18 years old or older and has valid government issued identification. For more information visit us in Bungalow 14. Telephone: (818) 947-2976. Fax (818) 947-2975. Email: HYPERLINK "mailto:thomasmo@lavc.edu" thomasmo@lavc.edu Website: HYPERLINK "http://www.lavc.edu/calworks/ged" www.lavc.edu/calworks/ged

Job Training Program

Los Angeles Valley College Job Training Program provides training in a variety of occupational programs and services that prepare individuals for employment in the community.

Entry into our program includes training, books, parking, counseling, job coaching, job development and placement. All Job Training Programs are individually priced. For further information regarding the Job Training Program please call us at (818) 947-2941 or visit www.lavc.edu/jobtraining.

Puente

The Puente Program at Valley College is part of a statewide project that helps students to succeed academically, transfer to four year colleges and universities, and become recognized as leaders and scholars.

All students accepted into the Puente Program will:

- Take two writing classes, English 28 in the Fall and English 101 in the Spring
- Read, discuss and write about Chicano/Latino culture
- Take a Personal Development class paired with English 28
- Work closely with the Puente Counselor until graduation and transfer.
- Attend a regional Puente Conference and visit university campuses
- Work with mentors from the community

Puente is open to all students eligible for English 28 in the Fall and willing to participate fully in the entire year-long program. For application, contact: Sylvia Rodriguez, Puente Counselor (818) 947-2440 rodrighs@lavc.edu

TRIO/Student Support Services

SSS is a student support services program that is funded by the U.S. Department of Education. The mission of the program is to increase college retention and graduation rates of students eligible for the program as well as increasing the transfer rates for these students from Valley College to 4-year universities. In response to this mission, academic support services will be provided to students who meet the following criteria and are willing to commit themselves to the requirements of LAVC's SSS program.

- Students must be a U.S. citizen or permanent resident and **meet one or more** of the following federal guidelines:
 - First generation college student – neither parent has a bachelor's degree from a university/college
 - Low income – according to federal guidelines
 - Have a documented disability
- Students must also meet all of the following criteria:
 - Have transfer and graduation as an educational goal
 - Need for academic and personal preparation
 - Assessed and enrolled in English 21 or 28 and/or Math 112, 113, 114, 115 or 125
- The Student Support Services program will provide eligible students who join the program with the following services:
 - Academic Counseling
 - Tutoring/Mentoring
 - Study Skills Workshops
 - Financial Aid Workshops
 - Career Counseling and Workshops
 - Cultural Activities and Field Trips
 - Transfer Information
 - College/University Visits
 - Computer Lab
 - Bluebooks & Scantrons
- Students must be willing to commit themselves to the following requirements of the Student Support Services program:
 - Students must enroll in at least 9 units fall and spring semesters unless previous approval has been granted.
 - Students must meet with the SSS counselor at least twice each semester
 - Students must maintain at least a 2.0 G.P.A.
 - Students must attend a minimum of 2 of the following activities each semester: workshops, tutoring, cultural events or field trips
- If you would like to be part of this program contact Barbara Schneider at (818) 947-2483 or e-mail at schneib@lavc.edu.

Veterans Services

Los Angeles Valley College is a proud supporter of educational programs for the men and women who have faithfully serviced their country. Each year, we help more than 350 veterans who come to us with questions about their benefits and about educational and career opportunities available to them here at Valley College.

Benefits Available To Veterans

If you qualify for benefits and wish to attend Los Angeles Valley College, our office will act as the designated liaison with the regional office of the Department of Veteran Affairs (VA). We can provide you with one-on-one assistance and counseling in the administration of your benefits.

Students receiving VA educational benefits must assume responsibility for notifying the Veterans Services office of any changes in their schedule. Student are also cautioned that grades, "W", "NP", "F" are not acceptable for payment of VA educational benefits, and that receipt of such grades, or a reduction in units during the semester, may result in a reduction of payment.

How can we help you?

During the enrollment process, you should visit the College Veteran Services office and meet with one of our representatives. Please bring a copy of your DD214. The College Veterans Services office can provide you with information about:

- GI Benefits and Services
- Selected Reserve Services
- Student Work-Study Program
- Vocational Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31)
- Survivor and Dependents Educational Assistance

For more information, contact the Veterans Services Office Trish González – VA Coordinator (818) 778-5627

Veterans Affairs-Related Information and Services

- Education Benefits Headquarters
(888) 442-4551
www.vba.va.gov/to/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.va.gov

Citizenship Center

Prospective U.S. citizens, students, and members of the community are welcome at the Los Angeles Valley College Citizenship Center. Services include: INS citizenship preparation class, noncredit ESL classes, citizenship forms, assistance filling out the citizenship application, and immigration information. The Citizenship Center is located in Bungalow 13 and open Monday through Thursday 8 a.m. to 4:00 p.m. and Friday 8:00-12:00 p.m. Call (818) 947-5594.

Continuing Education

Welcome to Los Angeles Valley College Continuing Education. We offer free, noncredit classes, including English as a Second Language, Basic Skills, and Career Technical Education courses. When you visit our office, you will be provided with a schedule of Continuing Education classes. In addition, we can help you with academic, vocational, and personal counseling resources and referrals for financial assistance with books, supplies, childcare, and transportation. We look forward to assisting you. Continuing Education is located in Bungalow 13 and open Monday through Thursday 8 a.m. to 4:00 p.m. and Friday 8:00-12:00 p.m. Please call (818) 778-5594 for further information.



CAMPUS SERVICES

Art Gallery

The Los Angeles Valley College Art Gallery presents contemporary art, multicultural art, historical exhibitions, and student and faculty artwork.

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 the Library ARC. Hours are Monday thru Thursday 3:00pm to 7:00pm. Or by appointment. Always best to call first for information, call Bill Carpenter Curator (818) 947-2373.

Assessment Center

The Assessment Center is located on the second floor of the Student Services Center Building (SSC 242). The Center administers computerized assessment tests for English as a Native Language (ENL), English as a Second Language (ESL) and Mathematics throughout the year. In addition, Math Competency Test for the Associate Degree and the Chemistry Readiness Exam are offered. Please call (818) 947-2587 for more information.

Job Resource Center

The Job Resource Center is located in Bungalow 49, (818) 947-2334. Job listings, are available to assist individuals in obtaining full and part-time employment.

The Job Board is updated on a regular basis and is also available online at: www.lavc.edu/jobtraining/jobs.htm.

A student attending Los Angeles Valley College is entitled to use the job placement services of any of the other Los Angeles Community Colleges.

Monarch Store

Located In Campus Center

- Information about the LAVC Valley Campus Store is now available online at: www.lavcbookstore.com (818) 947-2313

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 7:00 pm - Monday through Thursday

7:30 am to 1:00 pm - Friday

Special and extended hours are posted outside the store during the beginning of each term. Summer & Winter 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.

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 10% 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 2 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 48 hours 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 \$5.00 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 are not returnable. 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 or gift card 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 refund credit will be issued and credited back to the account. The bookstore accepts Master Card, Visa, American Express, 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. It can take from 7 to 30 days depending on your bank.

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.

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.*

Child Development Center

The Child Development Center offers child care and development service to the preschool and school age children of student-parents.

Enrollment

Student-parents are given priority enrollment

Programs and Hours

PRESCHOOL PROGRAM: Monday-Friday, 7:45 am to 5:00 pm. Services available for preschool children 2.5 years of age.

SCHOOL AGE PROGRAM: Monday - Thursday 2:30 p.m.- 10:00 p.m., and Friday 2:30 -5:00 p.m. Services available for school age children in Kindergarten up to 13 years of age.

Curriculum

The Center's faculty prepares daily activities to provide developmentally appropriate programs for preschool and school age children's cognitive, physical, creative and emotional growth.

Admissions Policy For Child Development Center

The Child Development Center affords all persons full and equal access, regardless of their sex, color, age, ethnic group identification, race, national origin, religion, mental or physical disability (including AIDS), creed, ancestry, pregnancy, marital status, medical condition, sexual orientation, or veteran status. (Reference: Government Code Section 11135, Education Code Section 200, LACCD Board Rule 1202). The Child Development Center programs refrain from religious instruction or worship.

Applications

For applications and information, contact the Child Development Center at (818) 947-2931. Applications must be submitted to the Child Development Center to be considered for service and/or placement on the waiting list.

Location

The Center is located in the northeast parking lot near the corner of Ethel Avenue and Oxnard Street.

College Advisory Committees

One primary mission of Los Angeles Valley College is career education. In fulfilling that mission, the college provides a variety of programs and services which prepare students for employment and career advancement.

The demands of business and industry determine the various career education programs offered by the college. These include a variety of business, public safety, health and allied health, electronics and engineering, computer programming and high technology, telecommunication and media, family and consumer studies, and other related education and training.

Job placement and career progress are measures of successful students and reflect the effectiveness of the education and training provided by career education at Los Angeles Valley College. To ensure the success of our students, career education programs are developed and maintained by the faculty with the advice and assistance of advisory committees. Advisory committee membership consists of career education faculty plus business and industry consultants who are familiar with the practices and job skills needed in today's job market. Further, the Vocational Technical Education Act of 1998 (VTEA), mandates advisory committees for career education programs to establish business and industry partnerships with college faculty and administration.

The advisory committee serves a vital role in keeping career education programs relevant, dynamic, and on the cutting-edge of technology. This can only be achieved with a close working relationship between the college and the business community.

Advisory committees meet at least once each academic year, but may meet as often as necessary. Committee members evaluate career education and training programs, including curriculum, equipment, facilities and staffing plans, provide counsel and advice, review past accomplishments, and forecast trends affecting career education, vocational training, and employment.

Advisory committee members are an important component of the education program of the college. The professionals who serve on advisory committees are nominated because of their leadership in technology, the job market, and the economic development of Los Angeles. Bringing expert advice and sound planning on business, trade, and technical issues, advisory committees ensure course and program content reflect the needs of the rapidly changing job market.

Advisory Committees:

Administration of Justice
Broadcasting
Business Administration
Child Development
Cinema
Commercial Music
Computer Applications
& Office Technologies
Computer Science
Electronics

Engineering
Fire Technology
Geographic Information
Systems
Media Arts
Nursing
Photography
Respiratory Therapy
Theater Arts
Tool & Manufacturing

Services for Students with Disabilities (SSD)

The Services for Students with Disabilities Office is designed to promote and provide equal access to educational programs and activities offered by Los Angeles Valley College for students with verified disabilities.

Students may be eligible for one or more services, depending on the specific nature of their disabilities. Accommodations and services are determined by the nature and extent of the disability and the disability-related educational limitations of the student and are provided based on recommendation of SSD.

Support services for eligible, registered students with verified disability-based needs may include registration assistance, orientation to campus, special counseling, access to instructional materials in alternative formats, special parking privileges, referral for tutoring, test-taking assistance, referral to on-campus and off-campus resources, note-taking assistance, assessment for learning disabilities, sign language interpreters, liaison with faculty and campus departments, liaison with the California State

Department of Rehabilitation, adapted physical education classes, and access to assistive technology. Students with disabilities who require accommodations for the classroom are strongly urged to contact the SSD Office as soon as possible in the admissions and registration process to receive information about services so that accommodations can be provided in a timely manner. SSD is located in Student Services Annex. For further information, contact SSD at (818) 947-2681 or (818) 947-2680 (TTY for the deaf only).

Alternate Text Formats

Eligible students can request educational materials and other published college materials in alternate text formats from the Services for Students with Disabilities Office. Please call (818) 947-2681 or TTY (818) 947-2680 to inquire about alternate text format production.

Teletype Devices for the Deaf (TTY)

TTY's for the deaf and hard of hearing are available on campus at the following locations: Services for Students with Disabilities Office, Campus Center 100; College Sheriff, M&O Building - West-end (available 24 hours); and Administration Building across from room 108.

Wheelchair Accessibility

All multi-story buildings on campus can be accessed by elevator. All other buildings can be accessed by ramps, with the exception of some of the bungalows. The following bungalow classrooms are inaccessible to wheelchair users: Bungalows 3, 4, 5, 9, 10, 11, 12, 26, 30, 31, 32, 33, 34, 35, 36, 37, 38, 45, 46, 47, 48, 49, 50, 51, 52, 70, 71, 72, 73, and 74. If you are a wheelchair user, please try to schedule classes in rooms other than these inaccessible rooms. If you must enroll in a class that is scheduled in a room that is listed above as inaccessible, please contact SSD (818) 947-2681 early in the registration process for assistance regarding access to classrooms.

Campus Construction and Accessibility

The college is undergoing a large construction project that will result in new buildings and modernized classrooms. During the construction project students with mobility limitations are urged to be aware that regular paths of travel may be closed and to take extra care in navigating the campus.

Students should be able to access construction safety updates on the college website www.lavc.edu or from SSD.

Extended Opportunity Programs and Services (EOPS)

The mission of EOPS (Extended Opportunity Programs and Services) at Los Angeles Valley College is to assist eligible students who have historically experienced economic and educational challenges. The program provides "above and beyond" service through counseling, tutoring, financial assistance, workshops and other services in order to increase access, retention and goal completion. To be eligible for EOPS a student must (1) qualify for fee waiver A or B, (2) be a California resident, or meet California Dream Act requirements (3) enroll in 12 or more units, (4) have fewer than 50 degree applicable units, and (5) have proof of previous enrollment or is recommended enrollment in remedial English or math. For more information visit the EOPS/CARE website at www.lavc.edu/eops; the EOPS/CARE office located in the Student Services Building, 2nd floor; or call (818) 947-2432.

Cooperative Agencies Resources for Education (CARE)

The mission of CARE (Cooperative Agencies Resources for Education) is to support the unique needs of EOPS students who are single parents by promoting self-sufficiency and academic success through tailored workshops, additional counseling, educational materials and financial assistance for child care related expenses. To be eligible for CARE a student must be (1) 18 years of age or older, (2) have a CalWORKs/TANF recipient in the household, (3) a single head of household, and (4) a parent of at least one child under 14. For more information visit the EOPS/CARE website at www.lavc.edu/eops; the EOPS/CARE office located in the Student Services Building, 2nd floor; or call (818) 947-2432.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year. The Financial Aid Office maintains the right to request additional information which may be required to process your application. Those may include but are not limited to:

- Tax Return
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

Financial Aid

What is Financial Aid?

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses. Financial aid is meant to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as federal, state, institutional, community organizations and individual donors. Financial aid can be awarded in the form of grants, loans, work-study, scholarships, or a combination of these.

Who is eligible for Financial Aid?

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

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Demonstrate financial need.
- Be making Satisfactory Academic Progress in a course of study leading to a Certificate, AA or AS Degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), Supplemental Loans to Assist Students (SLS), or FPLUS Loans (Parent Loans for undergraduate students) at any college attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with Selective Service, if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number (SSN).
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Demonstrate an Ability to Benefit as defined below.

Ability to Benefit

Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable Federal Regulations.

- Received a high school diploma; or
- Passed a high school proficiency examination; or
- Received a Certificate of General Educational Development (GED); or Prior to July 1, 2012
- Passed an independently administered test that is approved by the Secretary of the U.S. Department of Education provided the student is at least eighteen (18) years old. Tests are administered at the Assessment Center by appointment.

When to Apply (typical dates – contact Financial Aid Office for exact dates)

January 1 FAFSA application available on-line at www.fafsa.ed.gov

March 2 Cal Grant deadline and application priority deadline

April 1 Established priority funding deadline for limited funded financial aid programs

May 1 Established priority deadline to submit required documents to the Financial Aid Office

Sept 2 Extended competitive Cal Grant deadline for community college students

To receive Title IV Financial Aid as noted above, Los Angeles Valley College Financial Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term/semester or by June 30th, whichever is earlier.

How To Apply

To apply for federal and state financial aid programs, complete and submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA is an all inclusive application form that allows students to apply for all programs.

Note: Prior to completing the FAFSA, apply for your Personal Identification Number (PIN) at www.pin.ed.gov. The PIN allows you to electronically sign your FAFSA. If you are a dependent student, your parent may also apply for a PIN.

Verification Policy

Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Perkins Loan Program
- Federal Direct Loan Program

If your application has been selected for verification by the federal processor, you will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid. For verification deadline dates and further instructions on how to complete your financial aid file, visit the Financial Aid Office website.

For the Federal Direct Loan Program, verification must be completed 20 working days prior to the last day of enrollment period to allow for loan processing time.

Students whose applications are selected for verification may be paid on any corrected valid SAR/ISIR that is received within 120 days after the student's last day of enrollment.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year. The Financial Aid Office maintains the right to request additional information which may be required to process your application. Those may include but are not limited to:

- Tax Return Transcript, and/or Tax Account Transcript or Non Filing Statement
- Verification of Untaxed Income
- Verification Worksheet

- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

English as a Second Language (ESL)

Students taking only ESL classes must submit both an ESL Certification Form and a Student Educational Plan to the Financial Aid Office within the first semester. Both forms must be signed by an academic counselor. ESL Certification Cards are available in the Financial Aid Office and in the Counseling Center.

Audited Classes

Students cannot receive financial aid, including the BOGFW, for enrollment in audited classes. No exceptions to this policy can be made.

Summer Financial Aid

(Special requirements apply - please contact the Financial Aid Office for more information)

Enrollment at Other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. You must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if you are in an extension appeal due to Satisfactory Academic Progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP) you submitted with your appeal to the Financial Aid Office. If you are enrolled in classes not listed in your SEP, the units will not be included in the calculation of approved units. An SEP is a plan written between a student and academic counselor. For further information, please contact the Financial Aid Office and/or the Counseling Office.

ITV Classes

Students taking ITV courses must be enrolled in at least one (1) approved unit at the Home campus (the college that is processing their financial aid) in order to receive financial aid, provided eligibility exists. For financial aid programs that are limited in funding, students must be enrolled in a minimum of six (6) approved units at the Home campus; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College. Students enrolled only in ITV courses and wish to be considered for financial aid, must apply at Los Angeles Mission College as the Home campus for financial aid purposes. ITV classes are included in disbursements for all other classes.

Tax Credit

American Opportunity Credit – replaces and expands the Hope Credit for tax years 2009 and 2010. More parents and students will qualify over the next two years for a tax credit. The new tax credit is available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. The full credit is available to individuals whose modified adjusted gross income is \$80,000 or less, \$160,000 or less for married couples filing a joint return. Those who do not make enough money to have to file a tax return should also consider filing because they can get up to \$1,000 back. The new credit also adds required course materials to the list of qualifying expenses and allows the credit to be claimed for four post-secondary education years instead of two. Many of those eligible will qualify for the maximum annual credit of \$2,500 per student, which is \$500 more than the Hope Credit.

Lifetime Learning Credit – Families may be able to claim up to \$2,000 for tuition and required fees each year. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of postsecondary students in a family. Students who fees are covered by a fee waiver, scholarship, or grant would not be able to add their costs to their families for tax credit calculation.

You should consult a tax professional for further details or consult the following website:

<http://www.irs.gov/pub/irs-pdf/p970.pdf>

Types of Financial Aid Available – Grants, Scholarships & Loans

Federal Refund Requirements

Notice: *Students who receive financial aid, and withdraw from ALL classes, may be obligated for repayment on some of the federal funds received prior to withdrawal.*

All students receiving federal aid, who withdraw from the institution in the first 60% of the term, are subject to **Return Regulations**. The Financial Aid Office will calculate the amount of federal funds earned by the student up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. **Failure to repay these funds will result in the denial of future federal financial aid at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.**

It is advised that you contact the Financial Aid Office before withdrawing from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

Federal Grants

Federal PELL Grant Program

The Federal PELL Grant Program is a federally funded program that provides assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on the student's Expected Family Contribution (EFC) and enrollment status. The EFC is calculated based on the information such as income and assets on the FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are based on financial need and fund availability. There is a six (6) approved unit minimum enrollment requirement at the college where students are receiving financial aid. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Pierce College. FSEOG awards range upward from \$100 to \$400 per year, depending on need and packaging policy.

State Grants

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

Board of Governors Fee Waiver Program (BOGFW)

The BOGFW is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. Please note that payment of health fees is no longer part of the fee waiver. All BOGFW fee waiver recipients are required to pay the student health fee.

You are eligible to apply for a BOGFW if you are:

- A California resident, and
- You are enrolled in at least one unit.

You may qualify for a BOGFW if any of the following categories applies to you:

- A. At the time of enrollment you are a recipient of benefits under the TANF/CalWORKs Program (formerly AFDC), Supplemental Security Income/State Supplementary Program (SSI/SSP), or General Assistance Program (GA). You have certification from the California Department of Veterans Affairs or the National Guard Adjutant that you are eligible for a dependent's fee waiver. Documented proof of benefits is required.
- B. You meet income standards.
- C. If you qualify after you pay your enrollment fees, complete a "Request for Refund" form available in the college Business Office.

Cal Grants

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.
- Meet the income and asset ceiling as established by CSAC
- Meet Selective Service requirements.

Deadline date: First deadline is March 2. A second deadline for community college applicants is September 2, but we highly recommend that applicants meet the March 2 deadline when more funding is available.

Students must submit a GPA Verification and FAFSA by the applicable deadlines to the California Student Aid Commission.

GPA verification for students enrolled within the Los Angeles Community College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Contact your Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

Entitlement Grants

- Cal Grant A – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- Cal Grant B – provides subsistence payments for new recipients in the amount of \$1,551 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.
- Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

Competitive Grants

- Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. To learn more about this program and to apply online, go to <https://www.chafee.csac.ca.gov/default.aspx>

Law Enforcement Personnel Dependents Grant Program (LEPD)

This grant program provides need-based educational grants to the dependents and spouses of California peace officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority employees, and permanent/full-time firefighters employed by public entities who have been killed in the performance of duty or disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty. Grant awards match the amount of a Cal Grant award and range from \$100 to \$11,259 for up to four years. For more information and application materials, write directly to: California Student Aid Commission, Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029 or call (888) 224-7268 Option #3.

Child Development Grant Program

This program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in coursework leading to a Child Development Permit as a teacher, master teacher, site supervisor, or program director, are eligible to apply through the college they plan to attend. For more information, go to www.csac.ca.gov or call (888) 224-7268 Option #3.

Federal Student Loans (money you have to pay back)

CAUTION ABOUT STUDENT LOANS. It takes approximately 4-6 weeks for a loan application to be processed, once a student submits all necessary documents and information. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified.

All loans require a minimum of six (6) approved units. Check with the Financial Aid Office or visit the website at www.lavc.edu for deadlines for student loan requests.

Federal Perkins Loan Program

The Federal Perkins Loan is an educational loan with a low (5%) fixed interest rate for students who have exceptional financial need. Loan amounts awarded within the Los Angeles Community College District are determined by individual colleges and the availability of funds. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Valley College. Repayment begins nine (9) months after the borrower graduates, withdraws, or ceases to be enrolled at least half-time. A repayment period can be extended to 10 years. During the repayment period, five percent (5%) interest is charged on the unpaid balance of the loan principal.

Federal Direct Loan- The Federal Direct Loan Program is a loan program made to students who show financial need while attending college at least half-time. For 2011-2012, the interest rate is 3.4% for subsidized loans and 6.8% for unsubsidized loans. Loans are made by the federal government. "Subsidized" means the government pays the interest while you are in college, in deferment status, or during your grace period. "Unsubsidized" means the government does not pay the interest while you are in college, in deferment status, or during your grace period. In addition to completing a FAFSA, an applicant must submit a separate Loan Request Form and complete a Loan Entrance Counseling to apply for a loan.

Part-Time Employment

Federal Work-Study (FWS) - The FWS program enables students to earn part of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) approved units at the home campus to be considered for this program; units from other campuses cannot be combined. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at Los Angeles Valley College.

Scholarships

Throughout the year, the Financial Aid Office and the Foundation Office at Los Angeles Valley College posts announcements for scholarship opportunities. The criteria for scholarships differ so students should complete applications carefully. Please contact the Financial Aid Office (818.947.2412) and the Foundation Office (818.947.2618) for current scholarship opportunities.

How Financial Aid is “Packaged”

Once the student’s financial aid eligibility is established, a “package” of aid is provided which may be a combination of grants, work-study, and loan funds. Financial Aid Offer “letters” will be emailed to the student provided a student’s email is on his/her FAFSA. Students will be referred to read the Award Guide on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

Disbursement of Awards

Students who submit their required financial aid documents by the **May 1st priority deadline** may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines have been met.

All financial aid students will be issued a debit card, called myLACCDcard. The myLACCDcard is the key for unlocking student’s disbursement preference. Students can choose to activate the card to receive financial aid disbursements or direct disbursements to an account of their choice. It is critical that students update their address on file with Admissions and Records Office to ensure receipt of their debit card. If students do not activate their debit card or direct financial aid disbursements to an account of their choice, financial aid disbursements will be delayed. Disbursements will be adjusted if enrollment is less than full-time. Supplemental disbursements occur throughout the academic year. If the student’s enrollment status increased, and if student is due an additional disbursement, the amount of disbursement will be disbursed to the student’s account of their choice.

Any outstanding institutional debt will be deducted from the financial aid disbursement.

Disbursements will be adjusted if enrollment increases or decreases. **Payment for late-starting classes will not be issued until the class begins.** After the second disbursement run date of the each semester, no further award adjustments can be made. Full-time is considered 12 or more units per semester; _ time is considered 9-11.5 units per semester; _ time is considered 6-8.5 units per semester; less than half-time is 1-5.5 units per semester.

- Federal PELL Grant is scheduled for payment twice a semester.
- FSEOG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units.
- Federal-Work Study (FWS) is paid through payroll every two weeks.
- Federal Student Loans are disbursed in two equal payments, once per semester, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

Determining Financial Need

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC). $COA \text{ minus } EFC = \text{Financial Need}$

Cost of Attendance

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation. Other expenses may include, but are not limited to, child care expenses, vocational/technical expenses, and handicapped expenses. Exceptions may be made to the budget in the cases where need can be shown and documented. The actual Cost of Attendance will be determined and provided to you in your Award Offer Letter. The Department of Education publishes the yearly Average Cost of Attendance.

2013-2014 Average Cost of Attendance Living At Home

	9 MONTHS	12 MONTHS
Fees	\$ 1,218	\$ 1,694
Books & Supplies	\$ 1,665	\$ 2,498
Room & Board	\$ 4,401	\$ 5,868
Transportation	\$ 1,170	\$ 1,560
Personal Expenses	\$ 3,105	\$ 4,140
Total	\$ 11,559	\$15,760

Note: Non-Resident Tuition is added to fees depending on the student’s residency code.

2013-2014 Average Cost of Attendance Living Away From Home

	9 MONTHS	12 MONTHS
Fees	\$ 1,218	\$ 1,694
Books & Supplies	\$ 1,665	\$ 2,498
Room & Board	\$ 10,962	\$14,616
Transportation	\$ 1,314	\$ 1,752
Personal Expenses	\$ 2,844	\$ 3,792
Total	\$18,003	\$24,352

Note: Non-Resident Tuition is added to fees depending on the student’s residency code.

Expected Family Contribution

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (EFC) are determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

Child Care Expenses

This is an adjustment to the Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000. If you are paying for Child Care expenses during the academic year, you must notify the Financial Aid Office in writing to request for an adjustment to your Cost of Attendance.

Technical /Vocational Expenses

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

Handicapped Expenses

As documented and in excess of amounts provided by other agencies.

Student Rights and Responsibilities

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

- Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
- Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
- Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.
- An explanation of how financial need is determined. This process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the Central Processor from the information provided on the FAFSA.
- Knowledge of what resources are considered in the calculation of student need.
- Knowledge of how a financial aid package is determined.
- An explanation of various programs awarded in the student's financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
- An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
- Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
- Knowledge of what facilities are available for handicapped students.

Students must take responsibility for:

- Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
- Having a valid Social Security Number (SSN) on file in the Admissions and Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.
- Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions and Records Office. Students who do not have a valid educational goal will be notified at the time of review of financial aid application and if students do not provide a valid educational goal with Admissions and Records will not be processed their financial aid.
- Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog.)
- Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.

- Completing all required financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. **Intentional misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.**
- Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
- Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
- Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
- **Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).**
- Performing the work that is agreed upon in accepting a work-study award.
- Knowing and complying with the deadlines for application or reapplication for financial aid.
- Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

Professional Judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965, as amended. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

Consortium Classes

- All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
- For students aided under a Consortium Agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school, which is the college that processes the student's aid. Not all colleges participate in outside consortium agreements.

General Requirements

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

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

To meet satisfactory academic progress standards student must:

- Maintain a 2.0 cumulative GPA (Grade Point Average).
- Fewer than ninety (90) attempted units for students who indicated AA/AS Degree or transfer as their educational goal.
 - Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.
 - Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
 - In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
 - Entries recorded in the student's academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

Satisfactory Academic Progress Policy

General Information

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Direct Loan
- Cal Grant B and C
- Child Development Teacher Grant

Application of Standards

- Satisfactory Academic Progress for financial aid students will be determined annually at the beginning of the academic year.
- Students who are disqualified from financial aid will be notified by mail and may inquire about the appeal procedure in the Financial Aid Office.
- A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.
- A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.
- **Disqualification**
 - Students will be disqualified if they have one or more of the following academic deficiencies at the end of Fall or Spring semester.
 - Total units attempted (excluding 30 units of Basic Skill/Remedial classes) are equal to or greater than ninety (90).
 - Associate or higher degree has been earned.
 - Cumulative GPA is less than 2.0.
 - Cumulative Non-Grades are more than 33%.
- **Warning Letter**
 - Students will receive a Warning Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
 - Cumulative GPA is less than 2.0.
 - Cumulative non-grades are greater than 33%.
 - Number of units attempted reaches forty-five (45).
- **Advisory Letter**
 - Students whose number of units attempted reaches forty-five will receive a reminder/advisory letter.

Units required for the Certificate Program	Normal Length	Maximum Length
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S. Degree, or to Transfer to a four-year school in addition to obtaining the certificate.

Summer and Winter Financial Aid

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards.

Appeal Procedure for Reinstatement of Financial Aid

Students who have been disqualified from receiving financial aid for unsatisfactory academic progress may appeal for reinstatement by submitting a formal Appeal Request Form to the Financial Aid Office along with any supporting documentation the student wishes to have considered. Students cannot be paid Pell Grant or campus-based financial aid retroactively on appeals that are approved after the payment period ends.

- The formal appeal must be submitted within 30 calendar days from the date of the disqualification letter or before the end of the semester, whichever is earlier.
- The Appeal Request Form should be completed in ink or typed and consist of a written statement. The appeal must include:
 - Why the student failed to meet the SAP standards, and
 - What has changed that will allow the student to make SAP at the next evaluation period.

Reinstatement may also be granted for reasons listed below:

- The death of a relative of the student;
- An injury or illness of the student;
- Other special circumstances.

If the appeal for unsatisfactory academic progress is denied or the student fails to submit the appeal within 30 calendar days from the date of the disqualification letter, the student may re-appeal after completing one semester in which all satisfactory academic progress standards have been met.

Maximum Length of Time to Complete Educational Objectives

Students who are attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), a Certificate, or completion of requirements for Transfer to a four-year college are allowed 90 attempted units in which to complete their objective. Exceptions will be made only when the requirements of a student’s objective cause the student to exceed the maximum time limit. Some certificate objectives in the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives. The following table shows the normal completion time and maximum time for certificate programs of varying length.

Fraud

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

Other Information You Should Know

Change of Enrollment/Recalculation/Overpayment

If your enrollment status changes during the semester please inform the Financial Aid Office. Your financial aid award may be modified to reflect the correct number of units in which you were enrolled at the time of the second disbursement check run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent you from receiving federal financial aid from any institution.

Return to Title IV

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be earned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. **Unearned aid may be subject to repayment.**

During the first 60% of the semester enrollment a student "earns" aid in direct proportion to the time of his/her enrollment. The percentage of time the student remained enrolled is the percentage of aid for that period which the student earned. A student who remains enrolled beyond the 60% point of the semester earns all his/her aid for the period.

If you owe a repayment, students will be notified in writing by the Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

State Tax Offset

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

Special Circumstances

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

Financial Aid Related Websites

1. FAFSA On the Web – www.fafsa.ed.gov
2. Sign up for the Personal Identification Number (PIN) to electronically sign your FAFSA – www.pin.ed.gov
3. Information about the Cal Grant Program – www.calgrants.org
4. California Student Aid Commission – www.csac.ca.gov
5. Direct Loan Servicing Center – www.dl.ed.gov
6. National Student Loan Database System – www.nslds.ed.gov

Telephone Numbers

1. Los Angeles Valley College Financial Aid – (818) 947-2412
2. California Student Aid Commission – (888) 224-7268
3. Central Loan Administration Unit (Perkins Loan) – (800) 822-5222
4. Department of Veterans Affairs – (800) 827-1000
5. Direct Loan Servicing Center – (800) 848-0979
6. Federal Student Aid Information Center – (800) 433-3243

Annual Campus Security Reports under the Cleary Act

Colleges and universities that receive federal funding are required by the Jeanne Cleary Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Cleary Act information at www.securityoncampus.org/schools/clearyact/. 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.

Bus Routes

Bus transportation is available to the campus by MTA bus lines. Check with the MTA for schedules of bus lines 154 and 158 and joining bus routes. In addition, DASH buses serve the Van Nuys/Studio City area. Call the L.A. Dept. of Transportation at 1-800-2LA-RIDE for information.

Lost and Found

Lost and Found is located in the Campus Sheriff's Office 5851 Ethel Avenue, Valley Glen, CA 91401 or Lot "D".

Student Parking

The Campus Sheriff controls all parking lot security and parking citation issuance. At the beginning of each semester (Winter, Fall, Summer & Spring), all students are given a one-week grace period for parking (in the student lots only), in which they can register for classes and purchase a parking permit from the business office. In the second week of the semester, the Campus Sheriff's office will begin writing citations in the student parking lots. (All student parking lots are designated by a letter (A, B, C, D, E, F & G). Parking violations are strictly enforced.

There is no student parking in the Staff Parking Areas at any time (College Road North & South, Ethel Ave., Lot H & in front of the North Gym).

Your parking permit should be properly displayed, in plain view, either hanging from the rear view mirror or on the left side of the dashboard. Failure to do so will result in a parking citation.

Motorcycle riders may obtain a parking permit sticker (for the windshield) from the College Sheriff's office in Parking lot D upon showing proof of purchasing a parking permit from the business office.

Parking Pay-Stations have been installed in lots A and D for students and visitors to purchase "Daily" permits. The cost of these daily are \$2.00 each. The machines only accepts cash and exact change is required. These permits are only good for the day it is purchased on and will enable the purchaser to park in any available student parking space on campus.

All vehicles must be driven forward into a clearly designated parking space. Vehicles may not park backward into stalls. (Violation 21113a C.V.C.)

No vehicle may be parked overnight on campus.

VISITOR PARKING

There are 30 – minute metered parking areas in the front of the college off Fulton Ave. and on the south side of Parking Lot E (Stadium Lot), next to the Community Services Building.

SPEED LIMIT

The speed limit on all campus roads and parking lots is 8 miles per hour. Violators of any traffic or parking regulations are subject to citations and fines.

DISABLED STUDENT PARKING

The metered parking spaces on campus may be utilized at any time without charge by disabled individuals with valid DMV placards. To utilize handicapped parking spaces within the college parking lots, a valid DMV placard, or LAVC permit and a LAVC disabled student parking permit (obtain from the Services for Students with Disabilities Office) are required. All students using campus parking are required to pay parking fees. Regular parking permits are available from the Business Office.

Health Services Center

The Los Angeles Valley College Student Health Services Center, in partnership with Valley Presbyterian Hospital, has designed student health services to contribute toward the educational aims of the students by promoting their physical and emotional well-being. In addition, it will foster responsibility for one's own health by encouraging healthy attitudes and behavior.

The Student Health Services Center, located in the North Gym, provides a variety of services to all currently enrolled Los Angeles Valley College students. Upon payment of fees, all students, except those excluded on grounds of religious beliefs, are entitled to use all health services. This partnership has developed with recommendations from students, faculty, staff and administrators from the college. The guiding concern was meeting students' health needs.

The following Student Health Services are available:

General Health Services

- First aid and primary care for short-term or acute illness.
- Physician services
- Physician Assistant services

Preventive Health Screening – at no cost

- Physical exams
- Blood pressure screening
- Breast exams
- BMI assessment

Lab Testing & Immunizations – at reduced cost

- TB skin text (Mantoux)
- Tetanus/Diphtheria
- Hepatitis B
- Cholesterol screening
- Diabetes screening
- Pap smears
- Other labs available

Referral Services

- Substance abuse
- Smoking cessation
- X-rays
- Pregnancy testing and family planning
- Mammograms

The Center welcomes you to visit and acquaint yourself with our staff and services. We also want your suggestions and comments. E-mail your questions to the Physician Assistant at nodalsb@lavc.edu.

The Center is open Monday, Tuesday and Thursday 8:30 am to 4:30 pm, on Wednesday from 8:30 am to 7:00 pm and Friday from 9:00 am to 1:00 pm.

Appointments are recommended to see all providers. Walk-ins will be seen as the provider's schedule permits.

The Center is closed weekends, college holidays, and semester breaks. When you come to the Center, please present your Student I.D. card and Registration Fee Receipt to verify your eligibility. The Health Services direct phone number is (818) 947-2918. For emergency services call 911 from any phone or extension 2911 from any campus phone.

Student Psychological Services

When you have a personal crisis or need a professional ear, Psychological Services is here to help and to assist you in reaching your full potential. If you are dealing with depression, abuse, anxiety, family conflict or other problems, you may schedule an appointment by calling us at (818) 778-5504. All students are eligible for up to 12 visits per semester at no cost.

An experienced clinical psychologist will discuss your problem with you, explore ideas for resolving your problem with you, and work with you as you attempt a resolution.

Available services include:

- Crisis intervention
- Individual counseling
- Referrals to community resources
- Grief counseling

Your experience at Student Psychological Services will be private and confidential. No information regarding your counseling will be revealed to anyone without your permission, or as mandated by law. If you or any student you know could benefit from Psychological Services, please have them call or stop by the LAVC Student Health Center located in the lobby of the North Gym.

Hope Scholarship and Lifetime Learning Tax Credit

The Taxpayer Relief Act (TRA) of 1997 established the Hope Scholarship and Lifetime Learning tax credit to provide tax relief for higher education expenses. The law requires colleges to file a 1098-T form with the IRS for all students who pay any type of tuition and enrollment fees during the calendar year.

Every year on January 31, the Los Angeles Community College District will mail a 1098-T form to all students who paid enrollment fees. The 1098-T form is provided to you and the IRS to verify the fact that you were registered and enrolled for this academic time period. This form also lists the amount of fees paid, minus any Pell grants, fee waivers, or scholarships.

Since colleges cannot determine if you meet the eligibility criteria for these tax credits or legally respond to any tax questions, it is recommended that you contact your local IRS office or tax advisor. Additional information on these tax credits is also available at the IRS website, www.irs.gov.

STUDENT ACTIVITIES

College Colors and Symbol

The College colors are green and gold. The college symbol is the Monarch Lion.

Scholastic Honor Societies

Tau Alpha Epsilon (TAE) is a scholastic honor society.

To be eligible a student must have attained a 3.3 GPA in 12 units or more the previous semester.

TAE is both a service-oriented and social organization, which provide support for such activities as the Dean's Reception and tutoring.

Phi Theta Kappa (PTK) is an international honor society for the two-year college. Founded in 1918, PTK recognizes and encourages scholarship, development of leadership and service, fellowship, and the pursuit of academic excellence. Eligibility in Los Angeles Valley College's chapter, Beta Delta Sigma, requires maintaining an over-all GPA of 3.5 or higher and completion of 30 or more semester units of accredited college courses while enrolled at LAVC.

Associated Student Union (ASU)

The Associated Student Union is the core of the student government and activities program at Los Angeles Valley College. In existence since 1949, the Associated Student Union (ASU) is based on a concept of student participation in shared governance and campus activities.

The Associated Student Union at Los Angeles Valley College consists of two (2) branches: Executive Council and Inter Club Council (campus clubs).

Executive Council

The responsibility of the Executive Council is to represent the student voice in the campus shared governance structure and sponsor events that promote cultural awareness, leadership development, academic improvement, student well-being and positive community relations. The Executive Council meets weekly throughout the fall and spring semesters. Each spring, elections are held for the following positions:

- President
- Vice President
- Treasurer

- Commissioner of Athletics
- Commissioner of Ethnic/Cultural Affairs
- Commissioner of Fine Arts
- Commissioner of Political Affairs
- Commissioner of Public Relations
- Commissioner of Student/Social Affairs
- Commissioner of Campus/Environmental Concerns
- Commissioner of Evening Division
- Chief Justice (appointed)
- Parliamentarian (appointed)
- Inter Club Council Representative (appointed)
- Secretary (appointed)

Executive Council officers are responsible for representing the student voice by participating in the college's shared governance structure. Executive Council officers participate on the following college committees: Budget, College Council, Curriculum, Student Discipline, Instructional Programs, Master Plan, Matriculation, Space and Work, Student Services, and Technology.

In addition, the ASU coordinates and/or assists with the following events:

- Armenian Genocide Remembrance
- Black Heritage Celebration
- Club Days
- Commencement
- Dean's Reception
- Homecoming
- International Festival
- Latino Heritage Celebration

Campus Clubs (Inter Club Council)

The other branch of the Associated Student Union is the Inter Club Council (ICC). The responsibility of the ICC is to encourage student membership, facilitate efficient coordination, and protect and maintain the integrity of campus clubs. Like the Executive Council, representatives from each of the clubs meet weekly. The Executive Council Vice President chairs the meetings and ICC Representative acts as co-chair.

Campus clubs provide students with the opportunity to interact with their peers around a common cause or topic. To form a club, students must recruit ten students, draft a club constitution and have a faculty advisor. Some clubs which have been active during the year include the following:

- Child Development Club
- Hillel
- Psychology Club
- Tau Alpha Epsilon
- Valley Collegiate Players

ASU Membership Fee

Each student is encouraged to become a member of the Associated Student Union by paying their \$10.00 membership fee per semester. ASU membership enables students to join clubs, admission to athletic events, and discounts at local business. Also, the membership fee funds ASU-sponsored events.

In addition, the ASU provides supplemental funding to a variety of programs and departments as listed below.

- Astronomy Department
- Supplemental Instruction
- Transfer Alliance Program
- Transfer/Career Center
- Writing Center

A.S.U. Membership Fee Refund

Students who withdraw from the college early in the semester will, on application to the college Business Office, receive refunds according to the following schedule:

Withdrawal from college during first week of instruction
- Refund 75%

Withdrawal from college during second week of instruction
- Refund 50%

Withdrawal from college during third week of instruction or later
- No Refund

First Week	Second Week
\$5.25	\$3.50

Student Representation Fee

Los Angeles Valley College has a mandatory Student Representation Fee of \$1.00. The money collected through this fee is used exclusively to cover the costs of students who may be sharing the student body viewpoint before city, county and district government, and before offices and agencies of the state and federal government as well as legislative training. You may petition to be exempt from paying this fee based on religious, political, moral or financial reasons. To petition for this exemption, you must go to the Business Office and do so in writing.

Qualification for ASU Officers

(Administrative Regulation S-9)

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:
 - a. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.
 - b. The candidate may seek only one campus office within the District.
 - c. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.
 - d. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10.
 - e. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in the determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students, who forfeit office for failing to meet this unit requirement, will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
 - f. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student, who exceeds the requisite 80 degree-applicable unit maximum, must satisfy at least one of the following conditions:

- 1) The requirements of the student's declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.
 - 2) Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.
2. A candidate or officer is ineligible for ASO office:
 - a. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.
 - b. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.
 3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).
 4. The Chief Student Services Officer and/or designee will verify a candidate or officer's eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.
 5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 9801-9806).
 6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:
 - a. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.
 - b. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.
 - c. Procedures for requesting an accommodation under E-22:
 - 1) Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.
 - 2) Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.
 7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.

Student Trustee Election Procedure

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

The process contained in Board Rule 21001 provides for a thorough evaluation of the candidates qualifications and insures an equal opportunity for any individual from any District college seek the position of student representative to the Los Angeles Community College District Board of Trustees.

In accordance with the existing Board Rule 21001, candidates for Student Trustee must:

1. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.
2. Be currently enrolled in 5 units.
3. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum unit requirement may be considered according to Board Rule 21001.

For more information, contact the Associated Student Union Office in Student Service Center 2nd floor.

Intercollegiate Athletics and Eligibility

Athletic Program

Valley College is a member of the Western State Conference (WSC) for men's and women's athletics and the Southern California Football Association (SCFA) for football.

Member colleges include:

- Allen Hancock College
- Bakersfield College
- College of the Canyons
- Citrus College
- Cuesta College
- Glendale College
- Los Angeles Pierce College
- Los Angeles Valley College
- Moorpark College
- Oxnard College
- Santa Barbara City College
- Santa Monica City College
- Ventura College
- West Los Angeles College

A full program of intercollegiate athletics is offered, including football, men's and women's basketball, 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.

Athletic Eligibility

CCCAA and WSC conference eligibility rules and Valley College regulations provide that to participate in intercollegiate sports during the first semester of competition the student must:

- have begun regular attendance not later than four weeks after the first day of instruction during his/her season of competition
- be enrolled in a minimum of 12 units, during competition in a sport (see Commission on Athletics, CCCAA Constitution, Bylaw 1)*.

* Questions regarding eligibility should be directed to the Athletic Director or to the Office of Administrative Services.

Alumni and Friends Association

Valley College Alumni and Friends Association

All former Valley College students are eligible and encouraged to become members of the Valley College Alumni Association. Benefits come with membership. Application forms are available at the LAVC Foundation Office (Admin. Bldg., Rm. 100), or you may download online at: www.lavcfoundation.org. For information, please call (818) 947-2700.

Journalism Alumni Association

The Valley College Journalism Alumni Association is open to former journalism students. It was founded in 1956 and has as its aims to foster professional standards and interests among its members. Membership consists of alumni, most of whom are now working journalists or are continuing their education at a university. Group projects include financial aid to deserving students and recognition of outstanding journalistic work done by alumni in the field and by high school students through their publications.

Theater Arts Alumni Association

The Theater Arts Alumni Association is open to former Valley College students who either have been enrolled in the Theater and Cinema Arts curriculum or have worked in a Theater or Cinema Arts production of the department and pay such annual dues as may be fixed from time to time by the Board of Governors of the alumni. The purpose of the association is the following: (1) To advance the study and enjoyment of the performing arts at Valley College; (2) To establish and maintain a scholarship fund for students of the Theater and Cinema Arts Department; (3) To contribute good fellowship to its members; and, (4) In all of its activities to support the goals of the department and of the college.

Bequests

A bequest is planned gift to the LAVC Foundation and it is made through your Will or Living Trust. If you have already included the LAVC Foundation in your Will or Trust, you may be eligible to become a member of the Foundation's Legacy Society. As a member of the Legacy Society, you allow us to recognize your generosity now instead of your executor when you have passed on. For more information about bequests or the Legacy Society, please call the LAVC Foundation at (818) 947-2619.

FULL-TIME FACULTY

The academic ranks indicated in this faculty roster are as of Fall 2012.

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

Assistant Professor of Spanish
M.A., University of California, Los Angeles
Ph.D. University of California, Los Angeles

Arias, Rafael 2000

Professor of Spanish
B.A., University of Santiago, Spain
M.A., University of Kansas
M.A., Teachers College, Columbia University
M.Ed., Teachers College, Columbia University
Ed.D., Teachers College, Columbia University

Arshagouni, Michael H., 2002

Professor of Music
B.A., University of California, Los Angeles
M.F.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Avila, Michael A 2004

Instructor in Technology
A.A., Los Angeles Valley College
B.Ve., California State University Long Beach

Baca, Tracey J., 1999

Associate Professor of Child Development
B.A., M.S., University of Tennessee

Baghdaserians, Elmida 2001

Professor of Child Development
B.A., Pacific Oaks College
M.A., Loyola Marymount University
Ed. D., Pepperdine University

Baldwin, Suzanne L. 2010

Assistant Professor of Biology
B.A., California State University, Northridge
M.S., California State University, Northridge

Ballew, Betty A. 1989

Professor of Speech
A.A., Pasadena Play House
B.A., M.A., California State University,
Los Angeles

Barakat, Mostapha (Steve) 2010

Assistant Professor of Mathematics
M.S. California State University, Los Angeles

Beaton, Jason 2010

Assistant Professor of Media Arts/Broadcasting
A.A., Los Angeles Valley College

Behlendorf-Liu, Xiaoyang 2001

Associate Professor of Library Science
B.A., Beijing University, Beijing China
M.A., Beijing University, Beijing China
M.A., Louisiana State University

Bishop, Carol L. 2010

Assistant Professor of Art
B.S., M.A., Northern Illinois University
Ph.D., Union University, Cincinnati

Briancesco, Kevin R. 2013

Instructor of Speech
B.A., San Francisco State University
M.A., Arizona State University, Tempe, AZ

Brockmann, Erika, 2012

Assistant Professor of Biology
B.S., College of William and Mary,
Williamsburg, Virginia
M.S., University of Southern California,

Brossman, Richard S. 2002

Associate Professor of Counseling
B.A., University of California, Berkeley
M.S.W., University of California, Los Angeles

Brower, Lynne D. 2001

Professor of Learning Skills
B.A., University of California, Los Angeles
M.A., Loyola Marymount University

Buchanan, David 1986

Professor of Physical Education
A.A., Los Angeles Valley College
B.A., University of the State of New York,
Albany
M.A., Azusa-Pacific College

Byrd-Williams, Pamela B. 2001

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

Assistant Professor 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

Casebolt, Elizabeth V. 2011

Assistant Professor of Dance
B.F.A., New York University
M.F.A., UC Riverside, California

Castillo, Steven J., 2000

Assistant Professor of Mathematics
B.A., University of California, Riverside
M.A., University of California, Berkeley
M.A., State University of New York, Buffalo

Christian-Brougham, Ruby R. 2010

Assistant Professor of Psychology
B.A., University of Southern California
Ph.D., University of Southern California

Chung, Siu N. 1995

Associate Professor of Business
B.S., California State University, Los Angeles

Ciuffo, Leonard A. 1978

Professor of Business
B.A., University of Colorado
M.A., California Lutheran College

Coddington, Chris R. 2008

Assistant Professor of Theater Arts
B.A., Occidental College, Los Angeles
M.A., Occidental College, Los Angeles

Cowen, Alan R. 2001

Professor of Fire Technology
B.A., California State University, Northridge
M.A., California State University, Northridge
D.C., Los Angeles College of Chiropractic

Cox, Mary A. 2000

Professor of Nursing
A.D.N., Los Angeles Pierce College
P.H.N., California State University,
Northridge
B.S.N., California State University,
Northridge
M.S.N., California State University,
Dominquez Hills

Daimes, Gloria S. 2013

Assistant Professor of Child Development
A.A., ANDE Teachers College
B.A., National University
M.S., California State University, Northridge

Dauber, William J. 2001

Assistant Professor of Journalism
B.A., University of California, Irvine
M.A., University of California, Berkeley

FACULTY, continued

Davoyan, Lilit 2009

Assistant Professor of Continuing Education
B.A., Yerevan State Linguistic University
M.A., California State University, Northridge

Dea, Fay S. 1988

Professor of Counseling
A.B., two M.A.s, University of California,
Los Angeles

Drummond, Rose B. 1991

Professor of History
B.A., M.A. University of California,
Los Angeles

DuFour, Wendy J. G., 2002

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

Associate Professor of Physical Education
B.A., Wichita State University, Kansas
M.A., California Lutheran University

Fickel, Theodore E. 1995

Professor of Chemistry
B.A., Rice University
M.A., Princeton University
Ph.D., Princeton University

Fink, Harry A. 1994

Associate Professor in Psychology
B.A., M.A., California State University,
Northridge

Fornataro, Gayle L. 1999

Associate Professor of English
B.A., California State University, Long Beach
M.A., Humboldt State University
Ph.D., State University of New York, Buffalo

Fontaine, Helen 1996

Professor of Speech
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge
C.C.C., American Speech, Language and
Hearing Assn.

Frances-Benitez, Maria Elena 1989

Professor of Spanish
B.A., Mount St. Mary's, College
M.A., University of California, Los Angeles

Frank, Rebecca E. 2010

Assistant Professor of Anthropology
B.A., University of California, San Diego
M.A., University of California, Los Angeles
Ph. d., University of California, Los Angeles

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

Fusilero, Victor M. 2009

Assistant Professor of German
B.A., Princeton University
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Garcia, Frances R. 2002

Associate Professor of Physical Education
A.A., Fullerton College
B.A., California State University,
Dominquez Hills
M.A., California State University,
Dominquez Hills

Gauthier, Donald J. 2001

Professor of Geography
A.A., Santa Monica College
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Ghassemi, Ali R. 2000

Professor of Counseling
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California School of Professional
Psychology
Psy.D., California School of Professional
Psychology

Gold, Michael C. 1988

Professor of Counseling
B.A., University of California, Los Angeles
M.Ed., Harvard University
Ph.D., University of Southern California

Goldberg, Barbara A. 1996

Professor of Counseling
B.A., Indiana University Pennsylvania
M.A., California State University, Northridge

Green-Marroquin, Becky L., 1999

Professor of Biology
B.S., M.S., Western Kentucky University
Ph.D., Mississippi State University

Haley, Lucas L. 2010

Assistant Professor of Physics
B.S., California State University, Northridge
M.A., University of California, Riverside

Hams, Jacquelyn E. 2002

Associate Professor of Oceanography
B.A., California State University, Los Angeles
M.S., California State University, Los Angeles

Hang, Monica 2010

Assistant Professor of Physical Education
M.S., California State University, Los Angeles
B.S., Comberland College

Heikkinen, Deanna L. 2010

Assistant Professor of Humanities
A.A., Bakersfield College
B.A., California State University, Bakersfield
M.A., California State University, Bakersfield

Heister, Cynthia 1991

Professor of Nursing
B.S.N., California State University,
Los Angeles
M.N., University of California, Los Angeles

Hellenius, Shawna 2013

Librarian
B.A., Simon Fraser University
M.L.I.S., University of British Columbia

Hernandez, Jose 2012

Assistant Professor of Counseling
A.A., Santa Monica College
B.A., UCLA
M.S., Loyola Marymount University

Hernandez, Librada, 1997

Professor of Spanish
A.A., Los Angeles City College
B.A., M.A., Ph.D, University of California,
Los Angeles

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

Hollingshead, Kim E. 2004

Associate Professor of Nursing
B.S.N. California State University, Northridge
M.S.N. California State University,
Dominguez Hills

Hoyer, Pavla 1995

Professor of Biology
B.A., M.A. California State University,
Long Beach

Hu, Yih-Mei 2010

Assistant Professor of Music
M.M., Eastman School of Music
M.A., Eastman School of Music
D.M.A., Eastman School of Music

Huang, Songqiao Sara 1996

Professor of Biology
B.S., Capital Normal University, China
M.S., Appalachian State University,
North Carolina

FACULTY, continued

Hubbard, Reginald S. 1996

Professor of English as a Second Language
B.A., Boston University
M.S., University of Southern California
M.S., Kennington University

Hunter, Patrick B. 2010

Assistant Professor of English
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge

Huynh, Phung S. 2010

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

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

Associate Professor of Music
B.A., Washburn University
M.A., California State University, Los Angeles

Kawai, John K. 2010

Assistant Professor of Mathematics
B.S., University of California, Los Angeles
M.S., California State University, Los Angeles
Ph.D., University of Utah

Kent, Devie Schneider 1989

Professor of Computer Science
B.A., University of California, Los Angeles
M.S., California State University, Northridge

Kent, Jeffrey A. 1999

Professor of Computer Science
B.S., University of California, Los Angeles
J.D., Loyola Law School

Kerr, Lawrence D., 2013

Instructor of Physical Education
B.S., San Jose State University, CA
M.A., San Jose State University, CA

Knorr, Zachary D. 2009

Assistant Professor of Philosophy
B.A., Willamette University, Salem, OR
M.A., University of Idaho, Moscow, ID
Ph.D., University of California, Riverside

Kovnat, Gary D. 2000

Professor of Biology
B.A., University of California, Santa Cruz
M.S., Stanford University
Ph.D., Claremont Graduate University

Kurz, Meredith J. 2001

Professor of English
A.A., Los Angeles Valley College
B.A., California State University, Northridge
M.A., California State University, Northridge

LaCarra, Robert D., 2000

Instructor in Psychology
B.A., Loyola Marymount University
M.S., Mount Saint Mary's College
M.A., California State University, Northridge
M.A.S., University of California, Irvine
Ph.D., Claremont Graduate University

Lanoix, Tiffany R., 2007

Associate Professor of Sociology
B.A., California State University,
Dominquez Hills
M.A., University of California, Irvine

Leonard, Meredith L. 2005

Associate Professor of Environmental Science
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Lewis, Ian D. 1996

Professor of Music
ARCM, London, England
B.A. (Hons), University of York, England
P.G.C.E., University of Cambridge, England
M.A., California State University, Northridge

Lewis, Michelle V. 2005

Associate Professor of History
B.A. University of California, Los Angeles
M.A. University of California, Riverside

Liang, Shui-Tain Chen, 1999

Professor of Mathematics
B.Ed., National Taiwan Normal University
M.S., Lamar University
Ph.D., University of Houston

Littig, Adam H., 2010

Assistant Professor of Mathematics
B.S., University of California, Irvine
M.A., University of California, Los Angeles
M.B.A., Santa Clara University

Lopez, Peter 1997

Associate Professor of Chicano Studies
B.A., Loyola Marymount University
M.A., California State University, Los Angeles

Lubow, Dana N., 1999

Professor of Library Science
M.L.S., University of Oregon
B.A., University of California, Berkeley
M.A., California State Polytechnic University,
Pomona

Lyons, Roderick J. 2000

Associate Professor of Journalism
A.A., Cypress College
M.S., California State University, Long Beach

Makhluaf, 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

Marriott, Douglas C. 2011

Assistant Professor of Co-op Ed
B.A., University of Washington
M.A., Chapman University, Orange CA

Martinez, Anita 2002

Assistant Professor of Counseling
A.A., Santa Monica College
B.A., California State University, Northridge
M.S., California State University, Northridge

McMillan, James M. 2004

Assistant Professor in Physical Education
A.A., Santa Ana Community College
B.A., Pepperdine University
M.A., Azusa Pacific University

Melkonian, Sheyda 2010

Assistant Professor of Learning Disability Specialist
B.A., University of CA, Irvine
M.A., Ph.D., Alliant International University
(CSPP)

Melody, Patty E. 2001

Professor of Physical Education
B.A., California State University, Northridge
M.A., California State University, Northridge

Merrill, Dominique L., 1999

Professor of French
B.A., M.A., University of California,
Los Angeles

Metzger, Robert A. 1989

Professor of English
B.A., Yale University
M.A., Ph.D., University of California,
Los Angeles

Miller, Joshua E. 2002

Associate Professor of Speech-Forensics
A.A., Los Angeles Valley College
B.A., California State University, Los Angeles
M.A., California State University, Los Angeles

Milligan, John A. 1996

Professor of Chemistry
B.S., University of Illinois
M.S., Ph.D., University of California,
Los Angeles

Mintz, Jessica L. 2001

Professor of English
B.A., University of California, Los Angeles
M.A., California State University, Northridge

FACULTY, continued

Miyasaki, June 2005

Associate Professor of French
 B.A., University of California, Berkeley
 M.A., Middlebury College, Middleburg, VT
 and Paris, France
 Ph.D. University of Wisconsin, Madison, WI

Moore, Rod 1988

Associate Professor of English
 B.A., University of California Berkeley
 M.A., University of California, Davis
 M.A., University of Southern California

Morris, Keidra 2009

Assistant Professor of African American Studies
 B.A., University of California, Los Angeles
 M.A., Ph.D., University of California,
 Los Angeles

Morrison, Gregory S. 2004

Associate Professor of Respiratory Therapy
 A.S., Pierce College
 B.S., California State University, Northridge

Mossler, Ronald A., 1999

Professor of Psychology
 B.A., University of California, Los Angeles
 M.A., California State University, Northridge
 Ph.D., University of California, Los Angeles

Mossman, Thomas L. 1977

Instructor in Art
 B.F.A., Kent State University
 M.A., California State University,
 Los Angeles

Murray, Rick F. 2009

Assistant Professor of History
 A.A., Moorpark College
 B.A., University of California, Los Angeles
 M.A., California State University, Northridge

Mushegyan, Anaid 2001

Associate Professor of Counseling
 A.A., Los Angeles Valley College
 B.A., California State University, Northridge
 M.S., California State University, Northridge
 Ed.D., Alliant International University

Nakamura, Lawrence T. 1996

Professor of Microbiology
 B.S., M.S., Colorado State University
 Ph.D., University of California, Los Angeles

Nastasia, Gail M. 1996

Associate Professor of Broadcasting
 A.A., Los Angeles Valley College
 B.A., California State University, Los Angeles

Natian, Albert 1987

Professor of Mathematics
 Two B.Ss, M.S., Northern Illinois University
 M.S., University of Southern California
 M.S., California State University, Northridge

Ng, Minna 2012

Assistant Professor of Psychology
 A.A.S., Kingsborough Community College,
 Brooklyn, NY
 B.S., City College, New York
 M.A., University of California, San Diego
 Ph.D., University of California, San Diego

Nova, Christian P., 2005

Associate Professor of Music
 B.A., Pomona College
 M.F.A., University of California, Los Angeles
 D.M.A., University of California, Los Angeles

Nuyda, Hermel C. 2011

Assistant Professor of Nursing
 A.A., Los Angeles Valley College
 B.S.N., University of Phoenix, Pasadena
 California
 M.S.N.Ed., University of Phoenix, Pasadena
 California

O'Regan, Anthony 2000

Associate Professor of Political Science
 B.A., University of California, Los Angeles
 M.A., University of California, Santa Barbara
 Ph.D., University of California, Santa Barbara

Ogawa, Ann H. 1988

Professor of Counseling
 B.S., California State University, Northridge
 M.S., Mount St. Marys College

Olivares-Luera, Alma 1997

Professor of Counseling
 B.A., University of California, Los Angeles
 M.S., California State University, Northridge

Publico-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

Assistant Professor of Philosophy
 M.A., California State University,
 Los Angeles
 M.A., Duquesne University

Palmer, Patricia B. 2010

Assistant Professor of Dev. Com.
 B.A., State University of New York
 M.B.A., New York University
 M.A., Teachers College Columbia University

Pierce, Susan 1989

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

Pearson, Cheryl 2012

Assistant Respiratory Therapy
 B.S., Indiana University of Pennsylvania
 M.A., University of California, Riverside

Placencia, Nathan 2010

Assistant Professor of Philosophy
 M.A., Westminster Seminary
 M.A., University of California, Riverside
 Ph.D., University of California, Riverside

Polasek, Lynn 1989

Professor of Microbiology
 B.A., California State University, Northridge
 M.T. (ASCP), St. Johns Hospital and Health
 Center
 M.A., University of California, Los Angeles

Prante, Tyler C. 2010

Assistant Professor of Economics
 B.A., San Diego State University
 M.A., University of New Mexico,
 Albuquerque
 Ph.D., University of New Mexico,
 Albuquerque

Puthiakunnel, Preethamol J., 2012

Instructor of Nursing
 B.S.C., R.A.K. College of Nursing, New
 Delhi, India
 M.A., R.A.K., College of Nursing, New Delhi,
 India

Pyles, Cathy 2004

Associate Professor of Theater
 B.F.A., West Virginia University
 M.F.A., University of Minnesota

Quilici, Amadeo W. 2009

Assistant Professor Continuing Education
 A.A., Butte Community College
 B.A., University of California, Santa Barbara
 M.F.A., Mills College, Oakland, Ca
 T.E.S.L., California State University,
 Northridge

Raskoff, Sally A. 2002

Professor of Sociology
 B.A., California State University, Northridge
 M.A., California State University, Northridge
 Graduate Certificate, University of Southern
 California
 Ph.D., University of Southern California

Read, Jennifer L., 2012

Instructor of Theatre Arts
 B.A., University of California, Santa Barbara,
 California
 M.F.A., Florida State University, Tallahassee,
 Florida

Reed, Reginald K. 1996

Professor of Counseling
 B.A., University of California, Riverside
 M.A., Point Loma College

Roberts, Neil C. 2002

Associate Professor of Counseling
 B.A., California State University, Northridge
 M.S., California State University, Northridge

Rodriguez, Arantzanu 1997

Professor of Cinema Arts
 B.A., Universidad Complutense, Madrid
 M.F.A., University of California, Los Angeles

Rodriguez, Sylvia H. 2001

Associate Professor of Counseling
 B.A., University of Houston
 M.A., Texas Southern University

Romero, Joyce I. 2012

Assistant Professor of Counseling
 B.A., California State University, Northridge
 M.S., California State University, Northridge

FACULTY, continued

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

Sandoval, Miguel A., 2012

Assistant Professor of Counseling
A.A., Los Angeles Valley College
B.A., University of California, Los Angeles
M.S., California State University, Northridge

Sarkisyan, Margaret 2013

Counselor
A.A., Los Angeles City College
B.A., M.A., 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

Assistant Professor of Sociology
B.A., University of California, Los Angeles
M.A., California State University, Northridge

Sefiani, Sako 1998

*Instructor in Computer Science Information
Technology*
B.S., University of Wisconsin
M.S., Azusa Pacific University

Shin, Luzviminda V. 1989

Professor of Mathematics
B.S., Philippine Normal College
Ph.D., Ateneo de Manila University

Sims, James A. 2002

Professor of Physical Education
A.A., American River College
B.A., Azusa-Pacific University
M.S., California State University,
Dominguez Hills

Sioukas, Anastasios V. 2005

Associate Professor of Business Administration
B.S. Aristotle University of Thessaloniki,
Greece
M.S. University of California, Berkeley
Ph.D. University of Southern California

Smith, Duane W. 2001

Associate Professor of Speech
A.A., Los Angeles Valley College
B.S., Northern Arizona University
M.A., California State University,
Los Angeles

Southgate, Darby 2010

Assistant Professor of Sociology
B.A., California State University, Long Beach
M.A., California State University,
Dominguez Hills
Ph.D., Ohio State University

Stein, Rebecca L. 2001

Professor of Anthropology
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

Stoneham, Cheryl A. 2001

Professor of English as a Second Language
B.A., Scripps College
M.A., California State University, Northridge

Sumnik-Levins, Eugenia 1989

Professor of Art
B.A., Oakland University, Rochester,
Michigan
M.A., University of California, Los Angeles

Sutcliffe, Teresa V., 1999

Professor of Mathematics
B.A., M.A., Ph.D., University of the
Philippines

Swelstad, Eric J. 2001

Professor of Media Arts
B.A., Ohio State University
M.A., Ohio State University

Tejeda-May, Katherine M. 2002

Associate Professor of Counseling
A.A., Los Angeles Valley College
B.A., Cal State University of Northridge
M.S., Cal State University of Northridge

Thornock, Roana M. 2010

Assistant Professor of Speech
M.A., University of Denver

Trombetta, Giovanni N. 1989

Professor of Italian
B.A., Assumption College, Worcester, MA
M.A., University of California, Los Angeles

Trombly, Cherine M. 2000

Associate Professor of Psychology
B.A., California State University, Long Beach
Ph.D., California Graduate Institution

Uzunyan, Eliza 2008

Assistant Professor of SSD
B.S., California State University, Los Angeles
M.S., California State University, Los Angeles

Vivian, Michael D. 1976

Professor of Sociology
A.A., Los Angeles Valley College
B.A., California State University,
San Francisco
M.A., University of California, Los Angeles
C.Phil., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Vo, Susan H. 2009

Assistant Professor of Mathematics
B.SC., National University of Singapore
M.SC., California State University,
Northridge

Waddell, Joanne S. 1979

Professor of Physical Education
B.A., University of California, Santa Barbara
M.A., California State University, Long Beach

Wade, Nicholas M. 1999

Assistant Professor of Administration of Justice
A.A., Los Angeles Valley College
A.A., West Los Angeles College

Watson, Virgil E. 2006

Instructor of Physical Education
B.A., California State University Northridge
M.A., Azusa Pacific University

Wallis, William G. 1988

Professor of English
B.A., Southern Illinois University
M.A., Ph.D., University of Nebraska

Weigand, Scott M., 2007

*Director of Writing Center, Associate Professor
of English*
B.A., California State University, Northridge
M.A., California State University, Northridge

Wright, George Anne 2001

Professor of Dance
B.F.A., California Institute of the Arts
M.A., California State University, Long Beach

Yasuda, Phyllis, J., 2000

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

Zucker, Alfred J. 1988

Professor of English
A.A., Los Angeles Valley College
A.B. (2), University of California,
Los Angeles
M.A., University of California, Los Angeles
M.A. (2), California State University,
Long Beach
M.A., California State, University,
Los Angeles
Ph.D., University of California, Los Angeles

CHILD DEVELOPMENT CENTER

Gish Persi, Catherine L. 2008

Instructor, Child Development Center
B.A., Immaculate Heart College

Jones, Linda 1979

Instructor, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University, Northridge

Teplin, Terry 2004

Director, Child Development Center
A.A., Los Angeles Valley College
B.A., California State University,
Northridge
M.A., Pacific Oaks College

ADMINISTRATORS

Berger, Sheri L. 1999

Dean, Academic Affairs
Professor of Mathematics
B.A., M.S. California State University,
Northridge

Besikof, Rudolph J. 2013

Dean, Academic Affairs
B.A., University of Colorado, Boulder
M.A., University of Colorado, Denver
Ed.D., University of California, Los Angeles

Bonvenuto, Christopher M. 2013

Vice President, Administrative Services
B.S., National University

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

Daar, Karen L. 2012

Vice President, Academic Affairs
B.A., California State University, Northridge
M.A., University of New Mexico

di Cesare, Deborah, 2001

Dean, Academic Affairs
B.B.A., Pace University
M.A., Antioch University
Ed.D., University of LaVerne

Fowles, Michelle R. 2008

Dean, Research & Planning
B.A., Stanford University
M.A., Princeton University

Gonzalez, Raul D. 2001

Associate Vice President, Administrative Services
A.A., Miami Dade Community College
B.B.A., Florida International University
M.P.S., St. John's University

Green, David M. 2008

Associate Dean, Services for Students with
Disabilities (formerly DSPS)
B.A., University of California, Los Angeles
M.S. Ed., University of Southern California

Manzano, Florentino 1999

Vice President, Student Services
B.A., California State University, Northridge
M.A., California State University, Northridge

Nalepa, Laurie L. 2002

Dean, Academic Affairs
B.A., University of California, Los Angeles
M.B.A., University of Southern California
Ed.D., Nova Southeastern University

Ortiz, Elizabeth 2008

Associate Dean, Student Services,
Associated Student Union (ASU) Advisor
B.S., University of Southern California
M.P.A., University of Southern California

Reed, Annie G. 1995

Associate Dean, Student Services
M.A., Pepperdine University
J.D., West Los Angeles School of Law

Rodriguez, Sherri 2001

Associate Dean, EOPS/CARE
B.A., California State University, Fullerton
Ed.D., University of California, Los Angeles

EMERITI

Akers, Kathryn R., 1965-1980

Professor of English

Alaniz, Victoria C., 1971-1985

Professor of Office Administration

Allen, Patricia, 1965-2005

Professor of Sociology

Ardavany, Juanita., 1976-2011

Professor of Business Administration

Arnot, Jack, 1988-2006

Professor of History

Attarian, George J. 1980-1999

Professor of Music

Auerbach, Milton, 1975-1985

Professor of Mathematics

Bertholdo, Robert, 1954-1985

Professor of Law

Biermann, June A., 1949-1981

Professor of Library Science

Birenbaum, Betti H., 1969-1983

Professor of Nursing

Bjornsen, Betty Kay., 1974-2009

Professor of Nursing

Blakeslee, Pat T., 1965-1991

Professor of Psychology

Blyth, Marion D., 1963-1972

Associate Professor of English

Broslawsky, Farrel., 1970-2009

Professor of History

Brotherton, Winifred G., 1970-1987

Professor of Nursing

Brown, Helen L., 1967-1975

Associate Professor of Nursing

Brown, I. Jack, 1950-1995

Professor of Accounting

Brown, Marion C., 1969-1989

Professor of Office Administration

Campbell, James L., 1955-1995

Professor of Biology

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

Dacurso, Joseph A., 1978-2012

Professor of Cinema Arts

Davis, Doris M., 1987-1995

Associate Professor of Family and
Consumer Studies

Deutsch, Maurice N., 1955-1984

Associate Professor of Engineering

DeWitt, Eugenia B., 1966-1982

Professor of Biology

Dowlin, John L. Jr., 1965-1987

Professor of Mathematics

EMERITI, continued

- Duncan, Lydia M., 1968-1975
Instructor of Nursing
- Dunn, William C., 1965-1978
Professor of Mathematics/Counselor
- Economides, Frances C., 1950-1980
Professor of Speech
- Eidler, William C., 1981-2003
Professor of Speech
- Erhardt, Rosanne H., 1969-1989
Professor of Office Administration
- Ettinger, Virginia M., 1976-2004
Professor of Respiratory Therapy
- Fay, Gordon S., 1952-1977
Associate Professor of Earth Science
- Feldman, Beverly N., 1975-1987
Professor of Child Development
- Follosco, Raymond C., 1958-1993
Professor of Physical Education
- Foster, Ellis S., 1959-1978
Professor of Engineering
- Fraser, Owen H., 1962-1989
Professor of Mathematics
- Freeman, Margaret H., 1989-2002
Professor of English
- Fujii, Gertrude S., 1966-1985
Professor of English
- Garber, Zev, 1970-2007
Professor of Jewish Studies
- Gardner, Michael A. 1974-2010
Professor of Psychology
- Gilbert, Samuel D., 1965-1987
Professor of Psychology
- Giovinazzo, Nick V., 1962-1985
Professor of Physical Education
- Glater, Julius, 1954-1991
Professor of Chemistry
- Goffredo, Samuel P., 1970-2010
Professor of Art
- Golz, Gladys, 1954-1970
Associate Professor of Nursing
- Gordon, Louis, 1954-1985
Professor of Chemistry
- Graham, Roger J., 1968-1993
Professor of Journalism
Professor of Photography
- Griner, Verda M., 1959-1989
Professor of Counseling
- Hastings, Elizabeth S., 1963-1980
Professor of Nursing
- Havenhill, Roy M., 1971-2007
Professor of Biology
- Hittleman, Martin L., 1988-2003
Professor of Mathematics
- Holdredge, Richard E., 1980-2011
Professor of Instructional Media
- Holloway, George L., 1967-1989
Professor of Mathematics
- Holton, Judith Ann Gavin, 1978-2003
Professor of Nursing
- Holtzman, Natalie F., 1989-1995
Assistant Professor of Journalism
- Hyek, James L., 1965-1989
Professor of Business Administration
- Ingram-Cotton, Brenda, 1996-2010
Professor of CAOT
- Irwin, Edward A., 1961-1984
Professor of Journalism
- Jaqua, Ida C., 1963-1984
Professor of Family and Consumer Studies
- Johnson, Ernest Y., 1949-1964
Associate Professor of Physical Education
- Johnson, Mae M., 1963-1979
Professor of Nursing
- Jorgenson, Ethel K., 1966-1982
Professor of Business Administration
- Jur, Chester, 1963-1982
Associate Professor of Electronics
- Kaspin, Solomon, 1977-1984
Professor of Physics
- King, Ruth L., 1964-1975
Associate Professor of English
- Kinstad, Conrad G., 1960-1985
Professor of History
- Klein, Henry F., 1979-2008
Professor of Art
- Kopoulos, George T., 1970-1991
Professor of Counseling,
Assistant Dean of Administration
- Kraus, Joseph, 1965-1989
Professor of German
- Kuhner, Merle L., 1962-1989
Professor of Anthropology
- Kuljian, Martha W., 1973-1985
Professor of Library Science
- Labok, Joseph A. Jr., 1959-1989
Professor of Electronics
- Lalane, Henry A., 1967-1983
Professor of Journalism
- Lane, Fredric V., 1956-1999
Professor of Mathematics
- Lash, Dorothy M., 1965-1977
Professor of Art
- Levine, Allen M. 1966-2006
Professor of Psychology
- Lundgren, Tirzah G., 1958-1978
Professor of Physical Education
- Maddox, John S., 1965-2008
Professor of History
- Maguire, Patrick D., 1965-1984
Professor of Philosophy
- Mann, Charles W., 1950-1982
Professor of Physical Education
- Mann, Myron A., 1964-1995
Professor of Physics
- Martenev, James I., 1977-2010
Professor of Speech
- Martin, Ann D., 1959-1977
Professor of Mathematics
- Marzillier, Leon F., 1971-2007
Professor of Mathematics
- Masse, Socorro O., 1970-2005
Professor of Nursing
- Mauk, E. Peter Jr., 1960-1987
Professor of Theater Arts
- May, David., 1976-2011
Professor of Library Science
- Mayers, Jackson, 1954-1982
Professor of Sociology
- Mayo, Samuel H., 1965-1995
Dean of Student Services,
Professor of History
- McCarthy, James E., 1956-1987
Professor of Philosophy
- McCurry, Spencer L., 1989-2008
Professor of Business
- McGuire, Thomas G., 1954-1981
Professor of English
- Merson, Jay R., 1962-1989
Professor of French
- Metzger, Dianna P., 1966-1979
Professor of English
- Milner, Glenn., 1973-2009
Professor of Economics
- Mohan, Richard D., 1956-1982
Professor of Library Science
- Mulkey, Roberta, 1967-1982
Associate Professor of Physical Education
- Munns, Virginia, 1959-1979
Assistant Professor of Business Admin.
- Nelligan, Don, 1968-1990
Professor of Music
- Nelson, William A., 1969-1989
Professor of Speech
- Nery, Josefina, 1961-1985
Professor of Nursing
- Nordman, Joseph B., 1950-1978
Professor of Chemistry
- Olson, Velma Jewett, 1949-1961
Counselor
- Parada, Raymond, J. 1982-2005
Professor of Psychology
- Polak-Recht, Jeanne, 1975-1998
Professor of Family & Consumer Studies
- Pollyea, Sharlene, 1972-1995
Professor of Office Administration
- Pope, Irvin A., 1971-1995
Professor of Music
- Porges, Irwin, 1961-1973
Associate Professor of English
- Potsic, George M., 1973-2008
Professor of Speech

EMERITI, continued

Pottharst, Barbara, Ph.D., 1965-1993
Professor of Psychology

Pritchard, Robert L., 1967-2007
Professor of History

Raskoff, Richard M. 1963-2002
Professor of Geography

Rathbone, Rowena T., 1959-1973
Professor of Psychology

Ravise, Juliette S., 1965-1977
Professor of French

Raxten, Eugene D., 1958-1982
Professor of Psychology

Reed, Dennis J., 1980-2012
Professor of Art

Rogers, Eileen P., 1965-1984
Associate Professor of Nursing

Rosillo, Ramiro S., 1974-2006
Professor of Counseling

Ross, Martin N., 1982-1987
Professor of Electronics

Roy, Karen I., 1977-2011
Professor of Biology

Salazar, Carmen, 1973-2007
Professor of Spanish

Saltoun, Synthia., 1976-2011
Professor of Counseling

Saltzman, Stephen M., 1993-2004
Professor of Psychology

Saluzzi, Michael, 1974-1995
Professor of Counseling

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

Snider, Kathleen E., 1989-2012
Professor of Nursing

Soper, Vera R., 1955-1976
Professor of German

Spingarn, Lawrence P., 1959-1985
Professor of English

Stark, Diedra K., 1975-2012
Professor of Physical Education

Statham, Stephen H., 1962-1987
Professor of English

Stearns, Jean E. 1989
Professor of English

Stern, Broncha S., 1967-1993
Professor of Family and Consumer Studies

Sugarman, Elien M. 1979
Professor of Computer Science

Sullivan, Kathleen., 1985-2011
Professor of Counseling

Tan, Karlyne, 1970-2003
Professor of Physical Education

Thomas, Bruce J., 1976-2011
Professor of Counseling

Thomas, George L., 1976-1981
Instructor of Administration of Justice

Tinei, Joan B., 1977-1980
Professor of Nursing

Toohy, Barbara M., 1959-1983
Professor of Library Science

Toon, Ernest R., 1955-1983
Professor of Chemistry

Valdez, Michael, 1969-1985
Professor of English

Villa, 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**

Christian, Bernie 1969-2012
Professor of Physical Education

Krescent, Allan L., 1999-2012
Professor of Administration of Justice

Leisner, Eveline., 1989-2013
Associate Professor of French

Lubow, Sylvia B., 1969-1990
Professor of History

Lynn, Theodore A., 1966-1992
Professor of Music

Riffenburgh, Angelyn K., 1974-1989
Professor of Microbiology

DEPARTMENTAL ORGANIZATION

ANTHROPOLOGY

SUBJECT FIELDS:

Anthropology

CHAIRPERSON:

Ms. Rebecca L. Stein, AHS 305,
Ext. 2538
Dr. Rebecca E. Frank
Mr. Eugene S. Scott

ADJUNCT:

Ms. Toni R. Edge
Dr. Michelle Freier
***Dr. Christian S. Hammons
Dr. Paul McDowell
Mr. Gil Ramos
***Dr. Eleanor M. Strauss
Ms. Leanna P. Wolfe

ART

SUBJECT FIELDS:

Art

CHAIRPERSON:

Ms. Eugenia Sumnik-Levins,
Art 108c, Ext. 2780
Dr. Carol L. Bishop
Mr. Jamison Carter
Ms. Phung X. Huynh
Mr. Thomas Mossman

ADJUNCT:

Mr. Joseph J. Bavaro
***Ms. Nina F. Berson
Ms. Pamela A. Blackwell
Ms. Anna B. Bonds
Ms. Sarah A. Dwyer
Mr. Samuel P. Goffredo
Ms. Deana M. Hight
Mr. Walter W. Impert
Ms. Alexandra L. Lezo
Mr. Vance D. Studley
Mr. Dennis Reed
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SUBJECT FIELDS:

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 Athletics, Kinesiology Major,
 Recreation

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PHYSICAL EDUCATION - WOMEN

SUBJECT FIELDS:

Dance Specialties, Dance Studies,
 Dance Techniques, Health,
 Kinesiology, Kinesiology Athletics,
 Kinesiology Major

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COUNSELOR:

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 Services Annex, Ext. 2685
 Eliza Uzunyan, Room 175, Ext. 2683

LEARNING DISABILITY SPECIALIST:

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 Student Services Annex, 2703
 Adaptive P.E. – Mr. David C. Mallas,
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 Chicano Studies, Sociology

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Information Technology,
Electronics, Engineering, Machine
Shop-CNC, Numerical Control,
Tool & Mfg. Technology

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hussaisk@lavc.edu

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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. 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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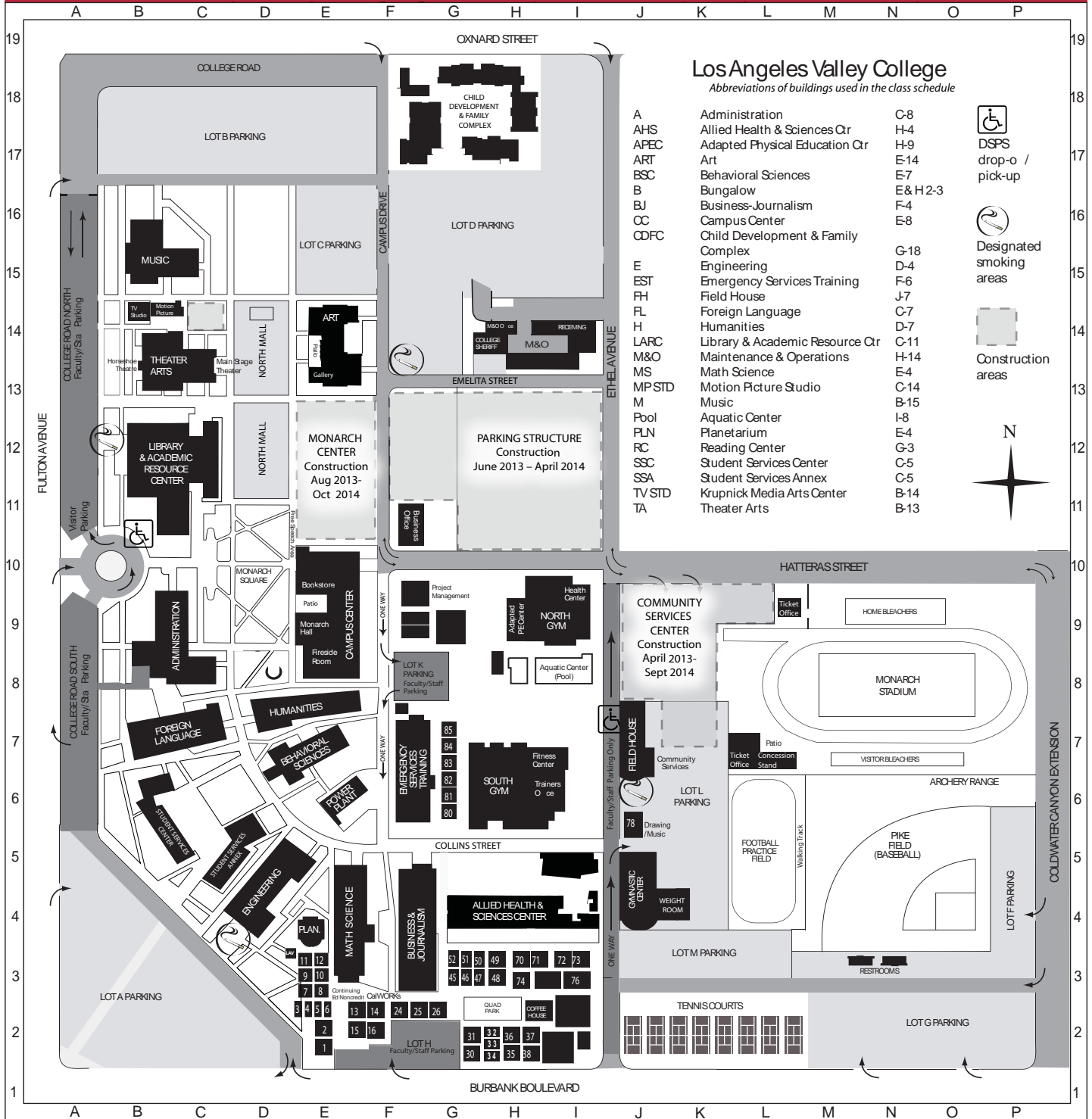
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Los Angeles Valley College

Abbreviations of buildings used in the class schedule

A	Administration	C-8	♿
AHS	Allied Health & Sciences Ctr	H-4	
APEC	Adapted Physical Education Ctr	H-9	♿
ART	Art	E-14	
BSC	Behavioral Sciences	E-7	♿
B	Bungalow	E & H 2-3	
BJ	Business-Journalism	F-4	♿
CC	Campus Center	E-8	
CDFC	Child Development & Family Complex	G-18	♿
E	Engineering	D-4	
EST	Emergency Services Training	F-6	♿
FH	Field House	J-7	
FL	Foreign Language	C-7	♿
H	Humanities	D-7	
LARC	Library & Academic Resource Ctr	C-11	♿
M&O	Maintenance & Operations	H-14	
MS	Math Science	E-4	♿
MPSTD	Motion Picture Studio	C-14	
M	Music	B-15	♿
Pool	Aquatic Center	I-8	
PLN	Planetarium	E-4	♿
RC	Reading Center	G-3	
SSC	Student Services Center	C-5	♿
SSA	Student Services Annex	C-5	
TV STD	Krupnick Media Arts Center	B-14	♿
TA	Theater Arts	B-13	



Academic Affairs (A)	C-8	Cooperative Education (B48)	H-3	Lost & Found (Sheri's Office)	H-14	President's Conf. Rm - PCR (A)	C-8
Adapted PE Ctr (APEC)	H-9	Continuing Ed Noncredit (B13)	F-2	Mailroom / Faculty Mail Boxes (A)	C-8	Professional Development Ctr (LARC)	C-11
Administrative Services (A)	C-8	Counseling (SSA)	C-5	Main Stage Theater (TA)	C-13	Reading Center (LARC)	C-11
Admissions and Records (SSC)	C-5	Information Technology Office (CC)	E-10	Master Calendar Office (A)	C-8	Receiving Office (M&O)	H-14
Art Gallery & Patio (ART)	E-13	EOPS (SSC)	C-5	Media Services (LARC)	C-11	Registration / Admissions (SSC)	C-5
Assessment Ctr (SSC)	C-5	Extension Program (A)	C-9	Monarch Hall & Patio (CC)	E-9	Sheri's Office (M&O)	H-14
ASU Offices (SSC)	C-5	Faculty Lounge (B83)	G-7	Monarch Square	D-10	South Gym	H-6
Baseball Field	N-5	Family Resource Center (CDFC)	G-18	Monarch Stadium	N-8	Student Health Center (NGM)	I-9
Bookstore (CC)	E-10	Financial Aid (SSC)	C-5	North Gym (NGYM)	I-9	Svcs to Students w/ Disabilities (SSA)	C-5
Business Office	F-11	Fire/Residence Room (CC)	E-9	Parking Lot A	B-3	TAP/Honors Program (SSA)	C-5
Cafeteria Conf. Rm - CCR (B85)	G-7	Fitness Center (FC)	H-7	Parking Lot B	D-17	Tennis Courts	K-2
CalWORKs/GAIN (B8/B14)	F-2	Foundation Office/Alumni Assn (A)	C-8	Parking Lot C	E-15	TRO (SSC)	C-5
Career/Transfer Ctr (SSA)	C-5	Free Speech Area	D-11	Parking Lot D	G-16	Visitor Parking (Metered)	A-11
CCaTT Lab (BJ)	F-4	General Tutoring (LARC)	C-11	Parking Lot E	P-4	Walking Track	M-5
Child Development Ctr (CDFC)	H-18	Gymnastics Center (GYM CTR)	J-4	Parking Lot F	O-2	Weight Room (WT ROOM)	K-4
Child Development Dept (CDFC)	H-18	Historical Museum (LARC)	C-11	Parking Lot G	G-2	Writing Center (LARC)	C-11
College Road North (Faculty/Staff)	A-14	Horseshoe Theater (TA)	B-13	Parking Lot H (Faculty/Staff)	G-8		
College Road South (Faculty/Staff)	A-8	Job Resource Center (B48)	H-3	Parking Lot I	K-6		
Community Services (FH)	J-7	Job Training Program (A)	C-9	Parking Lot J	K-3		

2013-14 Catalog

COLLEGE DIRECTORY

Academic Affairs.....	(818) 947-2326
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Assessment Center.....	(818) 947-2587
Business Office.....	(818) 947-2318
Career/Transfer Center.....	(818) 947-2646
Child Development Center.....	(818) 947-2931
Community Services Program.....	(818) 947-2577 EXT. 4172
Continuing Education (Noncredit Courses).....	(818) 947-2974
Counseling Department.....	(818) 947-2546
EOPS.....	(818) 947-2432
Extension Program.....	(818) 947-2941
Financial Aid Office.....	(818) 947-2412
Job Resource Center.....	(818) 947-2334
Services for Students with Disabilities.....	(818) 947-2681
Transfer Alliance Program (TAP).....	(818) 947-2630
TRiO.....	(818) 947-2483
Valley Campus Store (Bookstore).....	(818) 947-2313

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